



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Judiciary Education Conference Center – Judiciary College
Project # 5569

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to provide projector upgrade, relocation and cabling of existing audio and DVR for the Judiciary Education Conference Center (JECC) Judiciary College.

1. Scope of Work – Exhibit A Specifications attached

- Remove existing projector and install new unit. Disconnect cabling from rack and wall plate.
- Provide new wall plate with both digital HDMI and analog VGA with audio in new location.
- Provide and install new audio cable.
- Remove VCR
- Relocate 2 existing speakers

2. Location

Judicial Education Conference Center – Judicial College
2009-D Commerce Park Drive
Annapolis, MD 21401

- 3. No Pre-Proposal Conference will be held.** If you have any questions please email directly to Procurement Specialist:

Robin Smith, Procurement Officer
Maryland Judiciary
Procurement, Contract and Grants Administration
2003C Commerce Park Drive, Annapolis, MD 21401
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin at receipt of Purchase Order, and extend for a base period of 6 months.

6. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Robin Smith, Procurement Officer
Maryland Judiciary
Procurement, Contract and Grants Administration
2003C Commerce Park Drive, Annapolis, MD 21401
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

7. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services, and
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00pm EST on October 27, 2016** in order to be considered.

9. Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

PROJECTOR SPECS TO BE EXACT OR THE EQUIVALENT TO BELOW

- 1 NEC Existing LCD Projector – to be disconnected and removed

- 1 Epson PL 1980 WU LCD Projector (4400 ANSI, WUXGA – HD native resolution, multiple inputs and features)

- 1 Chief RPAU Projector Ceiling Mount

- 1 Extron WPD 140A Single gang Decora wall plate for VGA, and Stereo Audio

- 1 Comprehensive HD – HD-25PROP HDMI installation cable, plenum (wall plate to projector)

- 1 Comprehensive VGA 15P-P-25HR/APID
VGA with audio installation cable ID/DDC, plenum (wall plate to projector)

- 1 Comprehensive HD-HD 12PROBLK Pro AV/IT High Speed HDMI patch cable, 12'

- 1 Comprehensive VGA15P-P-12HR/A Pro AV/IT with audio patch cable, 15'

- 1 Steward Audio DA-70-4 Owner furnished 4 channel audio amplifier, 35W (to be re-used, bu new connection from projector output – disconnect VCR) Yes

- 1 Speaker OFE Set of (4) four ceiling speakers, to be re-used. Two speakers to move forward to balance out room. Yes

- 1 Cabling Lot of audio cables (program audio from projector to amp and possible speaker extensions) – covered in misc. cables

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____	
Submitted by _____	Authorized Signature _____
Print Name and Title _____	Date _____
Company Name _____	
Company Address _____	
Telephone _____	
Federal Tax Identification # _____	