



Procurement

Request For Proposals (RFP) No. UB-23-BB-08

Instructional Technology Hardware Upgrade For The University of Baltimore

[e-MMA Solicitation # BPM036001]

Issue Date: February 22, 2023

NOTICE: Prospective Proposers who have received this document from a source other than the Issuing Office are advised to contact the Issuing Office. This is a courtesy, the University does not take responsibility if any Prospective Proposer is not informed of communication issued under this RFP. It is the sole responsibility of any Prospective Proposer to visit the University's website for all documents relating to this RFP. Visit: <http://www.ubalt.edu/about-ub/offices-and-services/procurement/information-for-merchants/current-ub-solicitations.cfm>

UNIVERSITY OF BALTIMORE

RFP UB-23-BB-08

Instructional Technology Hardware Upgrade

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SECTION I.

GENERAL INFORMATION

1.1 OBJECTIVE.

The University of Baltimore (also called the University or UBalt) is soliciting proposals for the Instructional Technology Department of the University of Baltimore, seeking to establish a contract to update Audio Visual, Video, and Technology systems in a number of classrooms, in several buildings on the UBalt campus. The contract will include removal of a substantial amount of existing A/V/Video/Technology hardware, renovation of some hardware, and installation, integration, and testing of new A/V/Video/Technology hardware. The University reserves the unilateral right to add or delete items from the equipment listed.

The work to be performed under this proposal shall be provided by fully trained and experienced professionals with appropriate license(s) and shall consist of all necessary supervision, insurance, testing, labor, equipment and materials to perform a complete and acceptable job to the satisfaction of the University of Baltimore's representative. The University reserves the right to purchase items, supplies and services not specifically listed in this RFP.

The University of Baltimore invites proposals from qualified vendors in response to this Request for Proposal (RFP) in accordance with the schedule of events, terms, conditions, and specifications attached. A brief explanation should be provided for each requirement to describe how the offeror intends to satisfy the requirement or provide the service.

1.2 OVERVIEW OF THE UNIVERSITY OF BALTIMORE

Founded in 1925, The University of Baltimore is one of 12 institutions that comprise the University System of Maryland, the nation's 12th largest university system. The University of Baltimore offers career-focused graduate, doctoral and undergraduate programs and certificates in law, business, public affairs and the applied arts and sciences. Designed for working adults, UBalt academic programs are offered in flexible formats, including day, evening, weekend, in person, online and hybrid options. UBalt offers excellent teaching and a supportive community for graduate, professional and undergraduate students in an environment distinguished by outstanding student outcomes, academic research and public service, particularly in the Baltimore region. The University is organized into four schools/colleges, including the School of Law, the Merrick School of Business, the Yale Gordon College of Arts and Sciences and the College of Public Affairs. Our campus comprises 11 acres in the heart of midtown Baltimore with 1.1 million square feet of space across 13 buildings. As the University prepares for its centennial in 2025, we strive to build upon this legacy and leverage our strengths to forge a bold future.

The result is, an ambitious plan that articulates our shared goals for the next five years.

1. Position UBalt as the region's premier professional, career-focused university
2. Strengthen student success
3. Solidify UBalt's commitment to community engagement and service

4. Organize for long-term financial stability
5. Achieve excellence in research, scholarship and creative activity
6. Strengthen UBalt's commitment to diversity, equity and inclusion

UBalt provides both in-person and online learning. The University was the first in the country to offer a fully online MBA program accredited by AACSB International. In fall 2021, UBalt enrolled 3,710 students, including 1,365 graduate students 740 law students, and 1,605 undergraduate Students. The University serves a truly diverse and nontraditional population; the average undergraduate age is 30, and the overall student population is 60 percent minority. The University also received the designation as a Predominantly Black Institution (PBI) from the U.S. Department of Education. The student population is evenly divided between full-time and part-time students. Students are on campus for day, evening, and weekend classes.

We are planning for a future in which education and livelihood are more intertwined than ever before, and where an urban university always contributes in meaningful ways to the strength and modernity of the surrounding community.

For more information about UBalt, visit <http://www.ubalt.edu/institutionalresearch>

The University of Baltimore Campus map is available at <http://www.ubalt.edu/uploads/pdfs/campusmap.pdf>

A list of Buildings and their addresses is available at <http://www.ubalt.edu/campus-building-hours.cfm>

1.3 ISSUING OFFICE.

Blair Blankinship, Contract Specialist
University of Baltimore
Office of Procurement
1420 N. Charles Street, Baltimore, MD 21201
bblankinship@ubalt.edu

and

Stacey Brooks, Contract Specialist
University of Baltimore
Office of Procurement
1420 N. Charles Street, Baltimore, MD 21201
sbrooks@ubalt.edu

The Issuing Office shall be the sole point of contact with the University for purposes of the preparation and submittal of proposals in response to this solicitation.

1.4 QUESTIONS AND INQUIRIES.

All questions and inquiries regarding this procurement must be directed to the individual(s) referenced with the Issuing Office above. Questions must be submitted in writing via the link provided below. Inquiries will receive a written reply/confirmation, submitted inquiries that are not confirmed by the University may not have been received. It is the sole responsibility of potential proposers to ensure inquiries/questions are received. Only written communications relative to the procurement shall be considered.

All questions will be answered in writing, in the form of an addendum to the RFP. Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective contractors who are on record with the Procurement Officer as having received this RFP. No oral communications from the project team can be relied upon for proposal purposes.

Should a Proposer find discrepancies in the specifications or contract provisions included in this solicitation, or should there be doubt as to the meaning or intent of any section or subsection herein, the Proposer should request clarification from the Procurement Officer. Failure to request a clarification prior to the due date will be a waiver of any claim by the Proposer for expenses made necessary by reason of later interpretation of the contract documents; Proposers will be bound to the University's interpretation.

Potential proposers are advised that the University reserves the right to use its best judgment in choosing to respond or not to respond to any questions received before or after the above stated cut-off date for questions.

All such questions and inquiries must be received by March 13, 2023 or as updated via Addendum. All Questions must be sent via a Word attachment to the following link:

link: [RFP Questions](#)

1.5. PRE-PROPOSAL CONFERENCE.

There will be a Pre-Proposal Conference held in conjunction with the RFP. Attendance at the Pre-Proposal Conference is not mandatory. The conference will be held on March 3, 2023 at 10:00 AM in the Thumel Business Center, 11 W. Mt. Royal Ave., Baltimore, Md. 21201, in room BC 205 and will be followed by a tour of the effected buildings.

The University will review the RFP document during the first hour of the Pre-Proposal Conference, should one hour not be required the tour shall immediately commence after the review of the RFP document. Attendees arriving after the tour commences may not be able to join the tour.

If your firm is interested in attending the Pre-Proposal and site visit, click on the link provided below to register by February 27, 4:00 PM EDT,

[Pre-Proposal Conference Registration](#)

While attendance at the Pre-Proposal Conference and site visit is not mandatory, information presented may be highly informative; therefore, all interested proposers are encouraged to attend in order to be able to better prepare acceptable proposals. We ask that no more than (3) representatives from each company attend this meeting.

Copies of the RFP will not be shared. Attendees are advised to bring a copy. A list of the attendees will be shared via an Addendum.

Guests should park at the Fitzgerald Garage. GPS address is 80 W. Oliver St., Baltimore MD 21201. Handicapped parking is available in a concentrated area on the first floor and on each level near the elevators.

Note: The Pre-Proposal Conference location is subject to change. Proposers are advised to visit the University's Procurement website daily for the most updated information.

SPECIAL ACCESS: Any attendees requiring special assistance in attending the Pre-Proposal Conference, should contact the Issuing Office within 5 business days prior to the Pre-Proposal Conference date.

1.6. PROCUREMENT METHOD

This solicitation shall be conducted in accordance with the provisions of the University System of Maryland's (USM) Procurement Policies and Procedures. Specifically, the procurement method employed shall be Competitive Sealed Proposals.

1.7. RFP REVISIONS OR AMENDMENTS TO THIS RFP.

The University reserves the right to amend this solicitation at any time prior to the proposal due date. If it does become necessary to amend any part of this solicitation, the Procurement Officer will furnish an amendment or addendum to all prospective Proposers listed by the University as having received a copy of the RFP. All amendments /addenda will be identified as such. If necessary, the proposal due date may be extended. Proposers are required to acknowledge the receipt of all amendments, addenda, and clarifications issued. (Reference Appendix A, provided under a separate cover)

1.8. PRE-PROPOSAL MODIFICATION OR WITHDRAWAL OF OFFER.

Proposals may be modified or withdrawn by written notice received at the Issuing Office before the proposal due date and time.

1.9. CLOSING DATE.

Proposals must be **submitted no later than March 16, 2023 at 3:00 PM.** Proposals in electronic format, as well as transactions, and communication are permitted for this procurement. Proposals must be sent to the issuing office by the date noted in this RFP or as amended via an addendum. Attachments must not be zipped or compressed. Proposals, amendments to proposals, or requests for withdrawal of proposals arriving after the closing time and date shall

not be considered. The names of contractors will not be released until after award. At the University's sole discretion, the Solicitation Schedule may be modified.

1.10. NO PUBLIC OPENING OF PROPOSALS

A public opening of technical and price proposals will not be held.

1.11. DURATION OF PROPOSAL OFFER

Proposals are to be valid for a minimum of 120 days following the closing date of this RFP. If an award is not made during that period, all offers shall be automatically extended for another 120 days, unless the contractor gives specific written notice to the Procurement Officer at least 15 days before the expiration of the then current 120 day period. Offers will be automatically renewed until such time as either an award is made or proper written notice is given to the University of contractor's intent to withdraw its proposal. By submission of a proposal, each contractor guarantees that its offer shall be firm for the period specified above.

1.12. PUBLIC INFORMATION ACT NOTICE

Contractors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

Contractors must clearly identify each and every section that is deemed to be confidential, proprietary or a trade secret (it is NOT sufficient to preface your proposal with a statement that the entire content is proprietary, or to use a page header or footer that arbitrarily marks all pages as confidential). Any individual section of the proposal that is not labeled as confidential with an accompanying statement concerning the rationale for its claimed confidentiality shall be considered public information.

1.13. CONFIDENTIALITY STATEMENT FOR CONTRACTORS.

The successful Proposer will be required to sign the Confidentiality Statement for Contractors. See Appendix C (provided under a separate cover) for the contractual confidentiality obligations.

1.14. INCURRED EXPENSES.

The University will not be responsible for any expenses incurred by Proposers in preparing and submitting proposals in response to this solicitation.

