



**Chamber Message Board
Request for Proposal**

February 1, 2020

Direct all communications related to this RFP to the following contact:

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Section I—RFP Overview

A. Purpose of the RFP

The Missouri House of Representatives is evaluating proposals for replacement of its Chamber Message Boards. For this purpose, the Missouri House has developed this Request for Proposal (RFP) to provide vendors with the background information required for a successful bid. This information will assist bidders in understanding the requirements necessary and meet all deadlines as they occur.

B. General Conditions

This RFP is not an offer to contract. A bid submission neither commits the Missouri House of Representatives to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than lowest price. We will thoroughly examine each proposal for best price, product/service quality, performance measures, and flexibility, while also gauging the companies' ability to support the proposed services in Mid Missouri.

Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must compete in their own interest and in their own behalf. **If the contractor is subcontracting any portion of this agreement, they must identify the subcontractor(s) in the proposal and the services they will provide.**

The Missouri House of Representatives reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, the Missouri House may enter into negotiations with one or more entities simultaneously and award a contract without notification. The Missouri House may, at its discretion, seek clarification from any vendor that has submitted a proposal and may do so without notification to any other vendor. At the sole discretion of the House of Representatives, bidder presentations may be requested before award of the contract. The House of Representatives may also request the opportunity to conduct an on-site review of the vendor's facility and/or other locations where these services are provided, and/or a demonstration of the proposed technology.

The vendor will absorb all costs incurred in the preparation and presentation of the proposal.

All vendors who submit proposals will be notified of the results of the selection process.

Any contractor selected will be required to ensure that it and any subcontractor(s) retained by you shall comply with all Missouri and Federal laws and regulations, including Missouri's prevailing wage law, if applicable.

Any legal proceedings against or regarding this RFP or any resultant contract shall be brought in a State of Missouri judicial forum. Venue shall be in the Cole County Circuit Court, Jefferson City, County of Cole, Missouri.

The vendor shall indemnify, defend, and hold harmless the Missouri House, the state of Missouri, and their officers, agents, and employees from

- Any claims or losses for service rendered by the vendor, person, or firm performing or providing services, materials, or supplies in connection with the performance of the contract;
- Any claims or losses to any person or firm injured or damaged by the erroneous or negligent act of the vendor, its officers, or employees in the performance of the contract;
- Any claims or losses resulting to any person or firm injured or damaged by the vendor, its officers, or employees by the publication, translation, reproduction, delivery, performance, use, or disposition of any data processed under the contract in a manner not authorized by the contract or by federal or state statutes or regulations; and
- Any failure of the vendor, its officers, subcontractors, or employees to observe Missouri statutes, including but not limited to labor laws and minimum wage laws.

The vendor shall be responsible for the cost to repair any damage to House premises or State Capitol building incurred during the removal of existing equipment or installation of new equipment as specified in this RFP. As part of the RFP response the vendor will provide proof of insurance or surety bond with bond number and certification.

Payment for equipment and services will be in installments based on an approved installation plan and mutually agreed upon milestones. The House reserves the right to reject a proposal if the installation plan or milestones are unacceptable to the House.

All contracts are subject to appropriations and the release of funds by the Governor.

C. Confidentiality

The information contained herein is confidential and submitted to you solely to enable you to respond to this RFP. You should treat as strictly confidential and proprietary the terms of this RFP and all other information provided by us in connection with this initiative. Your receipt of this RFP constitutes your agreement not to disclose such information or the fact that you have been asked to submit a proposal to a third party for any reason. Without limiting the foregoing, you are not authorized, without our prior written consent, to publicize the fact that you are a potential vendor to us.

The House will treat information received from your company as confidential or proprietary with the same consideration.

D. Proposal Effective Period

Vendors should state in writing that all furnished information, including prices, will remain valid for 90 days from the date their proposal is received by the Missouri House of Representatives.

E. Evaluation Criteria

Evaluation criteria will include, but may not be limited to, the following:

- Cost of the proposal
- Responsiveness to the RFP, specifically to the degree which proposal provides the most complete and concise answers to the requested information.
 - Depth of operational support and infrastructure providing video display technology with qualified, dedicated employees and past experience with installing and supporting video displays in commercial or legislative environments.
 - Compatibility with the current House legislative voting and chamber management systems.
- Total cost and benefits including any “value-add” that may benefit the Missouri House of Representatives.
- Vendor references

Section II—Vendor Instructions

A. RFP Schedule

This schedule outlines the major activities that will occur in this bid process and the due dates. Any changes in deadlines will be communicated to all vendors in writing. We reserve the right to disqualify any vendor who does not comply with these deadlines. The Missouri House reserves the right to modify or extend the following deadlines at our sole discretion.

