



2019 Request for Proposal: Modernization of Audiovisual and Services

1.0 About the Junior League of Washington

The Junior League of Washington (JLW) is a 501c3 nonprofit organization of more than 2,300 women who annually donate thousands of dollars and volunteer hours to the Washington, DC, metropolitan area. JLW is committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable. JLW focuses its financial and volunteer resources on the issues of literacy adult, child, and cultural and works with a diverse group of community partners. Since 1912, JLW has donated more than five million hours of direct volunteer service and more than \$5.8 million to the Washington, DC, community.

Objectives of the RFP

The objective of this Request for Proposal (RFP) is to solicit competitive proposals for modernizing technology, including audiovisual and related services, at our Headquarters in Washington, DC.

It is our intent to upgrade the building's existing audiovisual (AV) equipment and in doing so making the AV systems more user-friendly and modern. We are also interested in re-evaluating our system to make it more integrated with other technologies.

JLW is looking for a company to assist in accomplishing this, with the understanding that some companies may only be equipped to bid on one segment of the requested services.

Current Scenario

There are ten meeting rooms, one staff office, one staff work area, a server room, and a printing/copying workstation across two floors at JLW Headquarters. There is an AV system located in the largest of the ten meeting rooms that includes one podium microphone, one lavalier microphone, and one handheld microphone. The upstairs meeting rooms are wired for sound from that central system, but sound quality needs to be checked and possibly updated. There is also a retractable screen and a ceiling-mounted LCD projector (which was recently upgraded in January) in the largest room. Three of the smaller meeting rooms (downstairs) have retractable screens, but no projectors.

2.0 General Services and Improvements Sought

- Create a comprehensive plan to upgrade IT infrastructure for the 2 largest rooms in the building (Loughborough Room and Georgetown Room)
- Enhance or replace existing audiovisual and other equipment, to include installation
- Train JLW staff and key members

- Monitor and manage the new IT infrastructure on an ongoing basis
- **Primary Meeting Room – Loughborough Room (upstairs)**
 - Mandatory*
 - New audio system (for up to 125-150 people in the room, plus tapping into the audio system for the other four upstairs rooms at sufficient volume and sound quality)
 - Wireless presentation solution
 - Equipment to live stream presentations, including headsets for webinar presenters (recommended by GoTo Webinar)
 - Nice to Have but not mandatory*
 - New retractable screen if needed or a completely new display. We upgrade our LCD projector in Jan 2019.
 - Satellite plasmas on the two side walls that connect to the main screen, ideally movable as the room flexes for many different types of meeting set up (Optional)
- **Ancillary Meeting Rooms (2 downstairs)**
 - New LED/LCD Display or retractable screen
 - Functionality to allow laptop users to use HDMI/DVI/VGA connections to share presentations, whether that is monitors, projectors, or another solution
 - New LCD projectors
- **Initial and Ongoing Support**
 - Arrange configuration and initial setup
 - Provide remote and on-site support on an ongoing basis
 - Training for JLW staff and key members
 - Provide training and troubleshooting documents that JLW can pass on year to year
- **Other**
 - Recommend additional features for consideration (Specifically, an electronic display for the 1st floor greeting area for the daily meeting room schedule.)
 - Provide a precise timeline for installation, training, and go-live dates that functionality will be available
 - Provide specific cost estimates for the items listed above including any additional applicable service charges, set up costs, hosting fees, etc.

3.0 Project Timeline

1.	RFP Posted/Sent to Vendors	April 05
2.	RFP Questions Dues	April 19
3.	Vendor Question Responses	April 23
4.	RFP Due Date	April 30
5.	Selection of and interviews with three finalists	Mid May

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| 6. | Selection of vendor | June |
| 7. | Implementation of contracted services | June/July 2019 |

4.0 RFP Submission Logistics

RFP Contact

Proposals are to be sent via email to:

Kimberly Price

2019-2020 Secretary, Junior League of Washington

Kimberly@jlw.org

Questions should be directed to Kimberly Price at kimberly.jlw@gmail.com.

Submission Deadline

All submission must be received by 5 p.m. EDT on Friday, April 30, 2019

Submittal Instructions

One (1) electronic copy (in PDF format) of the entire proposal are required. Proposals are to be delivered to: secretary@jlw.org.

Proposals will be rejected and deemed nonresponsive if the RFP response is received after the due date. Delays in the delivery are not the responsibility of the JLW. Respondents are solely responsible for “on-time” submissions.

Costs for developing proposals in response to the RFP are the obligation of the Proposer and are not chargeable to the JLW. All proposals and accompanying documentation will become property of the JLW and will not be returned.

Proposal Requirements

Proposals should be simple, straightforward, and economically prepared. Please be clear and concise in your response. Do not submit technical literature and elaborate promotional materials. Focus the RFP response on completeness and clarity of content rather than volume. Failure to conform to the format specified in the RFP may result in the vendor’s response being considered a non-response.

Vendors that respond to this RFP are required to submit their proposal in the following format. Adherence to the proposal format is required.

We are not interested in lengthy Responses with generic marketing materials but rather and should include the following elements:

- Cover Letter: A cover letter should indicate why this offering is the best solution and why the solution helps the organization become a high-performance organization. State the length of time the proposal terms remain firm, which must be a minimum of 120 days from the proposal due date.
- Vendor Profile and Executive Summary: Vendor contact information and a brief description of the vendor and an overview of the vendor’s proposed solution (3 page max)

- Information about the individual or team who will actually be performing the work (2 page max)
- 2 References for projects of a similar scope and nature
 - Contact name and position
 - Address
 - Phone
 - E-mail address
 - Brief Project description
- Description of the proposed product(s) / platform
- Describe your implementation methodology for this project, including significant tasks involved as well as an estimated project deliverable and timelines. Indicate whether the implementation will be performed by a 3rd party vendor, or whether the vendor responding to the RFP will perform the implementation.
- Detailed description of features, services, and options provided as outlined under Section 2.0
- Detailed cost estimate
 - Please provide cost data for each line item broken out by item, manufacturer, quantity, model, description and price for the below sections:
 - Materials**
 - Primary Room
 - Ancillary Rooms
 - Other
 - Professional Services**
 - Initial and Ongoing Support
 - Training
 - Other
 - For the Professional services, please indicate the rate, quantity in hours and price for each position required to perform the work.

Evaluation Procedure

An evaluation team of JLW staff and key members will review proposals. The evaluators will consider how the vendors approach meets the needs of the JLW. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help JLW select the vendor with the best combination of attributes, of which price is one.

Other factors the evaluators will consider include:

- Depth of experience providing similar services
- Proposed structure of the team that will perform the work
- Methodology proposed
- Professional fees and expected overall costs
- Proposed timeline and deliverables
- Ongoing support capabilities, both remote and on-site

Selected Vendors

Proposals will be evaluated based on overall clarity and quality, vendor viability and strength, vendor experience, ability to meet functional and technical requirements, and cost of ownership. The JLW reserves the right to select the vendor whose qualifications, in the JLW's sole judgment, best meet the needs of the JLW.

The JLW reserves the right to reject or cancel any and all proposals for any reason. Proposals lacking required information will not be considered.

The JLW reserves the right to, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all proposers. The purpose of such discussions is to ensure full understanding of the proposal. Discussions will be limited to specific sections of the proposal identified by the JLW and, if held, will be after initial evaluation of proposals is complete.

Conditions

The respondent shall hold all information provided by JLW in strictest confidence. Any information provided to JLW on a confidential basis by the respondent related to fee structures and the firm shall be clearly marked as confidential.

JLW will not be will not held responsible, or liable, for any cost incurred by any party in the preparation and presentation of any response to the RFP.