



2019 Request for Proposal:  
Modernization of Audiovisual and Services  
Modification 001

Below are clarifications for our RFP.

- 1.0 The RFP Due Date has been extended to **May 10, 2019 at 5pm.**
- 2.0 We plan to keep our current projector in the Loughborough room as it was just installed in Jan 2019. Below is the make and model information.  
**Sony 5000lm WUXGA 3LCD Phosphor Laser Light projector**
- 3.0 The 2 Ancillary rooms are Georgetown and Martyak on the 1<sup>st</sup> floor.
- 4.0 As stated in the RFP, we do not want proposals with extensive marketing and promotional materials. We have a **20 page** MAX for the entire proposal.
- 5.0 As stated in the RFP, we are looking for a detailed cost estimate. A proposal with a single price for all equipment, professional services and/or other items will be deemed unresponsive. Below is how the cost estimate should be provided.

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.

Below is an example of what is expected.

Item #	Manufacturer	Qty	Model	Description	Price
Loughborough Room				Equipment	
1	Sony	1	VPL-PHZ10	5000lm WUXGA 3LCD Phosphor Laser Light projector	\$1,000.00
2					
3					
Equipment Subtotal					<b>\$1,000.00</b>
		Hrs	Rate	Positions	Price
Loughbrough Room Install				Professional Services	
		10	\$ 100.00	Network Engineer	\$1,000.00
		20	\$ 120.00	Sr. Network Engineer	\$2,400.00
Professional Services Subtotal					<b>\$3,400.00</b>
Project Total					<b>\$4,400.00</b>

## RFP Submission Reminders.

### RFP Contact

Proposals are to be sent via email to:

Kimberly Price

2019-2020 Secretary, Junior League of Washington

[Kimberly.jlw@gmail.com](mailto:Kimberly.jlw@gmail.com).

Questions should be directed to Kimberly Price at [kimberly.jlw@gmail.com](mailto:kimberly.jlw@gmail.com).

### Submission Deadline

All submission must be received by 5 p.m. EDT on Friday, May 10, 2019

### Submittal Instructions

One (1) electronic copy (in PDF format) of the entire proposal are required. Proposals are to be delivered to: [Kimberly.jlw@gmail.com](mailto:Kimberly.jlw@gmail.com).

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.

- 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.