

Contract Overview

Prior to utilizing this contract, the user should read the contract in its entirety.

CONTRACT DESCRIPTION/HIGHLIGHTS
<p>These multiple awarded contracts contract covers the requirements of Professional Broadcast, AV and Multimedia Equipment, Supplies, Installation, Maintenance and Upgrades for all using Agencies.</p> <p>This includes but is not limited to equipment for: professional video production, editing and post-production; professional digital still photography, video/audio signal processing, encoding, monitoring and testing; video routers and servers; satellite uplink/downlink & microwave; digital asset management (DAM) and media asset management MAM systems; digital signage; cable system headend and distribution; AV conference/training rooms; AV control systems; displays, monitors & projectors; acoustic and audio.</p> <p>DGS has identified this Contract as one which will be made available for COSTARS members' participation. Those suppliers having agreed to sell to registered COSTARS members are designated on the "Search Contracts" page of PA eMarketplace. "Yes" within the COSTARS column means the supplier has agreed to sell to COSTARS members. "No" within the COSTARS column means the contract for a specific supplier is not available to COSTARS members.</p> <p>Ordering agencies must request a quote on company letterhead which references the appropriate contract number. Supplier quotes must be on company letterhead and include a copy of the OEM catalog or an OEM price list (which can be added to quote on company letterhead).</p> <p>The contract does not permit a minimum service charge. Service charges are to be billed for the amount of time it takes to provide the services requested by the customer. Contractors are not allowed to impose minimum service charges (i.e. 2-hour, 4-hour, etc.) for diagnosis and repairs unless the actual time to complete the service is the amount of time billed.</p> <p>The contractor can not request that the Commonwealth agency provide a Purchasing Card (P-card) to put a temporary charge against the account pending a service being provided. The P-card is to be used to complete payment, not to hold a payment or guarantee a future payment.</p> <p>Software purchases/renewals must be approved by emailing the Contract Manager and GS, IT Software RA-GSITSOFTWARE@pa.gov.</p>

CONTRACT INFORMATION	
Contract Title	Professional Broadcast, Audio Visual and Multimedia Equipment
Contract Number	4400020815, 4400020816, 4400020817, 4400020818, 4400020820, 4400020822, 4400030863 (4400020821 & 4400020818- DO NOT USE)
Solicitation Number	6100046056
Original Validity Period	06/01/2019-05/31/2021
Current Validity End Date & Renewals Remaining	02/28/2026 EP Multiple - 0 Remaining Renewals
Total Number of Contracts	9
Contract Change Revision Date	n/a
Point of Contact	Katrin Walker, Commodity Specialist
Contact Phone Number	717-307-2224
Contact Email Address	katwalker@pa.gov
PROCESS TO ORDER	
Product Type	Both
Contract Ordering Process	Quote and copy of Catalog/Price List from Manufacturer Included with Purchase Order
End User Procedures:	End-User Procedures
P-Card Acceptance Status	P-Card Accepted
<p>ALL ORDERS ABOVE THE \$10,000.00 THRESHOLD REQUIRE QUOTES FROM ALL VENDORS. (See Best Value Determination tab below) The determination, at a minimum, must include Total Cost, past contractor performance, training, and support services. For procurements whose total dollar value exceeds \$10,000; the agency must request a quote (via email) from all awarded suppliers and select the supplier to furnish the device and/or services based upon a best value determination, and provide written documentation with the purchase order for its determination. The determination, at a minimum, must include Total Lowest Cost/Value.</p> <p>Quotes must be on Vendor Company letter head and reference the appropriate contract number. A copy of the OEM catalog or price list must be included with the quote.</p> <p>Each Contractor provides a percentage discount off the Manufacturers List Price for equipment offered on Appendix A, Cost Submittal</p> <p>Reference the Vendor Discount tabs for listing of percentage discounts offered by manufacturer and for maintenance plans offered per vendor.</p> <p>**Do Not Use contracts 4400020821 or 4400020818** These are INVOICING ONLY contracts.</p>	

Contract Number	Supplier Number	Supplier Name	Small Business Status	Supplier Mailing Address	Contact Person	Contact Telephone Number	Contact Fax Number	Contact Email Address
4400020816	341918	Keyser Consulting Group	N/A	29 W. Broadway, Gettysburg PA 17325	Julie Keyser	717-549-3600		julie@k-c-g.net
4400020820	118695	The Lerro Corp	N/A	905 Madison Ave, Norristown PA 19403	Darren Rosenblum	610-650-4102		darrenr@lerro.com
4400020817	116604	Ricoh USA Inc	DGS Verified SDB	70 Valley Stream Parkway, Malvern, PA 19355	Mike Pallota	978-621-1276		Mike.Pallotta@ricoh-usa.com
4400020822	480172	Visual Sound, Inc	DGS Verified SDB	485 Parkway, Broomall, PA 19008	Rob Wirth	717-620-5408	610-544-3385	rwirth@visualsound.com
4400020815	307745	AVI-SPL LLC	N/A	207 Commerce Park Dr. Pittsburgh, PA 16066	Cindy Turner	813-884-7168	800-282-6733	Cindy.turner@avispl.com
4400020819	118115	Schaedler Yesco Distribution, Inc	N/A	3982 Paxton St. Harrisburg, PA 17111	Stephen Tucci	717-836-2733	717-233-1626	stucci@sydist.com
4400030663	559736	Conference Technologies, Inc	N/A	1902 Vultee St, Allentown, PA 18103	Dan Bunyard	309-240-6419	610-791-9510	dan.bunyard@cti.com

REQUEST FOR QUOTE FOR PROFESSIONAL BROADCAST, A/V, MULTIMEDIA CONTRACTS
BEST VALUE DETERMINATION FORM

Agency: [Specify Agency Name]

Reviewer's Name: [Specify Reviewers Name]

Order	Selection Criteria	Contractors							
		Audio Visual Innovations	Keyser Consulting	Ricoh USA	Sage Technology	Schaedler Yesco	The Lerro Corp	Visual Sound	Conference Technologies, Inc
()	Total Lease Cost								
()	Product Life Cycle Costs								
()	Warranty								
()	Past Contractor Performance								
()	Training								
()	Support Services								
()	SDB/SB Engagement								
()	[Specify Other]								
()	[Specify Other]								
()	[Specify Other]								
()	[Specify Other]								

Scoring: Excellent (5), Good (4), Average (3), Fair (2), Poor (1) – For Total Lease Cost and Product Life Cycle Cost - enter the actual amount quoted by each contractor.

Narrative: Reasons for Selection:

Based on the selection criteria set forth in the RFQ, the [Agency Name] has selected Contractor [Contractor Name] as providing the best value to the [Agency Name] for this project because Contractor presented: [List distinguishing factors of selected contractor and/or their bid, such as: "the best/most relevant experience and/or qualifications, the most reasonable cost, significant small diverse business participation, the best technical approach or solution, etc.] and this combination best meets the [Agency Name] needs for this project.

Prepared and Submitted by:

Evaluation Officer or Team Leader DATE:

APPROVED:

Agency Chief Information Officer or Equivalent DATE: