

**State of Indiana Bid Contact:**

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**BID INFORMATION SHEET**

385-23\_72185  
 EOC Video Wall  
 for  
 Indiana Department of Homeland Security

Response Due Date:

**Part One, Submission Form Due: August 12, 2022 @ 2:00 PM ET**

**Part Two, Submission via Flash Drive Due: August 15, 2022 @ 2:00 PM ET**

**INSTRUCTIONS:** Please provide the information requested below and submit this bid information cover sheet with your bid response.

**Please note: The process to submit bids have changed. Please thoroughly review submission instructions outlined in the Bid Package document.**

**BIDDER CONTACT INFORMATION**

Company Name	Conference Technologies Inc
Company Bidder ID#	0000055660
Contact Name/Title	Mark Fox – Branch Director
Contact Phone/Email	317-762-0481 – mark.fox@cti.com

**PLEASE IDENTIFY IF THE FOLLOWING PREFERENCES ARE CLAIMED IN THIS COMPLETED BID PACKAGE:**

☐ U.S. Manufactured Preference (USMP)

☐ Indiana Manufacturing Preference (IMP)

Please be advised only one of the pricing preferences listed below may be claimed.

☐ Indiana Business Preference (IBP)  
 (also called Buy Indiana)

☐ Indiana Small Business Preference (ISBP)

**BELOW IS A CHECKLIST OF ITEMS TO BE INCLUDED IN THE BID SUBMISSION. FAILURE TO COMPLETE ALL REQUESTED ITEMS MAY RESULT IN REJECTION OF THE BID.**

- ☒ Bid Information Cover Sheet
- ☒ Executive Summary

- ☒ Completed Bid List in original EXCEL format (NO PDFs)
- ☒ Quote and Specifications on Company Letterhead

- ☒ Completed Bid Package, containing the following:
  - o Identification of any Purchasing Preferences Claimed (Page 7 – 8)
  - o Completion of *Minority and Women's Business Enterprises Subcontractor Form* (Pages 9-10)

- ☒ Completed Indiana Economic Impact Form

<ul style="list-style-type: none"><li>o Completion of <i>Indiana Veteran Owned Small Business Subcontractor Form</i> (Pages 11-12)</li><li>o Completion of <i>Invoice Automation Program</i> and <i>ONE Indiana</i> Questions (Page 14-16)</li><li>o Identification of Emergency Information (Page 16)</li><li>o Identification of Requested Exceptions to Outlined Specifications (Page 17)</li><li>o Company Information with Authorized Signature (Page 20)</li></ul>	<input type="checkbox"/> Proposal submitted by mail via one (1) Flash Drive containing electronic version of all completed bid documents.
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PLEASE USE THE FIELD BELOW TO PROVIDE ANY ADDITIONAL COMMENTS RELEVANT TO THE BID SUBMISSION

**Purpose**

Indiana Department of Homeland Security (IDHS) is seeking a responsible vendor to provide an Emergency Operations Center (EOC) Video Wall at its location inside the Indiana Government Center according to the terms, conditions, and specifications of this solicitation.

All qualified bidders are invited to respond to this BID by submitting a response consistent with the terms, conditions, and specifications stated herein.

**Background**

IDHS Emergency Operations Center is the centralized location of emergency response and recovery support operations during incidents for the State of Indiana. Due to the nature of the work performed it is imperative to their success to have the most up to date technological equipment to compile and communicate data.

IDHS is currently using the Jupiter Video Wall System and its components which are over eleven years old. The current video wall and essential information systems technology have bypassed the capabilities and reliability that the existing system can perform therefore an upgraded system is required in order for the EOC to continue to function properly.

Due to the nature of the work performed at IDHS Respondents must include with their proposals the name, title, and job duties for each of the proposed project team members.

Project team members must have a visible photo company issued identification upon entering IDHS at all times. A government issued photo identification must be presented upon request. IDHS has the right to refuse entry at any time.

**Scope of Work**

The Successful Respondent will be required to remove the current video wall as well as provide installation of the new system. IDHS will be responsible for recycling all equipment from the existing video wall.

### Video Systems Specification

- Display System

The display system will be an ultra-thin bezel LCD wall, two high by four wide displays for eight 55" video monitors. The total size is approximately 4.5 feet vertical by 16.0 feet horizontal, with a resolution of 7680 by 2160.

- Video Processor

The Video Processor will be highly configurable video processing system that can work with the current Crestron system. The Crestron system is not changing and provides the switching Inputs and Outputs to existing wall-mounted displays plus inputs into the new video wall processor. The Podium and Smart-Board computers will have direct Inputs into the new video wall processor. The ability to add inputs from various computers within the State Emergency Operations Center by WIFI or wired network provides the flexibility to display video. A scalable video processor card system for processing outputs from the Crestron Video system. The video chassis will be scalable to 32 by 32 input/output slots, using 16 inputs and 16 outputs and capable of adding additional video chassis in the future.

### Audio Systems Specification

A digital signal processor that allows for custom audio routing, speaker, and microphone, plus have the USB connections for fully digital audio within the State Emergency Operations Center. This digital signal processor is fully expandable to add more processors and be governed by a single audio program for the entire State Emergency Operations Center. The audio for the room includes adding two ceiling-mounted microphones to the front of the space in the conference table area. Four Flush-mount ceiling speakers designed for conference audio installed in the front room. We will need additional USB inputs to allow audio from room microphones to the speakers and then the output of the Podium computer audio into the system for the room speakers.

### Control System

Reconfiguring the existing two Crestron Touch Panels for easy use and control over all the video and audio systems. Existing panel software will be provided.

### Rack System/Furniture

Will utilize the existing rack equipment and furniture for all new video and audio equipment.

### Expect Equipment List

- Eight LCD Displays with all necessary cabling, equipment, and documentation needed to display video from the video processor as described in the Display Systems specification paragraph.
- One Video Processor unit, scalable up to 32 by 32 input/outputs slots, with all the necessary cabling, equipment, and documentation needed to process video/audio inputs/outputs described in the Video Processor specification paragraph.
- One Digital Audio Signal Processor with all the necessary cabling, equipment (speakers and microphones), and documentation needed to process audio described in the Audio Systems specification paragraph.

Please provide an itemized list of proposed equipment in the Bid List and attach a spec sheet.

Each proposal must include a proposed project timeline that includes both the removal of the existing wall and the installation of the new wall.

### Key Bid Dates

The following timeline has been provided as an illustration of the bid process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are tentative and subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

Activity	Date
Issue of Bid	July 1, 2022
Deadline to Submit Written Questions	July 22, 2022, by 2:00PM EST
Response to Written Questions	July 29, 2022, by EOD
Submission Process Part One: Submission Form and Required Attachments	August 12, 2022, by 2:00PM EST
Submission Process Part Two: Submission of Bid on Flash Drive	August 15, 2022, by 2:00PM EST
Award Recommendation	September 2022

### Question and Answer Period

All questions pertaining to this bid are due by **2:00PM EST on July 22, 2022**. Questions should be emailed to [BaaRFP@idoa.IN.gov](mailto:BaaRFP@idoa.IN.gov) using the Microsoft Excel sheet labeled "385-23-72185 Q&A Template." The State will upload responses to questions received by **EOD on July 29, 2022**, to the solicitation webpage for BID # 385-23-72185 <https://www.in.gov/idoa/procurement/current-business-opportunities/>. