



INDIANA UNIVERSITY

PURCHASING DEPARTMENT

Request for Proposal #RFP-TEC-1715-2025

Purpose

Indiana University (IU) is requesting proposals from firms interested in providing audio/video equipment, installation and commissioning at Campus Center Building, Indiana University Indianapolis, as specified herein. The intent of this Request for Proposal (RFP) and the ensuing process is to provide companies with the information, requirements, and specifications necessary for the preparation of a professional and comprehensive proposal. Specific terms and conditions are outlined.

Background

The space was originally completed shortly after building completion, after January 1st, 2008. The original system was Crestron control with Extron RGBHV and composite switchers, and Biamp Nexia Audio DSP.

The Nexia audio system died in early 2024 and was replaced with a QSC Core 510. The older Shure mics and the amplifiers were also replaced at this time. This new audio system was designed with the express intent of reusing existing analog tie lines as well as transitioning to a fully digital video and audio system with this upgrade.

Selection of the successful company (Supplier) will be based upon a variety of factors such as:

- Ability to Meet Statement of Needs (Scope of Work)
- Total Cost of Ownership
- References
- Ability to Meet Technical Specifications
- Value Add
- Acceptance of Terms & Conditions
- Ability to Meet Compliance Requirements

These criteria have been listed in order of importance.

As used within this RFP, "Participant" shall refer to those companies receiving and responding to this RFP. "Supplier" shall refer to the successful Participant of the process. "University" shall refer to Indiana University.

If the Participant will not be selling directly to the University, it is the Participant's responsibility to choose a single reseller with whom they will partner with on this project.

Project Address:

Indiana University Indianapolis Campus Center
420 University Blvd.
Indianapolis, IN 46202

Schedule of Events

Request for Proposal issued: 1/21/2025 9:00am EST

Mandatory onsite visit and walkthrough: 1/27/2025 10am EST

Q&A submission close date: 2/4/2025 12:00pm EST

Proposals due by: 2/7/2025 5:00pm EST

Selection of Supplier on or about: 2/10/2025

Implementation of services, on or before: 5/19/2025

The space is available from 5/17/2025 through 6/1/2025 for installation.

Parking for the onsite walkthrough is available in the adjoining Vermont St Garage at 1004 W Vermont St.

All questions and inquiries regarding this document should be submitted via the JAGGAER Supplier Portal. If you experience issues you may directly contact Purchasing Contract Manager, Rachel Beall, at rabeall@iu.edu . EXCEPT FOR CASES AUTHORIZED IN WRITING BY Rachel Beall, DURING THE DURATION OF THIS RFP PROCESS, THROUGH SELECTION AND NOTIFICATION, ANY COMMUNICATION BY PARTICIPANTS WITH INDIANA UNIVERSITY STAFF OTHER THAN Rachel Beall MAY RESULT IN IMMEDIATE REJECTION OF THAT PARTICIPANT. Questions regarding this RFP should be submitted through the Q&A Board within the Supplier Portal. Questions asked after the deadline may not be answered.

Statement of Needs

F1 Objectives

The room has a corresponding Audio Visual Line Schematic, Equipment Elevation, Suggested Equipment List, and IU Indianapolis Honors Lectern Approval sheet from Spectrum Industries.

– Please note that the AV diagram is a concept drawing to help the vendors and is not considered a complete system. The functionality of the rooms is based on the audio visual drawing, equipment list, this scope and the pre-bid walk thru question and answer. It will be up to each vendor to review the provided documentation and come up with a system based on the needed functionality.

F2 Scope of Work

System Location – Campus Center 450 A, B, C Divisible Event Space

System Description - A, B, C spaces

Functionality:

Multifunctional divisible event space. Each room includes a new height adjustable lectern with (2) 24" preview monitors for content preview. At the lectern, a built-in PC is available for instruction. In addition, USB-C laptop connectivity is supported with the ability to route signals from the in-room cameras, microphones and instructor display. In addition, an HDMI cable for presentation only is also provided. Space will have (1) Pan-Tilt-Zoom cameras per division (three total per system). Each space can operate independently with content being projected to a single projector.

When combined, an instructor can stand at either lectern and control the entire space as a whole. (2) lavalier, (2) hand held, and (1) gooseneck microphones are included and available for presentation or lecture capture recordings. Content routing, volume control/muting and camera preview are available via a 7" touch panel control unit.

The equipment and functionality listed below is per room division. (A, B, C)

Cable Abatement: All existing unused cabling is to be removed by a network contractor who is installing fiber drops for the space. The AV contractor will coordinate installation work with the network contractor who will be working concurrently with the AV installation.

