



Request for Quotations Large Conference Room Audio-Visual Improvements

Summary: The Nashua Regional Planning Commission (NRPC) is seeking quotations to implement expanded audio-visual (A/V) capabilities, specifically cameras and audio microphones, for a large conference room, approximately 22' by 45' in size. Specifically, NRPC seeks to accommodate both on-site and remote participants simultaneously in public meetings that occur in this room, according to the functional requirements described below. The goal is to accommodate remote attendees such that their remote status does not significantly diminish their effective meeting participation.

See the following link for room floorplan, room photos, and narrative description of existing installed A/V resources: https://nashuarpc-my.sharepoint.com/:f/g/person/saras_nashuarpc_org/Eks-AkEGOi5BjxZWUM4pEnYBeeGqYAqBV2NGwXgwwT3qIQ?e=zmWR1a

This is an open and competitive process, and a vendor will be selected who best meets the requirements described herein within NRPC's current budgetary constraints. The price quoted should be inclusive. Any additional needed or potentially needed services requiring outside contractors must be clearly stated in the quotation.

Quotations can be emailed to the attn of Sara Siskavich, Assistant Director, saras@nashuarpc.org. Quotations received after **4pm EST on March 26, 2021** will not be considered.

Functional Requirements:

- **Remote attendees** must be able to hear both presenters and attendees and distinguish who is speaking to the extent possible; view a presenter's presentation; ideally see the presenter; be heard by in-person attendees; and screen-share with in-person attendees.
- **In-person attendees** must also see the presenter's presentation, hear the presenter, hear remote attendees clearly, and ideally, see remote attendees as they speak.
- **Flexible with respect to floorplan:** NRPC varies the room's configuration of chairs and tables according to the nature of the meetings and expected number of attendees.
- Zoom is NRPC's preferred virtual meeting platform, however, preference will be given to a **software-neutral solution** for future flexibility.
- NRPC lacks dedicated A/V staff or expertise; operation and maintenance of the quoted solution must be **user-friendly**. Please provide detail on training and staffing requirements.

Budget: NRPC has budgeted **\$15,000** for implementation of A/V improvements meeting the functional requirements described above.

Evaluation of Quotations: Submitted quotes will be evaluated based on alignment with functional requirements; hardware ease-of-use; cost, vendor qualifications; and project examples and/or references.

Schedule: Quotes submitted to NRPC **March 26, 2021**; Vendor selection **April 1, 2021**; Installation period **May 1-June 30, 2021**.