REQUEST FOR INFORMATION (RFI)

By

Public Utilities Commission of Ohio

for

Audio Visual Equipment Review, Upgrade, and Support

Release Date: 1/28/19
Inquiries End Date: 3/1/2019 @ 12:00 PM Eastern Standard Time
Response Due Date: 3/6/2019 @ 2:00 PM Eastern Standard Time
REQUEST FOR INFORMATION

BY THE
STATE OF OHIO
2019

Public Utilities Commission of Ohio

January 28, 2019

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1. PURPOSE

The Public Utilities Commission of Ohio (PUCO) is issuing this Request for Information (RFI) to identify suppliers that can evaluate our existing technologies and propose technological solutions for the four public hearing rooms located at the PUCO, as well as recommend technological updates to the PUCO, and provide recommended options for ongoing technological support to the PUCO’s audio visual and/or other technology needs for the hearing rooms. The PUCO is requesting that all interested suppliers evaluate the PUCO’s existing audio visual (AV) technology and recommend good, better, and best improvement options. In addition, the responding suppliers should recommend technology maintenance and troubleshooting training options (i.e. tier one support training) for a limited number of PUCO staff. The responding suppliers should also provide recommended warranties, to include emergency services and support through the end of state fiscal year 2019 (i.e. June 30, 2019). The information generated by this RFI may be used by the Public Utilities Commission of Ohio (PUCO) to make agency decisions on future sourcing strategy and methods to achieve the goals listed below.

The contact for this RFI is:

Joel McNeal, CPPB
Senior Sourcing Analyst
Business Resources – Finance & Services
Public Utilities Commission of Ohio
614.387.1008
Procurement@puco.ohio.gov

2. BACKGROUND

The Public Utilities Commission of Ohio (PUCO) regulates providers of all kinds of utility services, including: electric and natural gas companies, local and long distance telephone companies, water and wastewater companies, rail, trucking, and transportation network companies. The PUCO was created to assure Ohioans adequate, safe and reliable public utility services at a fair price.

To accomplish its mission, the PUCO regularly conducts evidentiary hearings, public hearings, settlement conferences, and regular Commission meetings. Commission meetings and various other meetings require the use of audio visual (AV) and other technologies.

Some recent updates have been made (e.g. webcasting/camera technologies) and PUCO does expect to leverage some of its existing AV technologies that are viable (i.e. maintainable/supportable).

Capabilities existing or potentially desired in the future include the following:

1) Sound system, including microphones, speakers, etc.
2) Video (recording and web streaming) capabilities, including multi-views from the video.
3) TV screen capabilities to view presentation materials etc. for crowd and bench view.
4) Lighting.
5) Capabilities to accommodate media presence.
6) Telecommunications abilities to provide conference call abilities.
7) Multi-room sound control, to enable broadcasting sound, etc. into other hearing rooms.
8) Integration if necessary with current security system in the rooms.

PUCO has four (4) hearing rooms, all of which are on the 11th floor. See floor plan (Attachment B).

Hearing Room A – Room 1101
Hearing Room B – Room 1102
Hearing Room C – Room 1103
Hearing Room D – Room 1104

See pictures of hearing rooms and current technology (Attachment B).

Hearing room A is the main hearing room where large multi-party hearings are held. Hearing C and D are used for smaller to large hearings.
Hearing room B is the Commission meeting hearing room where the public Commission meetings are held every week. The north wall of the room (wall adjacent to Hearing Room C) is where the Commissioner's sit during these meetings. The meetings are webcasted. Here are examples of webcasts on the PUCO website: https://www.puco.ohio.gov/media-room/puco-webcast/. PowerForward videos were mainly conducted with an outside vendor, and used additional technologies not housed at the PUCO.

Between hearing rooms A and B is a moveable wall divider that is opened to accommodate larger audiences.

The PUCO envisions having quality audio visual technologies that are reliable and easy to use. PUCO desires that its users understand what AV technologies are available to them and that select staff understand how the equipment is set up, how to reset equipment when needed and have a basic understanding of diagnosing and troubleshooting common problems. The PUCO also wishes to establish a supplier support relationship that enables quick resolution to technical problems as they arise.

3. INSTRUCTION TO RESPONDENTS

3.1. Schedule of Events:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFI Issued</td>
<td>January 28, 2019</td>
</tr>
<tr>
<td>PUCO Site Visit</td>
<td>February 25 at 1:00 PM - 2:30 PM</td>
</tr>
<tr>
<td>Inquiry Period Ends</td>
<td>March 1, 2019 at 12:00 PM</td>
</tr>
<tr>
<td>Response Due</td>
<td>March 6, 2019 before 2:00 PM</td>
</tr>
</tbody>
</table>

3.2. Response Submission

Please contact Joel McNeal via email at Procurement@puco.ohio.gov to RSVP for the following site visit dates.