Lectern Devices/Sources:

- Installed PC with a wireless keyboard and mouse
- (2) 24" LCD preview monitors

- Laptop USB-C connection (full conferencing ability)
- Laptop HDMI (presentation only)

Displays:

- OFE Existing projection screen at front of room
- OFE Existing 20k lumen Panasonic projector
- 98" Sony confidence monitor at rear of room

Audio:

- (2) Existing wireless lavaliers, (2) existing handhelds, and (1) gooseneck microphones
- (18) ceiling mounted HF pendant speakers and (1) LF/subwoofer
- (1) ceiling mounted subwoofer
- Bluetooth audio playback
- Assisted listening

Conferencing:

- Soft-client PCVC conferencing via Laptop connection or in-room PC
- Front facing PTZ camera in each projector cubby

Controls:

- 7" Touch panel on lectern

Equipment Location:

- Spectrum Honors lectern – Spectrum approval sheet to be signed by IU before ordering
- OFE rack in 5th floor Penthouse

System Description - Traveler system in Gator fold out road case

Functionality: Mobile system for hosting and controlling events with Laptop USB-C and 10" touchpanel.

Mobile Devices/Sources:

- Laptop USB-C connection (full conferencing ability)

Displays:

- Can utilize any of the above listed display devices

Audio:

- Can utilize any of the above listed audio devices

Conferencing:

- Soft-client PCVC conferencing via Laptop connection

Controls:

- 10" Touch panel on road case

Equipment Location:

- Gator G-TOUR 16U Road Case

System Description - Traveler system in Gator small road case

Functionality: Wireless laptop presentation for times when the room is utilizing stage/pipe & drape setup and podium ONLY

Center Stage Devices

- Wireless Laptop HDMI transmitter

Equipment Location:

- Gator G-TOUR 10U CAST

A lift will be required due to the ceiling height in the space; this lift must be provided by the AV contractor.

Mandatory Onsite Preproposal Meeting: All participants MUST attend this site visit; failure to do so will result in immediate rejection of any proposal.

Participant's expenses for the site visit shall be paid fully by participant.

Proposal Responses:

The Participant's response to this proposal should include answers to the following series of questions. So that the RFP Team can easily follow the questions and responses, please assure that the question is stated immediately before the response. In addition to point-by-point responses, you may include descriptive literature if you make reference to specific contents. In reviewing the proposals, university personnel will not search through general literature. Where a question is asked, answer the question and supply any supportive detail. Any deviation from this format and sequence may result in the proposal being immediately rejected.

While responses should address all solicitation items, it is important to note that we also encourage and will consider any creative ideas for improvements or cost savings related to this transaction that may not be suggested in this document. Functional, technical, and economic solutions beyond the confines of this solicitation may also be considered.

The responses should address all solicitation items. However the University reserves the right to consider other ideas and solutions, or only a restricted subset of the configuration discussed in this document.

All optional arrangements should be described and priced separately.

All proposal responses must include:

1. The name, phone, fax number, and email address for the duly authorized agent submitting the proposal.
2. Full description of company, including experience, qualifications and executive leadership chart.
3. Documentation of any intent to use another company(ies) or private individual(s) as a subcontractor(s) for any part or the whole of the services offered in response to this RFP. Indiana University reserves the right to approve or reject any subcontracting agent or to reject proposals based on the use of subcontracted work.
4. Copies of all documents that could become part of a final Agreement arising from this process. A legal review of the Participant's proposed Agreement terms will be part of the criteria in evaluating the Participant's offer.
5. Three references from previous clients.
6. Describe in detail your company's capability of providing the services required.
7. Describe in detail other products and/or services your company has provided in the past 3-5 years for an institution of higher education that has a traditional student population. If your company is unable to provide engagements specific to higher education, please advise and describe in detail similar engagements your company has executed for the same time period.
8. Describe your methodology for providing these services, how you organize your team and the IU team, and how you ensure you deliver a quality product that meets expectations.
9. Describe the individual staff members in your company that would be assigned to this project. IU reserves the right to request resumes as needed.

10. Include all other things that would pertain to this type of product or service.
11. Describe how you would break down this project into specific tasks with a timeline and assigned costs as described in this RFP's Statement of Needs.

Costs

12. Provide base proposal for product and installation.
13. Identify any other software or hardware products that are needed along with the base product that you provide.
14. Indicate what price guarantees or caps are offered on annual maintenance and support, or any other component.
15. Indicate what price guarantees or caps are offered on annual maintenance and support, or any other component.
16. Identify training options available and costs associated with those options.
17. Identify implementation and deployment service options and costs associated.
18. Specify the complete warranty terms and conditions for all products and services.
19. For all items, indicate the timeframe or expiration date for the price quoted. If prices are subject to change, indicate the pricing beyond the expiration date.
20. Attach a copy of all relevant terms and conditions, such as sample contracts, Service Level Agreements, etc.
21. We encourage submitting vendors to be creative and flexible in offering pricing, financing, or other options. Indicate any other terms, discounts, conditions, opportunities, or arrangements that may be of value and interest to IU.