1.15. ECONOMY OF PREPARATION.

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the contractor's offer and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

1.16. CONTRACT TERM.

The contract will commence when signed by the University of Baltimore, or at such later date as directed by the University. Work will continue in a sustained and workmanlike manner until completion. All work must be reviewed and approved by the UBalt Project Manager.

The University reserves the right to increase or decrease quantities at the prices offered on the Form for Price Proposals. The University reserves the right to purchase other installation, renovation, or implementation services from the successful offeror(s) at rates identified on the Form for Price Proposals.

1.17. ACCEPTANCE OF TERMS AND CONDITIONS.

By submitting a Proposal, a Proposer shall be deemed to have accepted the terms, conditions, and requirements set forth in this RFP. The RFP including all addenda in total shall be incorporated into the Contract by reference. Any exceptions to the terms and conditions shall be submitted as specified in the Response Requirements section of this Solicitation. Contract exceptions not provided in the format required under this RFP shall not be accepted nor be made part of any Contract, if awarded.

1.18. MINORITY BUSINESS ENTERPRISES.

Minority participation is important to UBalt and the State of Maryland. State-certified Minority Business Enterprises (MBE) are strongly encouraged to respond to this solicitation notice. If not certified by the Maryland Department of Transportation (MDOT), MBEs are encouraged to initiate certification as soon as possible. For more information on the State's MBE program or questions related to certification, please contact MDOT's Office of Minority Business Enterprise/Equal Opportunity, telephone 800-544-6056 or view the MDOT website <http://www.mdot.state.md.us/mbe/index.html>. If you intend to use a certified minority subcontract to fulfill the contract, please indicate the amount of the potential subcontract you will award to a certified MBE:

Award to Certified MBE subcontractor: \$_____ OR _____ %

1.19. The Technical Proposal and/or Price Proposal, either individually or collectively, is considered by UBalt to be an Offer.

END OF SECTION I

SECTION 2.

SCOPE OF WORK

2.1. BACKGROUND:

The Instructional Technology Department of the University of Baltimore is seeking to establish a contract to update Audio Visual, Video, and Technology systems in a number of classrooms, in several buildings on the UBalt campus. The contract will include removal and disposal of a substantial amount of existing A/V/Video/Technology hardware, renovation of some hardware, and installation, integration, and testing of new A/V/Video/Technology hardware. The University reserves the unilateral right to add or delete items from the equipment listed.

See a map of the University of Baltimore campus at <http://www.ubalt.edu/uploads/pdfs/campusmap.pdf>

2.2. NETWORK SUPPORT

The University's wired data network services approximately 1200 data ports throughout the campus. Switched 100Mbps and 1000Mbps ethernet service is provided to all user data ports.

The University maintains an 802.11a/b/g/n wireless network, which provides WLAN services to 80% of occupied university spaces, including the outdoor plaza area.

95% of the buildings owned by the University are interconnected physically using University-owned, multi-strand, multi and single-mode, fiber optic cables. University buildings are provided with network services via one or more ethernet connections running over the fiber optic cabling infrastructure. Intra-building cabling infrastructures vary. All provide at least Cat-5+ copper horizontal runs, with various copper and fiber riser systems. Closet space is generally very tight and approval from both University Plant Operations and Office of Technology Services (OTS) is required before mounting equipment.

Requirements and Scope of Work

2.3. No Substitute for Particular Items

Although the University will accept and consider alternate products that comply with the functional capabilities of many products specified in the RFP, no substitute will be accepted for particular items when so indicated. If new items are made available by the manufacturer of the no substitute item, the University may accept substitution of the more current model if compatibility with hardware, programming and training are maintained, in the University's sole judgement.

The University has standardized on Crestron media controllers, and all **Crestron brand items required in this RFP are no substitute** for compatibility with campus technology systems and staff training.

Summary List of Buildings and Rooms detailed below:

- 2.4 Building: Learning Commons, 1415 Maryland Avenue; Room: 418
- 2.5 Building: Academic Center, 1420 N. Charles Street; AC Room 332: President's Conference Room
- 2.6 Building: Student Center, 21 W. Mt. Royal Avenue; Room 509 – 510, SC BOGO space
- 2.7 Building: Academic Center, Rooms: 208, 214, 216, 219, 223, 235, 405, 407, 409, 411
- 2.8 Building: Angelos Law Center, 1401 N. Charles Street, Rooms: AL 210, 211, 212, 213, 305, 306, 437
- 2.9 Building: Business Center, 11 W. Mt. Royal Avenue; Rooms: BC 205, 319, 309, 321, 323
- 2.10 Building: Business Center, Room: BC 025 – Large Auditorium
- 2.11 Building: Business Center, Room: BC 019
- 2.12 Building: Business Center, Room: BC 313A
- 2.13 Building: Liberal Arts and Policy, 10 W. Preston Street, Room: LAP 112
- 2.14 Building: Liberal Arts and Policy, 10 W. Preston Street, Rooms: LAP 405, 511
- 2.15 Building: Business Center, Room: BC 015, , 223, and 227
- 2.16 Building: Business Center, Room: BC 219
- 2.17 REMOVED
- 2.18 Building: Angelos Law Center Building; Room: AL 1201

2.4 Building: Learning Commons, 1415 Maryland Avenue; Room: 418

- Attend a site visit before submitting their bid.
- Provide and install a Mid-Atlantic one-unit rack, color: grey, to hold all technology.
- Provide and install an 80” LCD screen for the main display.
- Provide and install desktop PC connection allowing digital connection from desktop PC to the Crestron DMPS. The connection shall be DisplayPort from PC to HDMI on the Crestron DMPS. PC video output must be routed to the desk monitor at all times and the projector when selected. (UBalt will supply a PC and PC Monitor)
- Provide HDMI or USB-C digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD). Allowing for modular configurations with other cables, such as HDMI and additional power outlets, will be located in the cubby. These modules can be easily changed and reconfigured through easy-access panels. Use cable retractors to ensure the cabling always stays tidy. The cubby will be located on the instructor's desk or podium
- Provide a USB-C adapter for the HDMI to be used for USB-C enabled devices
- Provide and install a Polycom X70 with all mounting hardware. The vendor should suggest the best placement of Polycom to get coverage. HD wiring should be run from the camera to the A/V Bridge. Also, provide and install the necessary video and control cable.
- Provide and install an additional HDMI input for the future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cables should be left coiled in the rack. The touchscreen button should be labeled "Aux HDMI" on the control system.
- Provide and install a Digital Signal Processor (DSP) in space.

- Suggest, provide and install microphones for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom) so remote students and in-person can hear the lecture.
- Suggest, provide and install wireless microphones for instructor lecture capture and amplification for students
- Suggest, provide and install ceiling-mounted microphones to pick up audience questions. Ceiling microphone signals shall be routed to the recording outputs only and not to the room audio
- Provide and install a Crestron DMPS digital media switcher/amplifier unit (70 volts) in the room capable of switching all sources. Recommend an alternate amplifier if the built-in Crestron amp is not powerful enough for the room.
- Provide, program, and install a Crestron 7-inch touch panel with a table base. The touch screen should include POE injector and switcher controls for all sources. Include complete playback, transport, menu controls for Blu-ray, and camera controls. Camera Controls should have PTZ, auto/manual focus; six camera presets, exposure, audio level, and mute controls. Ensure all ceiling mics can be muted as one group), and have a blank screen function.
- The Crestron touch panel should have the same layout and color scheme as the existing touch panels at UBalt. UBalt will provide touch panel files as an example of the layout.
- Provide and install all wiring necessary for all equipment, including laptop, PC, HDMI for Blu-ray, and audio cabling for all sources with audio. All cables leaving the rack, exposed under the desk and to the desk, must be grouped by type and covered with a braided wire loom to ensure proper wire management.
- Provide and install Vaddio Mini AV Bridge Soft Codec for web conferencing using Teams and Zoom.
- Provide and install wiring for signal and Control specified wall-mounted camera/s to the instructor station.
- All Crestron codes for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Provide the IPID for the Crestron Fusion module.
- All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work in a useable, non-compiled format for the University for both the Interface App and controller. UBalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion Room View Server. All codes shall be given to the University of Baltimore staff upon the final walkthrough of the room.
- Serial numbers and MAC addresses for all equipment shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.
- The vendor shall provide electrical or conduit requirements for the room based on the site visit.
- Provide USB connections on the whiteboard. These connections should be able to be routed into the room's computers. These USB inputs will be used for future whiteboard capture

2.5. Building: Academic Center, 1420 N. Charles Street; AC Room 332: President's Conference Room

- Attend a site visit before submitting their bid.
- Remove all existing equipment and wiring from the ceiling, rack, instructor's desk, etc., which are not being used for the new installation, including the electronic screen and video projector lift.
- All existing equipment will be de-installed, excluding Rack System Frame.
- Provide and install an 80" LCD screen for the main display.
- Provide options for hiding the 80" TV. Provide the price options in the proposal.
- Provide and install Crestron DMPS-4k-250 into the room.
- Provide and install desktop PC connection allowing digital connection from desktop PC to the DMPS. The connection shall be DisplayPort from PC to HDMI on DMPS. PC video output must be routed to the desk monitor at all times and the projector when selected. (UBalt will supply a PC and PC Monitor)
- Provide HDMI/USB-C digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD). Allowing for modular configurations with other cables, such as HDMI and additional power outlets, will be located in the cubby. These modules can be easily changed and reconfigured through easy-access panels. We will also use cable retractors to ensure the cabling always stays tidy. The rack will be located at the credenza; all cables must be hidden.
- The vendor will provide a USB-C adapter for the HDMI to be used with USB-C enabled devices
- Provide and install an additional HDMI input for the future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cables should be left coiled in the rack. Input should be labeled "Aux HDMI" on the control system.
- Provide and install Vaddio AV mini bridge soft codec for web conferencing using Teams and Zoom.
- Provide and install Polycom E70 and all mounting hardware in the best location for room coverage. HD wiring should be run from the camera to the A/V Bridge. Power for the camera should be run from the rack. Also, provide and install the necessary video and control cable.
- Provide and install a Digital Signal Processor (DSP) in the space compatible with existing speakers
- Suggest, provide and install microphones for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom)
- A replacement Touch Panel (TST-902) will be provided and installed. And POE injector with switcher controls for all sources, including complete playback, transport, and menu controls for Blu-ray, complete camera controls including PTZ, auto/manual focus, six camera presets, and exposure, audio level, and mute controls (all ceiling mics should be muted as one group), and a blank screen function. UBalt is looking for a replacement Crestron touch panel that can be wireless.
- Provide and install Blue Ray player. A blue-ray player should be able to be controlled from the touch panel in the room.
- Provide and install at 16 port network switch. This switch should be PoE

- All Crestron codes for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Provide the IPID for the Crestron Fusion module.
- All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work in a useable, non-compiled format for the University for both the Interface App and controller. UBalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion RoomView Server. All codes shall be given to the University of Baltimore staff upon the final walkthrough of the room.
- Serial numbers and MAC addresses for all equipment shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.
- The vendor needs to provide electrical or conduit requirements for the room based on the site visit.