Activity	Description	Due Date/Time
Submit Intent to Bid Form	Send form provided in Attachment 1 to contact on RFP cover page via e-mail or fax; include all contact information.	Friday February 28, 2020 10:00 p.m.
Submit Bidders Walk Through Attendance Form	Send form provided in Attachment 2 to contact on RFP cover page via e-mail or fax; include all contact information.	Friday February 28, 2020 10:00 p.m.
Attend Bidders Walk Through	Walk through of HOUSE OF REPS chamber – you will be notified if you send in the Bidders Walk Through Attendance Form and your name is listed on the form	Friday March 6, 2020 10:00 a.m.
Submit follow-up questions (note: all questions must be submitted by due date)	Send to contact on RFP cover page via e-mail	Monday, March 16, 2020, 10:00 p.m.
HOUSE OF REPS response to bidder questions	E-mail response to vendors	Monday March 23, 2020 10:00 p.m.
Submit final RFP response	Send (2) two bound copies to contact on RFP cover page as specified in Section II, Subsection C, and Section IV of this RFP.	Monday March 30, 2020 10:00 p.m.
Negotiate/execute contract with selected vender	Coordinate with contact on RFP cover page	To be determined
Implement services (selected vender)	Installation begins.	Monday June 1, 2020

B. Vendor Questions and RFP Addendum

Questions regarding the content of or schedule for the RFP must be submitted in writing by e-mail to the contact identified on the cover page of the RFP, according to the RFP schedule provided in Section II-A. The House of Representatives will issue answers to all vendor questions, as noted in that schedule.

In the event that modifications or additions to the RFP become necessary, vendors will be notified in writing.

C. Proposal Content

Your proposal should be organized as follows.

Label	Description
<i>Include with proposal as separate document</i>	Letter of Introduction
Table of Contents	Include a table of contents with section and subsection headings
Executive Summary	A concise and brief overview of the highlights of your proposal.
General Vendor Information	Response to questions in Section IV-A
Account Management Approach	Response to questions in Section IV-B
Proposed Approach	Response to questions in Section IV-C
Transition and Implementation	Response to questions in Section IV-D
References	Response to questions in Section IV-E
Proposed Costs	Response to questions in Section IV-F
Appendix	Include any additional material referenced in your proposal that is essential to the House of Reps informed review. Please do not include bulk marketing material unless it illustrates or explains a specific point you are making.

Section III—Current State

A. Background Information

The information provided in this section and referenced attachments detail our current equipment and operations by which you will prepare your proposal. This information should form a thorough baseline for your recommendations. The bidders walk through is an opportunity to see the operation and augment the information provided in this section.

The existing Missouri House of Representatives chamber message boards were installed in 1996 as authorized under Missouri Revised Statutes 21.350.

The two existing voting display boards—surrounded by custom gold and black-colored metal framing—are located behind the Speaker's podium on the front wall in the House of Representatives chamber.

The existing boards utilize 5mm tri-color light emitting diodes and are capable of displaying four columns of forty-one members in red, green or amber text and are approximately 8' wide and 12' tall. A message area at the top of the board is capable of displaying six lines of 50 characters each related to the current item under consideration and the status of any roll call in progress.

The purpose of this RFP is to replace the current message display boards with display technology that is more flexible, adaptable and energy efficient. The following are the minimum specification that must be met for a qualified bid:

- Modular design that allows for flexible display dimensions and the replacement of display panels and components with minimum effort and tooling.
- At least a 4mm dot pitch full color display. A complete proposal will include pricing for 2.5mm and 6mm displays.
- At least 1500 lumen per square foot of brightness.
- At least 140 degrees viewing angle.
- An expected life expectancy of at least 100,000+ hours
- Sound emanation from associated power supplies and support equipment less than 50db at 10 feet from the display.
- The ability to display video, still pictures and a variety of fonts suitable for textual representation of data. Dot addressable protocols for maximum flexibility of font generation and presentation are preferred.

B. Scope of Services

- Replacement of two (2) chamber message boards approximately eight foot by twelve foot in size (8'x12') and as specified in section III A. This display size is approximate and options for alternate dimensions will be considered.
- Removal and disposal of existing display boards consistent with federal and state regulations regarding safety and hazardous materials removal.
- Installation of new replacement display boards. Options for utilizing or replacing the existing decorative border should be provided.
- Fabrication of items necessary for installation consistent with display manufacturer's specifications.
- Installation consistent with accepted architectural practices and rated loads.
- Installation consistent accepted electrical standards.
- System testing to assure proper operation consistent with display manufacture's specifications.
- Integration in to existing voting system.
- Replacement of all hardware and software required for installation and ongoing operation of the system
- The vendor shall provide a minimum warranty of 6 months following installation, acceptance, and final testing. During the warranty period, the vendor shall remedy any problem that hinders system operation within 1 business day when the House is in session. The 6-month warranty shall be included within the vendor's response to this RFP. The Missouri House will not be liable for costs or expenses during the warranty period
- The vendor shall provide the Missouri House with phone support on a 24 hour, 7 day per week, basis. The vendor shall also provide properly trained customer contact with person-to-person interaction with a qualified person who can respond to customer questions and diagnose and resolve software and hardware issues. If the vendor is unable to resolve the issues by phone contact, the vendor shall provide on-site assistance within 1 business day when the House is in session.

