

REQUEST FOR PROPOSAL

PROJECT NO. RFP-C 19-40 Digital Video Wall for HCC's West Houston Institute

QUESTIONS AND ANSWERS No. 001

Date: April 10, 2019
To: Prospective Respondents
From: Procurement Operations Department, Houston Community College
Subject: Questions and Answers Responses

Q1. Will we be required to obtain any kind of security passes or similar permissions to access the work area?

Response: No special security passes are necessary, but we will need to coordinate with campus operations to ensure access to the machinery rooms for the mounting of some of the control boxes.

Q2. What time(s) of day/ specific days will be allowed to work at the location?

Response: Work may be conducted during the regular WHI hours of 7:30am-5:00pm, Monday through Friday, excepting scheduled days off (Holidays, etc.).

Q3. Do you want the video wall to exclusively show individual images/videos on each screen?

Response: The concept of the wall is to have the video content customizable. With the planned layout of the screens, we would have/want the option to a) show one large image/feed that utilizes all of the screens, b) show discreet images/feeds on each screen individually, and c) customize the display to allow for the use of some screens together to show an image/feed and others to show different images/feeds in different "blocks" of content.

Q4. Which qualities about Spinetix made you choose their products specifically? Are you open some alternatives, if so, what qualities are most important to you for the alternatives?

Response: Spinetix has a user-friendly, easily accessible software platform that would enable high-end displays without demanding excessive training or complications. Alternatives may be fine, as long as they are equally accessible and customizable.

Q5. Spinetix offers two (2) types of training that are sold by the hour. Which one do you want and how many hours of each?

1. Online training
2. Live with a real person online training

Response: Both online and in person training are desired. Although the system is intuitive, we require enough training to be able to pursue basic functionality of the system. A minimum of two (2) online training sessions and one in person session should be sufficient.

Q6. **Line 5** of the product list have (2) items listed. The Elementi X License and Training and Support are two separate things. Please clarify what is wanted for that line item?

Response: Licensure is needed as well as training. Training will be as noted above. The licensure should include support for one year minimum.

Q7. Does HCC have access to a scissor lift or should we include the cost of a rental in our proposal?

Response: Per scope of work, the proposer will provide all materials, equipment labor, insurance, supervision, tools, supplies, and other expenses necessary to provide and deliver audiovisual equipment.

Q8. In the excel sheet, the totals do not match the quantities in the column. Can you verify quantity?

Response: There should be a total of 9 monitors, and also 9 players for the monitors.

Q9. How many users will use this system to add License for each user?

Response: One user license.

Q10. About the training, what will be needed in it? Please explain

Response: HCC need training for both the users and the content developers in the initial training sessions. In addition, the vendor should provide an overview of the operation of the monitors themselves.

Q11. How many users are going to needed to obtain the Elemnti license?

Response: One license should be sufficient.

Q12. Is HCC providing a lift, if so, is HCC providing floor protection?

Response: The contractor would need to provide the lift as well as the protective material.

Q13. Does HCC have a preference on how RFP is to be submitted and their format?

Response:

HCC requests that proposals be submitted in a binder. Preprinted material should be referenced in the proposal and included as labeled attachments. Sections should be divided by tabs for ease of reference. An electronic copy of the proposal must be provided in an Adobe Acrobat (.pdf) format.

Q14. Are there any content zone examples that HCC would like to see on the startup templates?

Response: No.

Q15. How many years should be quoted for the Spinetix?

Response: Supplier should quote one year term.

Q16. Will there be any place on site to dispose of trash or will the vendor be required to take it off site?

Response:

The Contractor is responsible for disposing of any materials in accordance with all federal, state and local laws and regulations.