2.6. Building: Student Center, 21 W. Mt. Royal Avenue; Room 509 – 510, SC BOGO space

- Attend a site visit before submitting their bid.
- Remove all existing equipment and wiring from the ceiling, rack, , etc., which is not being used for the new installation, including the projector, screen, wiring, etc.
- Install and provide mounting brackets for the projectors in each room. Most rooms already have a pole and tile/ceiling bracket; if possible, reuse the pole and mount it in the room to save cost. This can be determined at the site walkthrough.
- Provide and install Epson laser projectors in various types based on lighting, room size, etc. We are currently using 3000 to 5000-lumen projectors in spaces.
- Provide and install a new recessed ceiling mount projector screen controlled via Touch Panel and wall existing wall plate.
- Provide pricing for materials, programming, and labor to add 4 Balanced XLR outputs for panel microphones in the space. These outputs should include phantom power for the microphones.
- The room currently has audio inputs for wireless mics only, but there is a Biamp DSP in the front of the room. Provide pricing for materials, programming, and labor for XLR microphone inputs and a line-level input for an additional audio device to play music. Each input should have a dedicated volume control added to the touch panel in the room.
- Suggest, provide and install microphones for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom) so remote students and in-person can hear the lecture.
- Suggest, provide and install wireless microphones for instructor lecture capture and amplification for students. We should have two lavalier microphones and two handheld microphones
- Provide and install 4 XLR outputs for room audio. These outputs should be able to get all room audio, including microphones, computer, HDMI, etc. These outputs should be located in the rear of the room and will be used for press.

- Provide a lectern near the front with connections for a laptop and a Blu-ray player; Middle Atlantic L5-TURFR-WS33 lectern or equivalent. Provide pricing for the lectern, adding a Blu-ray player (specify the Blu-ray player), programming Blu-ray transport controls, and any other materials and labor needed to complete the work.
- The vendor will provide a USB-C adapter for the HDMI to be used with USB-C-enabled devices
- Provide and install AV mini bridge soft codec for web conferencing. It is used to run Teams and Zoom.
- Provide and install tracking PTZ camera. This camera should also be able to have tracking turned off and controlled from the touch panel that is in the room.
- Provide and install a second camera for the audience. The vendor should suggest where to add this camera for the best room coverage.

2.7. Building: Academic Center, Rooms: 208, 214, 216, 219, 223, 235, 405, 407, 409, 411

- Attend a site visit before submitting their bid.
- Remove all existing equipment and wiring from the ceiling, rack, instructor's desk, etc., which are not being used for the new installation.
- Install and provide mounting brackets for the projectors in each room. Most rooms already have a pole and tile/ceiling bracket; if possible, reuse the pole and mount it in the room to save cost. This can be determined at the site walkthrough.
- Provide and install Epson laser projectors in various types based on lighting, room size, etc. We are currently using 3000 to 5000-lumen projectors in spaces.
- Provide and install desktop PC connection allowing digital connection from desktop PC to the Crestron DigitalMedia™ Presentation System (DMPS). The connection shall be DisplayPort from PC to HDMI on DMPS. PC video output must be routed to the desk monitor at all times and the projector when selected. (UBalt will supply a PC and PC Monitor).
- Provide HDMI/USB-C digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD. Allowing for modular configurations with other cables, such as HDMI and additional power outlets, will be located in the cubby. These modules can be easily changed and reconfigured through easy-access panels. We will also use cable retractors to ensure the cabling always stays tidy. The cubby will be located on the instructor's desk or podium.
- The vendor will provide a USB-C adapter for the HDMI to be used with USB-C enabled devices.
- Provide and install a tracking camera PTZ based on the room and all mounting hardware mounted on the rear wall of the classroom or the ceiling near the rear wall of the classroom. HD wiring should be run from the camera to the A/V Bridge. Power should be PoE. Also, provide and install the necessary video and control cable.
- Provide and install a 2nd PTZ camera in the space (camera set up to record the audience in the room. Focus mainly on the student attending class. The camera should be PoE.
- Provide and install an additional HDMI input for the future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cables should be left coiled in the rack. Input should be labeled "Aux HDMI" on the control system.

- Provide and install a Digital Signal Processor (DSP) in each space compatible with the existing speaker's Control.
- Suggested provide and install microphones for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom) so remote students and in-person can hear the lecture.
- Suggest, provide and install ceiling-mounted microphones to pick up audience questions. Ceiling microphone signals shall be routed to the recording outputs only and not to the room audio
- Provide and install a Crestron DMPS digital media switcher/amplifier unit (70 volts) in each room capable of switching all sources. Recommend a separate amplifier if the Crestron amp is not powerful enough for the room.
- Provide, program, and install a Crestron 7-inch touch panel table base and POE injector with switcher controls for all sources, including complete playback, transport, and menu controls for Blu-ray, complete camera controls including PTZ, auto/manual focus, six cameras presets, and exposure, audio level and mute controls (all ceiling mics should be muted as one group), and a blank screen function.
- The Crestron touch panel should have the same layout and color scheme as the existing touch panels at UBalt. UBalt will provide touch panel files as an example of the layout.
- Provide and install all wiring necessary for all equipment, including laptop, PC, HDMI for Blu-ray, and audio cabling for all sources with audio. All cables leaving the rack, exposed under the desk and to the desk, must be grouped by type and covered with a braided wire loom to ensure proper wire management.
- Provide and install wiring for signal and Control specified wall-mounted camera/s to the instructor station.
- All Crestron code for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Specify the IPID for the Crestron Fusion module.
- All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work in a useable, non-compiled format for the University for both the Interface App and controller. UBalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion RoomView Server. All code shall be given to the University of Baltimore staff upon the final walkthrough of the room.
- Serial numbers and MAC addresses for all equipment shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.
- The vendor must provide electrical or conduit requirements per room based on the site visit.

2.8. Building: Angelos Law Center, 1401 N. Charles Street, Rooms: AL 210, 211, 212, 213, 305, 306, 437

- Attend a site visit before submitting their bid.

- Remove all existing equipment and wiring from the ceiling, rack, instructor's desk, etc., which are not being used for the new installation
- Install a middle Atlantic 1U rack for technology in the room. The color of the rack will be based on similar rooms at UBalt
- Provide and install a new LCD screen in each of the rooms. The vendor should suggest sizing based on the size and lighting of the room.
- Provide and install Crestron Flex UC-MX70. This unit should have microphones, a camera, HDMI for a laptop, and HDMI for a computer in space. This unit should be able to switch between a desktop computer, HDMI source, Apple TV source, and Blu-ray player in the room.
- All Crestron code for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, laptop selected, and aux input selected. Specify the IPID for the Crestron Fusion module.
- All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work in a useable, non-compiled format for the University for both the Interface App and controller. UBalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion RoomView Server. All code shall be given to the University of Baltimore staff upon the final walkthrough of the room.
- Serial numbers and MAC addresses for all equipment shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.
- The vendor must provide electrical or conduit requirements per room based on the site visit.

2.9. Building: Business Center, 11 W. Mt. Royal Avenue; Rooms: BC 205, 319, 309, 321, 323

- Attend a site visit before submitting their bid.
- The university will provide the necessary servers and virtual machines for the set-up installation and post-install configurations to utilize the Crestron NVX Presentation System. The vendor will verify the requirements of servers and virtual machines during the walkthrough before commissioning any work on these rooms.
- There will also be extensive walkthroughs before installation and configuration so that OTS Support Staff are adequately equipped to deal with this device when deployed
- Remove all existing equipment and wiring from the ceiling, rack, instructor's desk, etc., which are not being used for the new installation.
- Install and provide mounting brackets for the projectors in each room. Most rooms already have a pole and tile/ceiling bracket; if possible, reuse the pole and mount it in the room to save cost. This can be determined at the site walkthrough.
- Provide and install Epson laser projectors in various types based on lighting, room size, etc. We are currently using 3000 to 5000-lumen projectors in spaces.
- Provide and install desktop PC connection allowing digital connection from desktop PC to the DM-NVX. The connection shall be DisplayPort from PC to HDMI on DM-NVX. PC

video output must be routed to the desk monitor at all times and the projector when selected. (UBalt will supply a PC and PC Monitor)

- Provide HDMI/USB-C digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD. Allowing for modular configurations with other cables, such as HDMI and additional power outlets, will be located in the cubby. These modules can be easily changed and reconfigured through easy-access panels. We will also use cable retractors to ensure the cabling always stays tidy. The cubby will be located on the instructor's desk or podium
- Provide and install a tracking camera PTZ based on the room and all mounting hardware mounted on the rear wall of the classroom or the ceiling near the rear wall of the classroom. HD wiring should be run from the camera to the A/V Bridge. Power should be PoE. Also, provide and install the necessary video and control cable.
- Provide and install a 2nd PTZ camera in the space (camera set up to record the audience in the room. Focus mainly on the student attending class. The camera should be PoE
- Provide and install an additional HDMI input for the future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cables should be left coiled in the rack. Input should be labeled "Aux HDMI" on the control system.
- Provide and install a Digital Signal Processor (DSP) in each space compatible with the existing speakers' Control.
- Suggest, provide and install microphones for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom) so remote students and in-person can hear the lecture.
- Suggest, provide and install ceiling-mounted microphones to pick up audience questions. Ceiling microphone signals shall be routed to the recording outputs only and not to the room audio
- Provide and install NVX encoders/decoders for the inputs and outputs of the Matrix switcher.
- Provide, program, and install a Crestron 7-inch touch panel table base and POE injector with switcher controls for all sources, including complete playback, transport, and menu controls for Blu-ray, complete camera controls including PTZ, auto/manual focus, six cameras presets, and exposure, audio level and mute controls (all ceiling mics should be muted as one group), and a blank screen function.
- The Crestron touch panel should have the same layout and color scheme as the existing touch panels at UBalt. UBalt will provide touch panel files as an example of the layout.
- Provide and install all wiring necessary for all equipment, including laptop, PC, HDMI for Blu-ray, and audio cabling for all sources with audio. All cables leaving the rack, exposed under the desk and to the desk, must be grouped by type and covered with a braided wire loom to ensure proper wire management.
- Provide and install wiring for signal and Control of specified wall-mounted camera/s to the instructor station.
- All Crestron code for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Specify the IPID for the Crestron Fusion module.