C. Work Products

- Ongoing Communications. The vendor shall have ongoing communications with House staff regarding the progress of the work, status of any component manufacturing, and plans for installation and completion.
- Progress Reports. Work shall commence on or about May 15, 2020, or such time that the vendor has access to the equipment required to be removed.
- The vendor shall provide monthly written progress reports to the House Purchasing Agent. The first report shall be due June 1, 2020, and continue monthly, and shall include a

status update and a summary of the vendor's capability to proceed as required under the contract.

- Final Written Report. All work should be complete by September 1, 2020. A final written report shall indicate the completion of all work provided under the contract.

Section IV—Proposal Content

A. General Vendor Information

The following items are of interest to us concerning your company. Please answer the following questions if they are applicable. If not, please indicate N/A.

1. What is the legal name of your company?
2. Please state the number of years your company has been in business.
3. Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
4. What is the headquarters location address, phone number and Web site?
5. What is the company ownership structure?
6. How many employees do you have worldwide? In North America? Locally in Mid-Missouri?
7. Provide a sample certificate of insurance identifying your standard insurance coverage.
8. Provide your tax identification number.
9. Provide your total number of office locations and identify key local offices that would be involved in managing this project.
10. Explain your ability to support and operate multiple manufacturers of office equipment and technology.
11. What kind of geographical classification applies to your company?
 - Local: (i.e., operates in only one city or state)
 - Regional: (i.e., operates in only one geographical area)
 - Multi-regional: (i.e., operates in more than one region, but not national)
 - National: (i.e., provide services across the U.S. only)
 - International: (i.e., conducts business in the U.S. and abroad)
12. Please attach a copy of your most recent annual report. If your firm does not issue an annual report, please provide audited financial statements for the past two years.
13. Please provide a sample contract for services you are providing.

B. Capabilities, Local Support, and Account Management Approach

1. Describe your company's core capabilities and business approach.
2. What differentiates your organization from your competition?
3. How is your organization structured locally and nationally and how does this structure support your ability to provide the services you are proposing?
4. Do you have a formalized process for managing customer operations where you are providing the employees?
5. Describe your overall approach to process improvements and what specific areas you would focus on at Missouri House of Representatives if you were awarded this contract.
6. Describe how your technical service organization functions.

C. Proposed Approach

In the subsections below, please describe the key elements of your proposal. Highlight any major features, functionality, or areas of support that differentiate your specific service offerings from your competitors.

Please note that we are not looking for a generic approach or boilerplate; rather, for a description of how you would approach the scope of work specifically at the House of Representatives.

Chamber Message Boards

1. **Proposed services instructions—Based on the information provided in Section III, please provide the key elements of your proposal based on the following parameters:**
 - Describe the equipment you propose and why it will meet current needs, offer additional capacity, and provide flexibility
 - Describe how equipment will be serviced and maintained
 - Describe the process for removal of existing equipment.
 - Describe the process for installation of new equipment.
2. Please provide detailed specifications for any proposed equipment.
3. Describe in detail your experience as a display technology vendor.
4. What costs, if any, will be charged to the House of Representatives associated with the removal or placement of equipment?
5. Please present and describe any alternative or optional solutions in this section and the corresponding benefits.

D. Transition and Implementation

1. Describe your implementation process and provide a sample implementation plan.
2. Describe the members of your implementation team and give a brief description of their qualifications.
3. How will you ensure that the system is operating and performing to our specified service levels after the implementation is complete?

E. References

1. Please provide at least three references with contact information where you provide production video display technology of similar size and scope to the specifications outlined in section III B.
2. Please provide three letters of recommendation.

F. Proposed Costs

1. Pricing must include the following:
 - Proposed Equipment
 - Labor and installation costs for proposed equipment
 - Costs related to equipment removed from service including recycling and hazardous materials disposal.
 - Maintenance for proposed new equipment
 - Maintenance for equipment not replaced
2. Please describe the structure of your services contract, i.e. what are the provisions for cancellation due to non-performance, or cancellation for convenience?
3. What are your billing terms?

1: Intent to Bid Form

This form acknowledges your receipt of this RFP and states whether your firm intends to submit or not submit a proposal.

Company Name and Address			
Primary and Alternate Vendor Contacts (please include name, title, telephone number, fax number and e-mail address)			
Do you plan to submit a proposal?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not bidding, please state the reason			
Authorized Signature:		Name:	
Date:		Title:	

Please return this form to the contact identified on the front cover of this RFP via mail, fax (573-751-3292) or e-mail (rich.beckwith@house.mo.gov) before 10:00 p.m., Friday, February 28, 2020.

Attachment 2: Bidders' Walk-Through Attendance Form

This form confirms your intent to attend the scheduled Bidders' Conference.

Vendor Name and Address		
Do you plan to attend the Bidders Walk Through?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not attending, please state reason		
Please list planned attendees (maximum of 5; please provide name, title, company and telephone number)		

Please return this form to the contact identified on the front cover of this RFP via mail, fax (573-751-3292) or e-mail (rich.beckwith@house.mo.gov) before 10:00 p.m., Friday February 28 10:00 p.m., 2020.