1) February 25, 2019 at 1:00 PM – 2:30 PM
2) Additional meetings may be scheduled, as necessary.

Respondents shall submit responses by March 6, 2019 2:00 PM, late responses will be rejected.

Responses shall be submitted via email to Joel McNeal at Procurement@puco.ohio.gov.

Responses submitted by any other means are not acceptable, and the State may reject them.
4. RESPONSE SUBMITTAL

Respondents shall adhere to the response format and provide detailed information on the following sections. Each section and sub-section must have a separate response, and responders are encouraged to provide a level of thoroughness that will enable the PUCO to achieve the RFI objectives. Each response must contain the following tabbed sections.

Each supplier must submit their response, in MS Word or PDF format, via email with the email subject line “PU CO Audio Visual Updates”.

Recommend **good, better, and best** improvement options.

Each response must be organized in the format as described below. Any material deviation from the format outlined below may result in a disqualification of the response. Each response must contain a table of contents indicating each section of the response.

1. Cover Letter containing the following information:
   a. Contact person, address, phone number and email address;
   b. State Term Schedule Number and STS Labor Category Code;
   c. A statement acknowledging that the Standard Affirmation and Disclosure Form (EO 2011-12K) that
      was signed during the State Term Schedule submission remains in effect; and

2. MBE Certification

3. Company profile (history, past & current clients)

4. Upon completion of the site visit, provide a listing of Audio Visual or other Technological items:
   a. List of existing PUCO AV items to be kept (i.e. viable items for PUCO to continue using)
   b. List of AV items the vendor recommends, clearly indicating purpose of each item and where it
      will be installed and/or utilized

5. Detailed plan and outline of recommended training for PUCO staff who will use or have use of the
   completed AV solution

6. Detailed plan and outline of recommended AV maintenance and troubleshooting training to be provided
   to the PUCO support staff

7. Conflict of Interest Statement

The PUCO will not be liable for any costs incurred by any offeror in responding to this RFI, even if the PUCO
does not award a purchase order through this process. The PUCO may decide not to award a purchase order at
the PUCO’s discretion. The PUCO will reject late responses regardless of the cause for the delay. The PUCO
may also reject any response that it believes is not in its best interest to accept and may decide not to do
business with any of the suppliers responding to this RFI.

NON-DISCLOSURE AGREEMENT
All resources assigned to this work by the supplier may be required to sign a non-disclosure agreement. The
agreement prevents the disclosure of any confidential data obtained while on the engagement, and prevents
disclosure during and after the engagement.

PROPRIETARY INFORMATION
All responses and other material submitted will become the property of the PUCO and may be returned only at
the PUCO’s option. Proprietary information should not be included in a response or supporting materials
because the PUCO will have the right to use any materials or ideas submitted in any response without
compensation to the supplier. Additionally, all responses will be open to the public after the contract has been
awarded.

The PUCO may reject any response if the supplier takes exception to the terms and conditions of this RFI.

WAIVER OF DEFECTS
The PUCO has the right to waive any defects in any response or in the submission process followed by a
supplier. But the PUCO will only do so if it believes that it is in the PUCO’s interest and will not cause any
material unfairness to other suppliers.
REJECTION OF RESPONSE
The PUCO may reject any response that is not in the required format, does not address all the requirements of this RFI, or that the PUCO believes is excessive in price or otherwise not in its interest to consider or to accept. In addition, the PUCO may cancel this RFI, reject all the responses, and seek to do the work through a new RFI or by other means.
Attachment A – Acronym Glossary

- **ORC**: Ohio Revised Code
- **PUCO**: Public Utilities Commission of Ohio
- **RFI**: Request for Information
- **RFQ**: Request for Quote
- **RTP**: Request to Purchase
- **RFB**: Request for Bids

Attachment B – Hearing Rooms and Current Audio Visual Technology

<table>
<thead>
<tr>
<th>File</th>
<th>Contents</th>
<th>Embedded File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Plan</td>
<td>Diagram of Hearing Room Locations – 11th floor</td>
<td>![11th Floor.pdf](11th Floor.pdf)</td>
</tr>
<tr>
<td>Hearing Room Pictures</td>
<td>Various pictures of hearing rooms and current AV technology in place.</td>
<td>![11th Floor Hearing Room Pics.pdf](11th Floor Hearing Room Pics.pdf)</td>
</tr>
</tbody>
</table>
Hearing room A
Hearing room B