- All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work in a useable, non-compiled format for the University for both the Interface App and controller. UBalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion RoomView Server. All code shall be given to the University of Baltimore staff upon the final walkthrough of the room.
- Provide any Crestron XiO cloud configuration* information for servers and client NVX nodes in the classroom. Any configuration/code related to Crestron XiO cloud provisioning and control modules will also be provided.
- Serial numbers and MAC addresses for all equipment shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.
- The vendor must provide electrical or conduit requirements per room based on the site visit.

** Crestron XiO Cloud® provisioning and management service allows all supported Crestron® devices and certain supported third-party devices across an enterprise to be managed and configured from one central, secure location in the cloud. The XiO Cloud service may be used to view the status of a device, to configure various device and network settings, to manage licenses, and to update device firmware.*

https://www.crestron.com/getmedia/5480b91a-51af-4db5-90b1-99d864c68b12/mg_ug_crestron_xio_cloud_service

2.10. Building: Business Center, Room: BC 025 – Large Auditorium

- Attend a site visit before submitting their bid.
- Remove all existing equipment and wiring from the ceiling, rack, instructor's desk, etc., which are not being used for the new installation. This will include cameras, racks, etc.
- Provide and install Epson short throw laser projector in various types based on lighting, room size, etc. We are currently using 3000 to 5000-lumen projectors in spaces.
- Install and provide a mounting bracket for the projector in the room. Most rooms already have a pole and tile/ceiling bracket; if possible, reuse the pole and mount it in the room to save cost. This can be determined at the site walkthrough.
- Provide and install an integrated Smartboard, and this board should work with the projector
- Provide and install E-Glass mobile board and integrate it with the new system.
- Provide and install desktop PC connection allowing digital connection from desktop PC to the DMPS. The connection shall be DisplayPort from PC to HDMI on DMPS. PC video output must be routed to the desk monitor at all times and the projector when selected. (UBalt will supply a PC and PC Monitor)
- Provide HDMI/USB-C digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD. Allowing for modular configurations with other cables, such as HDMI and additional power outlets, will be located in the cubby. These modules can be easily changed and reconfigured through easy-access panels. We will also use cable retractors to ensure the cabling always stays tidy. The cubby will be located on the instructor's desk or podium

- Provide and install a tracking camera PTZ based on the room and all mounting hardware mounted on the rear wall of the classroom or the ceiling near the rear wall of the classroom. HD wiring should be run from the camera to the A/V Bridge. Power should be PoE. Also, provide and install the necessary video and control cable.
- Provide and install a 2nd PTZ camera in the space (camera set up to record the audience in the room. Focus mainly on the student attending class. The camera should be PoE
- Provide and install an additional HDMI input for the future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cables should be left coiled in the rack. Input should be labeled "Aux HDMI" on the control system.
- Provide and install a Digital Signal Processor (DSP) in each space compatible with the existing speakers' Control.
- Suggest, provide and install microphones for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom) so remote students and in-person can hear the lecture.
- Suggest, provide and install ceiling-mounted microphones to pick up audience questions. Ceiling microphone signals shall be routed to the recording outputs only and not to the room audio
- Provide and install a Crestron DMPS digital media switcher/amplifier unit (70 volts) in each room capable of switching all sources. Recommend a separate amplifier if the built-in Crestron amp is not powerful enough for the room.
- Provide, program, and install a Crestron 7-inch touch panel table base and POE injector with switcher controls for all sources, including complete playback, transport, and menu controls for Blu-ray, complete camera controls including PTZ, auto/manual focus, six cameras presets, and exposure, audio level and mute controls (all ceiling mics should be muted as one group), and a blank screen function.
- The Crestron touch panel should have the same layout and color scheme as the existing touch panels at UBalt. UBalt will provide touch panel files as an example of the layout.
- Provide and install all wiring necessary for all equipment, including laptop, PC, HDMI for Blu-ray, and audio cabling for all sources with audio. All cables leaving the rack, exposed under the desk and to the desk, must be grouped by type and covered with a braided wire loom to ensure proper wire management.
- Provide and install wiring for signal and Control of specified wall-mounted camera/s to the instructor station.
- All Crestron code for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Provide what the IPID is for the Crestron Fusion module.
- All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work in a useable, non-compiled format for the University for both the Interface App and controller. UBalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion RoomView Server. All code shall be given to the University of Baltimore staff upon the final walkthrough of the room.
- Serial numbers and MAC addresses for all equipment shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.

- The vendor must provide electrical or conduit requirements per room based on the site visit.
- Provide USB connections on the whiteboard. These connections should be able to be routed into the room's computers. These USB inputs will be used for future whiteboard capture

2.11. Building: Business Center, Room: BC 019

- Attend a site visit before submitting their bid.
- Remove all existing equipment and wiring from the ceiling, rack, instructor's desk, etc., which are not being used for the new installation.
- Install and provide mounting brackets for the projectors in each room. The room already has a pole and tile/ceiling bracket; if possible, reuse the pole and mount it to save cost. This can be determined at the site walkthrough.
- Provide and install Epson laser projectors in various types based on lighting, room size, etc. We are currently using 3000 to 5000-lumen projectors in spaces.
- Provide and install desktop PC connection allowing digital connection from desktop PC to the DMPS. The connection shall be DisplayPort from PC to HDMI on DMPS. PC video output must be routed to the desk monitor at all times and the projector when selected. (UBalt will supply a PC and PC Monitor)
- Provide HDMI/USB-C digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD). Allowing for modular configurations with other cables, such as HDMI and additional power outlets, will be located in the cubby. These modules can be easily changed and reconfigured through easy-access panels. We will also use cable retractors to ensure the cabling always stays tidy. The cubby will be located on the instructor's desk or podium
- Provide and install a tracking camera PTZ based on the room and all mounting hardware mounted on the rear wall of the classroom or the ceiling near the rear wall of the classroom. HD wiring should be run from the camera to the A/V Bridge. Power should be PoE. Also, provide and install the necessary video and control cable.
- Provide and install a 2nd PTZ camera in the space (camera set up to record the audience in the room. Focus mainly on the student attending class. The camera should be PoE
- Provide and install an additional HDMI input for the future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cables should be left coiled in the rack. Input should be labeled "Aux HDMI" on the control system.
- Provide and install a Digital Signal Processor (DSP) in each space compatible with the existing speakers' Control.
- Suggest, provide and install microphones for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom) so remote students and in-person can hear the lecture.
- Suggest, provide and install ceiling-mounted microphones to pick up audience questions. Ceiling microphone signals shall be routed to the recording outputs only and not to the room audio

- Provide and install a Crestron DMPS digital media switcher/amplifier unit (70 volts) in each room capable of switching all sources. Recommend a separate amplifier if the built-in Crestron amp is not powerful enough for the room.
- Provide, program, and install a Crestron 7-inch touch panel table base and POE injector with switcher controls for all sources, including complete playback, transport, and menu controls for Blu-ray, complete camera controls including PTZ, auto/manual focus, six cameras presets, and exposure, audio level and mute controls (all ceiling mics should be muted as one group), and a blank screen function.
- The Crestron touch panel should have the same layout and color scheme as the existing touch panels at UBalt. UBalt will provide touch panel files as an example of the layout.
- Provide and install all wiring necessary for all equipment, including laptop, PC, HDMI for Blu-ray, and audio cabling for all sources with audio. All cables leaving the rack, exposed under the desk and to the desk, must be grouped by type and covered with a braided wire loom to ensure proper wire management.
- Provide and install wiring for signal and Control of specified wall-mounted camera/s to the instructor station.
- All Crestron code for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Specify the IPID for the Crestron Fusion module.
- All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work in a useable, non-compiled format for the University for both the Interface App and controller. UBalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion RoomView Server. All code shall be given to the University of Baltimore staff upon the final walkthrough of the room.
- Serial numbers and MAC addresses for all equipment shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.
- The vendor must provide electrical or conduit requirements per room based on the site visit.
- Provide USB connections on the whiteboard. These connections should be able to be routed into the room's computers. These USB inputs will be used for future whiteboard capture

2.12. Building: Business Center, Room: BC 313A

- Attend a site visit before submitting their bid.
- Remove all existing equipment and wiring from the ceiling, rack, instructor's desk, etc., which are not being used for the new installation.
- This room has IVN technology built into the room. UBalt would like this technology to be integrated with the new installation.
- Install and provide mounting brackets for the projectors in each room. Most rooms already have a pole and tile/ceiling bracket; if possible, reuse the pole and mount it in the room to save cost. This can be determined at the site walkthrough.
- Provide and install Epson laser projectors in various types based on lighting, room size, etc. We are currently using 3000 to 5000-lumen projectors in spaces.

- Provide and install desktop PC connection allowing digital connection from desktop PC to the DMPS. The connection shall be DisplayPort from PC to HDMI on DMPS. PC video output must be routed to the desk monitor at all times and the projector when selected. (UBalt will supply a PC and PC Monitor)
- Provide HDMI/USB-C digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD). Allowing for modular configurations with other cables, such as HDMI and additional power outlets, will be located in the cubby. These modules can be easily changed and reconfigured through easy-access panels. We will also use cable retractors to ensure the cabling always stays tidy. The cubby will be located on the instructor's desk or podium
- The vendor will provide a USB-C adapter for the HDMI to be used with USB-C enabled devices
- Provide and install a tracking camera PTZ based on the room and all mounting hardware mounted on the rear wall of the classroom or the ceiling near the rear wall of the classroom. HD wiring should be run from the camera to the A/V Bridge. Power should be PoE. Also, provide and install the necessary video and control cable.
- Provide and install a 2nd PTZ camera in the space (camera set up to record the audience in the room. Focus mainly on the student attending class. The camera should be PoE
- Provide and install an additional HDMI input for the future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cables should be left coiled in the rack. Input should be labeled "Aux HDMI" on the control system.
- Provide and install a Digital Signal Processor (DSP) in each space compatible with the existing speakers' Control.
- Suggested provide and install microphones for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom) so remote students and in-person can hear the lecture.
- The room has two LCD screens in the back UBalt would like to keep these screens and have them function as a confidence monitor for the PC.
- Suggest, provide and install ceiling-mounted microphones to pick up audience questions. Ceiling microphone signals shall be routed to the recording outputs only and not to the room audio
- Provide and install a Crestron DMPS digital media switcher/amplifier unit (70 volts) in each room capable of switching all sources. Recommend a separate amplifier if the Crestron amp is not powerful enough for the room.
- Provide, program, and install a Crestron 7-inch touch panel table base and POE injector with switcher controls for all sources, including complete playback, transport, and menu controls for Blu-ray, complete camera controls including PTZ, auto/manual focus, six cameras presets, and exposure, audio level and mute controls (all ceiling mics should be muted as one group), and a blank screen function.
- The Crestron touch panel should have the same layout and color scheme as the existing touch panels at UBalt. UBalt will provide touch panel files as an example of the layout.
- Provide and install all wiring necessary for all equipment, including laptop, PC, HDMI for Blu-ray, and audio cabling for all sources with audio. All cables leaving the rack, exposed under the desk and to the desk, must be grouped by type and covered with a braided wire loom to ensure proper wire management.

- Provide and install wiring for signal and Control of specified wall-mounted camera/s to the instructor station.
- All Crestron code for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Specify the IPID for the Crestron Fusion module.
- All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work in a useable, non-compiled format for the University for both the Interface App and controller. UBalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion RoomView Server. All code shall be given to the University of Baltimore staff upon the final walkthrough of the room.
- Serial numbers and MAC addresses for all equipment shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.
- The vendor must provide electrical or conduit requirements per room based on the site visit.

2.13. Building: Liberal Arts and Policy, 10 W. Preston Street, Room: LAP 112

- Attend a site visit before submitting their bid.
- Remove all existing equipment and wiring from the ceiling, rack, instructor's desk, etc., which are not being used for the new installation.
- Install and provide mounting brackets for the projectors in each room. Most rooms already have a pole and tile/ceiling bracket; if possible, reuse the pole and mount it in the room to save cost. This can be determined at the site walkthrough.
- Provide and install Epson laser projectors in various types based on lighting, room size, etc. We are currently using 3000 to 5000-lumen projectors in spaces.
- Provide and install desktop PC connection allowing digital connection from desktop PC to the DMPS. The connection shall be DisplayPort from PC to HDMI on DMPS. PC video output must be routed to the desk monitor at all times and the projector when selected. (UBalt will supply a PC and PC Monitor)
- Provide HDMI/USB-C digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD). Allowing for modular configurations with other cables, such as HDMI and additional power outlets, will be located in the cubby. These modules can be easily changed and reconfigured through easy-access panels. We will also use cable retractors to ensure the cabling always stays tidy. The cubby will be located on the instructor's desk or podium
- The vendor will provide a USB-C adapter for the HDMI to be used with USB-C enabled devices
- Provide and install an additional HDMI input for the future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cables should be left coiled in the rack. Input should be labeled "Aux HDMI" on the control system.

- Provide and install AV Bridge Soft Codec for web conferencing. This will be used to run teams and zoom.
- Provide and install Polycom X70 and all mounting hardware mounted in the best location for room coverage. HD wiring should be run from the camera to the A/V Bridge. Power for the camera should be run from the rack. Also, provide and install the necessary video and control cable.
- Provide and install a Digital Signal Processor (DSP) in each space compatible with existing speakers, microphones, and wireless microphones.
- Suggested, provide and install microphone for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom) Control
- The new Crestron all-in-one system includes a control processor.
- A replacement Touch Panel (TST-902) will be provided and installed. And POE injector with switcher controls for all sources, including complete playback, transport, and menu controls for Blu-ray, complete camera controls including PTZ, auto/manual focus, six camera presets, and exposure, audio level, and mute controls (all ceiling mics should be muted as one group), and a blank screen function.
- All existing equipment will be de-installed, excluding the Blu-ray player and Rack System Frame.
- All Crestron code for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Specify the IPID for the Crestron Fusion module.
- All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work in a useable, non-compiled format for the University for both the Interface App and controller. Ubalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion RoomView Server. All code shall be given to the University of Baltimore staff upon the final walkthrough of the room.
- Serial numbers and MAC addresses for all equipment shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.
- The vendor must provide electrical or conduit requirements per room based on the site visit.

2.14. Building: Liberal Arts and Policy, 10 W. Preston Street, Rooms: LAP 405, 511

- Attend a site visit before submitting their bid.
- Remove all existing equipment and wiring from the ceiling, rack, instructor's desk, etc., which are not being used for the new installation.
- Provide and install an 80" LCD screen for the main display.
- Provide and install desktop PC connection allowing digital connection from desktop PC to the DMPS. The connection shall be DisplayPort from PC to HDMI on DMPS. PC video output must be routed to the desk monitor at all times and the projector when selected. (UBalt will supply a PC and PC Monitor)

- Provide HDMI/USB-C digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD). Allowing for modular configurations with other cables, such as HDMI and additional power outlets, will be located in the cubby. These modules can be easily changed and reconfigured through easy-access panels. We will also use cable retractors to ensure the cabling always stays tidy. The cubby will be located on the instructor's desk or podium
- The vendor will provide a USB-C adapter for the HDMI to be used with USB-C enabled devices
- Provide and install a Polycom X70 with all mounting hardware. The vendor should suggest where to place Polycom to get the best room coverage. HD wiring should be run from the camera to the A/V Bridge. Also, provide and install the necessary video and control cable.
- Provide and install an additional HDMI input for the future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cables should be left coiled in the rack. Input should be labeled "Aux HDMI" on the control system.
- Provide and install a Digital Signal Processor (DSP) in each space compatible with the existing speakers' Control.
- Suggested, provide and install a microphone for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom) so students remotely or in person can hear the lecture
- Suggest, provide and install ceiling-mounted microphones to pick up audience questions. Ceiling microphone signals shall be routed to the recording outputs only and not to the room audio.
- Provide and install a Crestron DMPS digital media switcher/amplifier unit (70 volts) in each room capable of switching all sources. Recommend a separate amplifier if the built-in Crestron amp is not powerful enough for the room.
- Provide, program, and install a Crestron 7-inch touch panel table base and POE injector with switcher controls for all sources, including complete playback, transport, and menu controls for Blu-ray, complete camera controls including PTZ, auto/manual focus, six cameras presets, and exposure, audio level and mute controls (all ceiling mics should be muted as one group), and a blank screen function.
- The Crestron touch panel should have the same layout and color scheme as the existing touch panels at UBalt. UBalt will provide touch panel files as an example of the layout.
- Provide and install an AV mini bridge. This will be used for zoom and teams.
- Provide and install all wiring necessary for all equipment, including laptop, PC, HDMI for Blu-ray, and audio cabling for all sources with audio. All cables leaving the rack, exposed under the desk and to the desk, must be grouped by type and covered with a braided wire loom to ensure proper wire management.
- Provide and install wiring for signal and Control of specified wall-mounted camera/s to the instructor station.
- All Crestron code for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Specify the IPID for the Crestron Fusion module.

- All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work in a useable, non-compiled format for the University for both the Interface App and controller. UBalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion RoomView Server. All code shall be given to the University of Baltimore staff upon the final walkthrough of the room.
- Serial numbers and MAC addresses for all equipment shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.
- The vendor must provide electrical or conduit requirements per room based on the site visit.
- Provide USB connections on the whiteboard. These connections should be able to be routed into the room's computers. These USB inputs will be used for future whiteboard capture

2.15. Building: Business Center, Room: BC 015, 223, and 227

- Remove all existing equipment and wiring from the ceiling, rack, instructor's desk, etc., which are not being used for the new installation.
- Install and provide mounting brackets for the projectors in each room. Most rooms already have a pole and tile/ceiling bracket; if possible, reuse the pole and mount it in the room to save cost. This can be determined at the site walkthrough.
- Provide and install Epson laser projectors in various types based on lighting, room size, etc. We are currently using 3000 to 5000-lumen projectors in spaces.
- Provide and install desktop PC connection allowing digital connection from desktop PC to the Crestron DigitalMedia™ Presentation System (DMPS). The connection shall be DisplayPort from PC to HDMI on DMPS. PC video output must be routed to the desk monitor at all times and the projector when selected. (UBalt will supply a PC and PC Monitor).
- Provide HDMI/USB-C digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD. Allowing for modular configurations with other cables, such as HDMI and additional power outlets, will be located in the cubby. These modules can be easily changed and reconfigured through easy-access panels. We will also use cable retractors to ensure the cabling always stays tidy. The cubby will be located on the instructor's desk or podium.
- The vendor will provide a USB-C adapter for the HDMI to be used with USB-C enabled devices.
- Provide and install a tracking camera PTZ based on the room and all mounting hardware mounted on the rear wall of the classroom or the ceiling near the rear wall of the classroom. HD wiring should be run from the camera to the A/V Bridge. Power should be PoE. Also, provide and install the necessary video and control cable.
- Provide and install a 2nd PTZ camera in the space (camera set up to record the audience in the room. Focus mainly on the student attending class. The camera should be PoE.
- Provide and install an additional HDMI input for the future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cables should be left coiled in the rack. Input should be labeled "Aux HDMI" on the control system.
- Provide and install a Digital Signal Processor (DSP) in each space compatible with the existing speaker's Control.

- Suggested provide and install microphones for coverage of the room for recording lectures using Panopto (lecture capture, Teams, and Zoom) so remote students and in-person can hear the lecture.
- Suggest, provide and install ceiling-mounted microphones to pick up audience questions. Ceiling microphone signals shall be routed to the recording outputs only and not to the room audio
- Provide and install a Crestron DMPS digital media switcher/amplifier unit (70 volts) in each room capable of switching all sources. Recommend a separate amplifier if the Crestron amp is not powerful enough for the room.
- Provide, program, and install a Crestron 7-inch touch panel table base and POE injector with switcher controls for all sources, including complete playback, transport, and menu controls for Blu-ray, complete camera controls including PTZ, auto/manual focus, six cameras presets, and exposure, audio level and mute controls (all ceiling mics should be muted as one group), and a blank screen function.
- The Crestron touch panel should have the same layout and color scheme as the existing touch panels at UBalt. UBalt will provide touch panel files as an example of the layout.
- Provide and install all wiring necessary for all equipment, including laptop, PC, HDMI for Blu-ray, and audio cabling for all sources with audio. All cables leaving the rack, exposed under the desk and to the desk, must be grouped by type and covered with a braided wire loom to ensure proper wire management.
- Provide and install wiring for signal and Control specified wall-mounted camera/s to the instructor station.
- The vendor must provide electrical or conduit requirements per room based on the site visit.

2.16. Building: Business Center, Room: BC 219

- Attend a site visit prior to submitting their bid.
- Remove all existing equipment and wiring from ceiling, rack, instructor's desk, etc. which is not being used for the new installation.
- Install and provide mounting brackets for the projectors in each room. Most rooms already have a pole and tile/ceiling bracket, if possible reuse the pole and mount in the room to save cost. This can be determined at the site walkthrough.
- Provide and install two new 50-inch LED screens to replace existing screens in the room. the screen location and size should not change.
- Provide and install Epson laser projector based on lighting, room size etc. We are currently using 3000 to 5000 lumen projectors in spaces.
- Provide and install desktop PC connection allowing digital connection from desktop PC to the DMPS. Connection shall be DisplayPort from PC to HDMI on DMPS. PC video output must be routed to the desk monitor at all times and to the projector when selected. (PC and PC Monitor will be supplied by UBalt)
- Provide HDMI/USBC digital laptop connection. Digital laptop connection that would be HDMI and will include the ability to carry audio over the HDMI cable. Cable managed by cable cubby (Crestron FT2A-CBLR-GR-4K-USBC-HD. Allowing for modular configurations with other cables such as HDMI and additional power outlets will be located in the cubby. These modules can be easily changed and reconfigured through easy access

panels. We will also use cable retractors to make sure cabling stays tidy at all times. The cubby will be located on the instructor's desk or podium

- Provide and install a tracking camera PTZ based on room and all mounting hardware mounted on the rear wall of the classroom or on the ceiling near the rear wall of the classroom. HD wiring should be run from the camera to the A/V Bridge. Power should be PoE. Also provide and install necessary video and control cable.
- Provide and install a second PTZ camera in the space (camera set up to record the audience in the room). Focus mainly on student attending class. Camera should be powered by PoE
- Provide and install an additional HDMI input for future addition of a wireless connection device (to be furnished by UBalt). Loose HDMI cable should be left coiled in the rack. Input should be labeled "Aux HDMI" on the control system.
- Provide and install a Digital Signal Processor (DSP) compatible with existing speakers control.
- Suggested, provide and install microphones for coverage of the room for recording lectures using Panopto (lecture capture, Teams and Zoom) so remote students and in-person can hear the lecture.
- Suggest, provide and install ceiling mounted microphones to pick up audience questions. Ceiling microphone signals shall be routed to the recording outputs only, and not to the room audio
- Provide and install a Crestron DMPS digital media switcher/amplifier unit (70 volts) capable of switching all sources. If Crestron amp is not powerful enough for the room, please recommend a separate amplifier.
- Provide, program, and install a Crestron 7-inch touch panel table base, and POE injector with switcher controls for all sources, including complete playback, transport, and menu controls for Blu-ray, complete camera controls including PTZ, auto/manual focus, 6 camera presets, and exposure, audio level and mute controls (all ceiling mics should be muted as one group), and a blank screen function.
- The Crestron touch panel should have the same layout and color scheme as existing touch panels at UBalt. UBalt will provide touch panel files as an example for the layout.
- Provide and install all wiring necessary for functioning of all equipment, including for, laptop, and PC, HDMI for Blu-ray, and audio cabling for all sources with audio. All cables leaving the rack, exposed under the desk, and to the desk must be grouped by type and covered with braided wire loom to ensure proper wire management.
- Provide and install wiring for signal and control of specified wall-mounted camera/s to the instructor station.
- All Crestron code for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall include: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Please let us know what the IPID is for the Crestron Fusion module.
- Provide an adequate 2 year, on-site, labor warranty. When items require an RMA; vendor will be responsible for shipping cost to and from the warranty company.
- Provide electrical or conduit requirements per room based on the site visit.

2.17. REMOVED

2.18. Building: Angelos Law Center Building; Room: AL 1201

- Attend a site visit prior to submitting their bid.
- Remove all existing equipment and wiring from ceiling, rack, podium, etc. which is not being used for the new installation.
- Provide and install a Digital Signal Processor (DSP) in the space compatible with existing speaker control. If existing DSP in the space is sufficient for the room vendor should assess the quality of the microphones and make changes to the existing programming in the space so that audio in the room and audio on the recording can be heard at a good level.
- All microphones should be amplified into the room. Sound control should be though the existing Crestron touch panel.
- Provide and install a tracking camera PTZ based on room requirements. Mounting hardware should be installed in the location of the old camera hardware. HD wiring should be run from the camera to the A/V Bridge. Power should be PoE. Also provide and install necessary video and control cable.
- Provide and install a Samsung Pro AV LS22A338NHNXZA, LED monitor - 22" - 1920 x 1080 Full H monitor with the following monitor bracket Visual Furniture International PLM1022, Audio Visual Furniture Small Adjustable Monitor Mount. This monitor should be able to display the computer output.
- Provide and install a four plate XLR, with phantom power, output. The XLR output should be intergraded into the system so that audio can be heard into the space as well as be recorded. We currently have a four plate XLR output in the space that does not have phantom power
- Vendor should assess room's existing technology to ensure that everything will work together. The vendor should suggest to UBalt anything they think UBalt will need to upgrade to make this work
- All Crestron code for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall include: system power on, system power off, display power on, display power off, display lamp hours, PC selected, Blu-ray selected, doc cam selected, laptop selected, and aux input selected. Please let us know what the IPID is for the Crestron Fusion module.
- Provide an adequate 2 year, on-site, labor warranty. When items require an RMA; vendor will be responsible for shipping cost to and from the warranty company.
- Vendor need to provide electrical or conduit requirements per room based on the site visit.

2.19. Crestron Programming

All Crestron codes for each room shall include modules for integration with Crestron Fusion. Functions accessible through Crestron Fusion shall consist of:

- system power on,
- system power off,

- display power on,
- display power off,
- display lamp hours,
- PC selected,
- Blu-ray selected,
- doc cam selected,
- laptop selected, and
- aux input selected.

Provide the IPID for the Crestron Fusion module.

All Crestron programming code becomes the property of the University of Baltimore. Crestron code must be provided after work has been completed, in a useable, non-compiled format for the University for both the Interface App and controller. UBalt shall receive an editable archived source code for each room. Provide an executable version of the XPanel code and a web version of XPanel for the Fusion RoomView Server.

All codes shall be given to the University of Baltimore staff upon the final walkthrough of the room.

2.20. Serial Numbers and MAC Addresses

Serial numbers and MAC addresses for all equipment (in all rooms, organized by building and room) shall be provided to the University of Baltimore in the form of an editable spreadsheet before on-site installation begins.

2.21. Warranty

Provide an adequate two-year warranty for parts and labor. Warranty repairs should be made on site (at the University). When items must be returned to the manufacturer, wholesaler or contractor's facility for repair or replacement, the contractor will be responsible for all shipping costs to and from the repair facility. Provide the details of the warranty in the technical proposal.

The University strongly desires the option to extend the warranty for selected equipment for a third year. Provide the cost for an optional third year **on the Form for Price Proposals**.

2.22. Training

Provide on-site staff training sessions to the University of Baltimore on all equipment in each room. Multiple one to two-hour long training sessions may be necessary. Describe your training program and include samples of power-point or training materials you provide. Quote an **hourly rate** for such training sessions **on the Form for Price Proposals**.

2.23. Provide a detailed Work Plan that specifies

- Deliverables you will provide to the University to fulfill the requirements listed above, or other services that will enhance the program. The successful Contractor shall assess room's existing technology to ensure that everything will work together. Offeror should also make any suggestions for upgrading existing items to work along with the new equipment.
- The timetable for execution of the work-plan.
- Contract milestones.

- Key personnel, including a brief curriculum vita

Provide the total, not to exceed price and schedule of payments **on the separate Form for Price Proposal.**

2.24. System Software and Updates

Software components requiring authentication will be integrated to an existing university Active Directory or SSO authentication source.

Vendor will detail how software applications and operating systems are updated/patched for new features, fixes, and security vulnerabilities; how often this occurs, and specify who performs such updates (vendor, manufacturer, or UBalt).

2.25. Contract Administration

A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions and specifications of the contract and to ensure adequate and timely follow up of all purchases. Propose appropriate method and period of evaluation of contractor performance and document, as appropriate, whether contractors have met the terms, conditions and specifications of the contract.

2.26. Equipment List

Provide a complete list of equipment offered. The Form for Price Proposals lists the equipment requested in this RFP. If additions, deletions or changes to the equipment are offered, such changes should be listed in Column “C” of the Form for Price Proposals spreadsheet (in Excel format, see Appendix B).

2.27. Contract Term:

The contract will commence when signed by the University of Baltimore, or at such later date as directed by the University. Work will continue in a sustained and workmanlike manner until completion. All work must be reviewed and accepted by the UBalt Project Manager.

The University reserves the right to increase or decrease quantities at the prices offered on the Form for Price Proposals for a period of 12 months from the date of contract award. The University reserves the right to purchase other installation, renovation, implementation, and/or repair services from the successful offeror(s) at rates identified on the Form for Price Proposals for a period of 12 months from the date of contract award.

2.28. System Maintenance

The University reserves the right to purchase maintenance and repair services from the successful offeror(s) for a period of five years from the date of contract award. Such services will be provided at the rates identified on the Form for Price Proposals.

2.29. Progress Payments

Offerors may submit a request for a progress payment schedule. Such a schedule must identify deliverables and the amount that will be paid upon delivery of each deliverable. Deliverables must be strictly and positively identified to the contract, and become the University’s property

upon payment. Payment schedules must include a retainage (to be paid upon University final acceptance) of not less than 30% of the total contract value. Such a request **must be included with the Financial Proposal Submission.**

The University has a strong preference for making a single payment to the contractor after acceptance of the work by the University. The successful Contractor's proper invoice will be paid on a net 30 days basis.

2.30. Eligibility to Purchase:

By submitting a proposal, the contractor agrees to extend the proposal price structure and discounts to all University System of Maryland campuses and facilities within the state of Maryland.

END OF SECTION II

SECTION III.

Article 1. TECHNICAL PROPOSAL REQUIREMENTS

1. GENERAL REQUIREMENTS.

1.1 SUBMISSION

Electronic Submissions (required).

Submit Proposals using the Team Dynamix provided below. Proposal documents are to be submitted as an attachment in PDF format (no zipped files). Proposals may not include links to any response requirements. Hyperlinks to software products sent to the Issuing Office that indicate that the Proposal is posted by the Proposer on an electronic site may be rejected or considered non-responsive if contract terms and conditions (i.e., a Click-Through Agreement) are required to be accepted by UBalt in order to download the Proposal.

Send proposals to (click on the link): [Proposal Submission \(teamdynamix.com\)](https://teamdynamix.com)

Proposers are to title their .pdf submission as follows:
“FIRM NAME_ CLASSROOM UPGRADE TECHNICAL PROPOSAL”

Proposal documents are to be submitted as an attachment in PDF format (no zipped files). Hyperlinks to software products sent to the Issuing Office that indicate that the Proposal is posted by the Proposer on an electronic site may be rejected or considered non-responsive if contract terms and conditions (i.e., a Click-Through Agreement) are required to be accepted by the University in order to download the Proposal. By providing the Proposal to the University in digital format, the Proposer grants the University the unlimited right to generate additional digital and/or paper copies for distribution for the purposes of review, evaluation and archive.

The University may deem a submission non-responsive if received after the due date and time. The date and time of the submission is the time stamped by the Team Dynamix link portal and shall be the official date and time of submission to Procurement.

Initial Technical Proposals are to be submitted under a separate PDF from the Price Proposal.

1.2 INITIAL TECHNICAL CRITERIA.

Clear, concise, yet detailed responses to the technical criteria below are to be provided in the Technical Proposal. In addition, the Bid/Proposal Affidavit and Acknowledgement of Receipt of Addenda (if applicable) must be included. Standard sales material may be provided, but must be attached as an appendix rather than included within the body of the Proposal. Proposers must paginate and organize the Technical Proposal per the prescribed below by numbered Sections.

The following information must be furnished in the Technical Proposal per this solicitation. Failure to include any of the items listed below may disqualify your firm’s response.

Proposers are requested to compile their Proposals in the same order. It is the Proposer's responsibility to tailor its response to demonstrate its qualifications to perform the scope of work specifically for the University of Baltimore.

1.3 TECHNICAL RESPONSE REQUIREMENTS.

Proposals that concisely present the information requested in the order and manner requested will be considered more favorably than a Proposal from a Proposer of commensurate qualifications that displays a lack of organization, conciseness, or attention to detail. The Technical proposal should be divided into sections referencing the sections provided below.

The Technical proposal should be organized in the same order as the RFP requirements, and be numbered with the same numbers. For example, when responding to the requirement "1.3.3. *Company Profile and References*", the proposal response should be numbered and labeled **1.3.3. Response - Company Profile and References**.

1.3.1 **Section 1. Transmittal Letter.** A transmittal letter, signed by an individual who is authorized to bind the firm to all statements, including services and financial statements, contained in the Proposal, must accompany the Technical Proposal. The letter should be an executive summary that clearly and concisely summarizes the content of the Technical Proposal. Include the Proposer's official business address and state in which it is incorporated or organized (if Proposer is not an individual). An appropriate contact name, title, phone number, and email address should also be provided for use by the University during the procurement process. Do not include price information in the transmittal letter.

Signing of Forms: A Proposal, if submitted by an individual, shall be signed by the individual. If submitted by a partnership, a Proposal shall be signed by such member(s) of the partnership with authority to bind the partnership. If submitted by a corporation, a Proposal shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary; if not signed by an officer, there must be attached a copy of a board resolution or that portion of the by-laws, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation.

1.3.2 **Section 2. Table of Contents.**
Include a Table of Contents displaying the organization of the proposal being submitted.

1.3.3 **Section 3. Company Profile and References.**
Proposers must complete Company Profile Form (Appendix A). The Proposer shall provide at least three (3) customer references (Appendix A).

Provide three (3) references that can confirm at least 5 years of working experience and that demonstrate the firm's capability to meet the requirements outlined in this RFP. The following information is to be provided:

- Name of Company and its location;
- Start and Completion date of project/work by month, day, and year;
- Contact name, address, and telephone;
- Brief, but thorough, description of the work and the results;

- Name(s) of responsible supervisory key personnel.
- Brief history of company

Higher consideration will be given if such work was performed for a higher education institution. Cited references must be able to reflect the Proposer has at least five (5) years of experience and must demonstrate the Proposer's ability to perform all services as mandated in this solicitation.

The references shall support and validate the Proposer's viability. Reference information must include, at a minimum,

- name and address of the reference firm,
- name of the contact person the University may contact,
- telephone number for contract person,
- e-mail address for contact person.

The University may make any investigations as it deems necessary to determine the ability of the proposers to perform the work, and Proposer shall furnish The University all such information and data for this purpose as The University may request. The University, including University Faculty, Staff and Contract Personnel (who work for the University), may act as its own reference with regard to any offeror. The University reserves the right to take any or all of the following actions: to reject a proposal based on an unsatisfactory reference, to contact any person or persons associated with the referenced site, to request additional references or contact any known organization using the services supplied by the Proposer or the Proposer's subcontractors, to contact independent consulting firms for additional information about the Proposer or the Proposer's subcontractors, and to have members of the Evaluation Committee visit any or all of the reference sites for demonstrations.

1.3.4 **Section 4. Key Personnel**

1.3.4.1 Submit the name of the individual who will be assigned to the University for this Contract. (This individual must be a direct employee of proposing firm). The following information is to be provided:

- Number of years of experience
- Similar project experience
- Copy of License and certification

1.3.4.2. Provide a list of other staff who will be working on this project and provide number of years' experience for each and copy of license and certification.

1.3.5 **Section 5. Subcontractors**

The University shall enter into contractual agreement with the selected offering vendor(s) only. The selected vendor(s) shall be responsible for all products and/or services required by this RFP. Subcontractors, if any, shall be identified and a complete description of their role relative to the proposal shall be included. The University's intent is not to direct the use of any particular vendor, however, the University wants to know what portion of the work may be subcontracted to others. The vendor shall be fully responsible for the acts and omissions of its subcontractors and of persons directly or indirectly employed by them.

1.3.6. Warranty

Provide a written warranty that complies with the requirements of 2.18. above.

1.3.7. Training

Provide a written training plan for UBalt employees per the requirements of 2.19. above.

1.3.8. Work Plan

Provide a written work plan that complies with the requirements of 2.20. above.

1.3.9. System Software Updates

Provide a written plan for providing and installing System Software Updates that complies with the requirements of 2.21. above.

1.3.10 **Section 6. Additional Forms/Documents.**

- Acknowledgement of Receipt of Addenda Form (see Appendix A): If any addenda to the RFP documents are issued prior to the due date and time for Proposals, this form must be completed, signed, and included in the Proposer's Technical Proposal.

- Bid Proposal Affidavit (see Appendix A): Complete and sign the Proposal Affidavit and enclose with the Technical Proposal.

- Insurance: Provide a copy of a Certificate of Insurance verifying your firm's Coverage for Professional Liability, Commercial General Liability, Workmen's Compensation, Automobile Liability Insurance, and Professional Liability.

1.3.11 **Section 7. Acknowledgement of Review of Contract Statement.**

The University Contract for this Procurement will contain the provisions in Appendix C as well as any additional terms required by the University. By submitting a Proposal, the Proposer warrants that they have reviewed Appendix C and will execute a contract: a) in substantially the same form; and b) with these terms and conditions. The University will issue a purchase order in its financial system for accounting purposes only.

Contractors must submit, as part of their Technical Proposal, a statement to the effect that the contractor accepts all of the provisions, terms and conditions contained in this RFP. If the contractor wishes to propose alternate agreement forms, contract forms, or additional terms and conditions, those forms, terms and/or conditions must be clearly delineated in the Technical Proposal for the Procurement Officer's review. Any proposed forms or additional terms and conditions are subject to modification required by State of Maryland Law, Regulation, and University Procurement Procedures. The University shall not be obligated to consider any forms, terms or conditions submitted after the proposal due date. The University's refusal to consider forms, terms or conditions submitted after the closing date shall in no way relieve the contractor from performing the services specified herein under the specific provisions, terms and conditions of this RFP.

Proposers are to include a statement (Section 7) the University's Contract terms and condition were reviewed and accepted.

Any exceptions to the Contract or terms and conditions are to be addressed and provided in this section (Section 7) of the Proposer's proposal/submission.

1.3.12. Section 8. Financial Viability

Upon request by the University of Baltimore Procurement Official, the Offeror must provide a copy of its most current Annual Report or Audited Statement of Financial Condition information (to include the balance sheet, income statement and statement of cash flow), or other information sufficient for the Procurement Official to determine that the prospective contractor is financially stable. That financial information will be used as part of the Procurement Officer's evaluation of contractor responsibility.

Article 2. INITIAL TECHNICAL EVALUATION PROCESS

2.1. Qualifying Proposals.

Procurement Officer Review. The Procurement Officer shall first review each Technical Proposal for compliance with the mandatory requirements of this RFP (i.e., susceptibility of award). Failure to comply with any mandatory requirements will normally disqualify a Proposal. The Procurement Official shall determine which offers have met the basic requirements of the RFP. The Procurement Official shall have the sole authority to determine whether any deviation from the requirements of this RFP is substantial in nature. The Procurement Official may waive or permit to be cured minor irregularities in proposals that are immaterial or inconsequential in nature, whenever it is determined to be in the University's best interest.

Proposers responding to this solicitation must meet all requirements contained herein. If a Proposer does not meet all technical proposal submission requirements, the University may classify the Proposers' bid as unresponsive/unacceptable. Should a proposal be found unacceptable or if a Proposer is found not responsible, the proposal will neither be scored nor considered further.

The University reserves the right to waive a mandatory requirement when it is in its best interest to do so. The contractor must assume responsibility for addressing all necessary technical and operational issues in meeting the objectives of the RFP. Each section of the proposal and each service area being offered will be evaluated according to the response requirements criteria.

Proposals cannot be modified, supplemented, or changed in any way after the due date and time for technical proposals, unless specifically requested by the University.

2.2. Evaluation and Selection Committee.

All Qualifying Proposals will be reviewed by a University Evaluation and Selection Committee (the "Committee") established by the Procurement Officer. As the procurement progresses, the

Committee may seek input from other appropriate University staff or request additional technical assistance from any other source.

2.2.1. Technical Evaluation of Qualifying Proposals.

Following the Procurement Officer’s qualifying review, the Committee shall conduct its evaluation of the technical merit of the Proposals in accordance with the Evaluation Criteria listed in the response requirements. Minor irregularities contained in Proposals, which are immaterial or inconsequential in nature, may be waived wherever it is determined to be in the University’s best interest. The decision for progressing in the procurement process will be made based on the strengths, weaknesses, advantages, and deficiencies that the Initial Technical Proposals represent.

The Committee shall conduct its evaluation of the technical merit of the proposals in accordance with the requirements and criteria in this RFP. A Proposer must satisfy and explicitly respond to ALL the specifications and requirements, including a detailed explanation of how each item is to be met. The evaluation committee will rank each qualified proposal on technical merit.

The criteria that will be used by the committee for the technical evaluation of proposals for this procurement are listed below in descending order of relative importance:

- Quality and conformity of the hardware offered relative to the hardware required in Sections 2.3. through 2.13.
- Quality and completeness of the Offeror’s Work Plan.
- Offeror’s ability to comply with all requirements, criteria and specifications of this RFP as judged by the Committee based on information provided in the Offeror’s Proposal, including the Executive Summary describing the method that will be used to perform the work, and from references.
- The quality of the Offeror’s experience as judged by references. Higher consideration will be given if such work was performed for a higher education institution.
- The contractor shall have a minimum of five years successful experience in the required trade to perform work as described in the RFP.
- The contractor shall have actively engaged in and satisfactorily performed the requested scope of work for at least five (5) years immediately prior to the proposal date.
- References to support that experience and Past Performance. (Not less than three (3) references)
- Key personnel representative (knowledge, experience, and responsiveness).

- Other optional services offered that the University may judge to be of value, in its sole judgment

At the sole discretion of the University, Contractors who have submitted Technical Proposals evaluated by the University to be viable and of further interest (i.e. “shortlisted”) may be requested to provide the University additional technical information to further clarify the Contractor’s technical qualifications. If additional information is requested of one or more Contractors, the Procurement Officer will so advise.

2.2.2. Shortlisting.

In accordance with the Evaluation Criteria, a shortlist may be developed based on the Initial Technical Evaluation results. All Proposers will be notified of the results as they pertain to their respective Technical Proposal.

2.3. Interviews/Oral Presentations/Discussion Sessions.

2.3.1 Purpose. Based on the Evaluation Committee’s Initial Technical Evaluation, the University may invite, without cost to itself, the shortlisted Proposers to an oral presentation/discussion session (“Discussion Session”).

The purposes of the Discussion Session are as follows:

- (i) To provide the Proposer the opportunity to demonstrate its product/services;
- (ii) To discuss/clarify any and all aspects of the Technical Proposal, in particular the proposed Services/product, options, approach/methodologies, implementation process, schedule, staffing of the contract, and ongoing support and other applicable professional services;
- (iii) To allow the University to meet the Proposer's key personnel, technicians and for these personnel to convey directly their experience and expertise in the proposed services/product and its implementation; and
- (iv) To provide an opportunity to clarify the scope of services for the intended contract and discuss any items addressed in the Technical Proposal that may require additional clarification.
- (v) If applicable, review the Price Proposal structure.

2.3.2 Format. The Discussion Session will be informal, as the University is not interested in a sales presentation by executives and business development staff; rather, the University is requesting evidence of the Proposers ability to meet the University’s requirements and an interactive discussion with each of the shortlisted Proposers. It is important that those key personnel who are proposed to be assigned to the University fully participate in the presentation and discussion. Ample time will be available for the University and the Proposer to ask questions and discuss issues and concerns related to the product, the scope of the services, and the Proposer’s capabilities and qualifications. We anticipate that the Discussion Session will be approximately 60-90 minutes in length, to be determined at a later date.

2.3.3 Date. The times and dates for the Discussion Session(s) will be set upon completion of the Initial Technical Evaluation; however, it is anticipated that the Discussion Session(s) will be

conducted on the times and dates listed per the Solicitation Schedule, as well as on the cover of this RFP. Proposers are therefore advised to set this(ese) date(s) aside in its (their) entirety on the calendars of the appropriate key personnel.

The University reserves the right to hold additional discussion or scope review interviews, if deemed necessary to evaluate a firm's qualifications and proposal.

2.4. Second Phase Technical Evaluation.

2.4.1 Criteria. Following the Oral Discussion Session held with shortlisted Proposers (if such sessions were held), a Second Phase Technical Evaluation will be conducted. The Evaluation Committee will re-evaluate all criteria of the Technical Proposals of shortlisted Proposers, incorporating assessments of the Oral Discussion Session and outcomes of reference checks, if performed. The University reserves the right to make a determination that a Proposer is not shortlisted prior to completing reference checks.

2.4.2 Process. Further shortlists may result as the procurement progresses. At each phase of the process, those firms that do not remain shortlisted will not progress in the procurement. All Proposers will be notified of the results of the Technical Evaluation as they pertain to their respective Technical Proposals.

Once a final shortlist of proposals is established, the University will rank the technical proposals from highest to lowest.

The University may perform separate evaluation ratings and combine the technical evaluations as each phase is completed, or combine all ratings for each phase to determine the final technical ranking.

The University may incorporate references prior or after to establishing the final shortlist of proposals. However, the University reserves the right to modify scoring if pertinent information regarding a Proposer's capability is obtained prior to an award. Once a final shortlist of proposals is established, the Committee will rank the remaining Technical Proposals from highest to lowest.

Those Contractors that are not shortlisted will not progress in the procurement. Multiple shortlists may result as the procurement progresses.

ARTICLE 3. FINANCIAL/PRICE PROPOSALS AND SUBMISSIONS

3.1 Submission.

3.1.1 Proposals are to be provided to the Issuing Office in accordance with the Solicitation Schedule. Proposals that are submitted electronically must be attached to an e-mail in portable document format (.pdf). Hyperlinks to software products sent to the University's Issuing Office that indicate that the Proposal is posted/available by the Proposer on an electronic site may be

rejected or considered non-responsive (1) if contract terms and conditions (i.e., a Click-Through Agreement) are required to be accepted by the University in order to download the Proposal (2) the proposal is not easily accessible or (3) can be modified after submission. By providing the Proposal to the University electronically, the Proposer grants the University the unlimited right to generate additional electronic and/or paper copies for distribution for the purpose of review, evaluation and archive.

Price Proposals are to be submitted under a separate PDF from the Technical Proposal. Proposers are to:

**SUBMIT ONE PDF TITLED:
“FIRM NAME_ CLASSROOM UPGRADE PRICE PROPOSAL”**

Submit your Price Proposal to the Team Dynamix link provided below.

Send proposals to (click on the link): [Proposal Submission \(teamdynamix.com\)](https://teamdynamix.com)

3.1.2. Financial/Pricing Proposal Content. For more details see Appendix B

The Price/Financial proposal should be organized in the same order as the RFP requirements, and be numbered with the same numbers. For example, when responding to the requirement *12.5. Building: Academic Center, President's Conference Room*, the proposal response should be numbered; **12.5. Building: Academic Center, President's Conference Room**.

Section 2 - Pricing/Fees Proposal Response Criteria:

The Financial proposal shall cover all services, and prices. Appendix B is to be completed in full and signed for each proposal. Detailed descriptions of the specific services the Contractor shall provide to meet the University required services and outcomes should be included in the Technical Proposal volume. The Financial and Pricing Statement Form must be signed by an individual authorized to bind the contractor and must include the contractor's name, typed or written legibly.

Price Proposals must be received at the Issuing Office by the specified due date and time per the Solicitation Schedule. Proposers must complete and submit the Price Proposal Statement Form included in Appendix B.

In the event additional services are required outside the SOW/agreed to contract, the awarded contractor's hourly rates for additional services shall not exceed their proposed rates.

Section 3 - Payment Schedule:

Payments will be made after acceptance of the work by the University's Project Manager. Payments will be made on a net 30 days basis.

Offerors may submit a request for a progress payment schedule. Such a schedule must identify deliverables and the amount that will be paid upon delivery of each deliverable. Deliverables must be strictly and positively identified to the contract, and become the University's property upon payment. Payment schedules must include a retainage (to be paid upon University final acceptance) of not less than 30% of the total contract value.

The University has a strong preference for making a single payment to the contractor after acceptance of the work by the University. The successful Contractor's proper invoice will be paid on a net 30 days basis.

Section 4 – Equipment List

Provide a complete list of equipment offered. The Form for Price Proposals lists the equipment requested in this RFP. If additions, deletions or changes to the equipment are offered, such changes should be listed in Column "C" of the Form for Price Proposals spreadsheet (in Excel format, see Appendix B).

Section 5 - MBE Forms and Affidavits in Appendix A

MBE SUBCONTRACTING GOAL

An MBE subcontract participation **goal of nine percent** of the total contract dollar amount has been established for this procurement. By submitting a response to this solicitation, the offeror agrees that nine percent of the contract dollar amount will be performed by certified minority business enterprises. See **Attachments and Affidavits in Appendix A.**

ARTICLE 4. FINAL EVALUATION, RANKING AND SELECTION

4.1. The University may elect to request Best and Final Price Proposals (BAFO's).

The Committee will establish a financial ranking of the final Financial and Price Proposals from lowest to highest total offers. The pricing rating shall be incorporated/considered in the overall proposal score. The University may only rank proposals shortlisted after Oral presentations or upon the conclusion of the technical evaluation. At the sole discretion of the University, the University reserves the right to only evaluate the financial proposals for only top ranked firms (top ranked firms are firms deemed/ranked highest) after the technical evaluation rankings are established.

4.2. Recommendation of Award or Further Discussions.

The Committee may recommend a Proposer for contract award(s) based upon the Proposer's Technical Proposal and Price Proposal without further discussion. However, should the Committee find that further discussion would benefit the University, the Committee may recommend such discussions to the Procurement Officer. Should the Procurement Officer determine that further discussion would be in the best interest of the University, the Procurement Officer shall establish procedures and schedules for conducting discussions and will notify responsible Proposers.

4.3. Final Ranking and Selection.

4.3.1 Process: Following evaluation of the Technical Proposals and the Financial and Price Proposals (and Best and Final Offers, if applicable), the Evaluation and Selection Committee will make an initial overall ranking of the Proposals and recommend to the Procurement Officer the award of the contract(s) to the Proposer whose Proposal(s) is (are) determined to be the most advantageous to the University. The decision of the award(s) of the Contract will be made at the discretion of the Procurement Officer and will depend on the facts and circumstances of the procurement. All Proposers will be notified of the award(s) selection.

4.3.2 Basis for Award: Technical merit may have a greater weight than financial and price in the final ranking. Award may be made to the Proposer with a higher technical ranking even if its Financial and Price Proposal is not the lowest. The Procurement Officer retains the discretion to examine all factors to determine the award of the contract. The goal is to contract with the Proposer(s) that would best meet the needs of the University as set forth in the RFP.

4.3.3. Negotiations: The University may select for award one or more Proposer(s) to negotiate the terms and conditions of the Contract. The University reserves the right to make an award with or without negotiation. In the event negotiations between the selected contractor and the University fail to mutually agree on any terms and conditions, the University may rescind the award and conduct negotiations with the 2nd highest ranked firm/contractor. Additionally, if the Contractor fails to actively pursue the finalization and execution of the Contract, the University may rescind the Contract, at any time prior to the full execution of the Contract.

END OF SECTION III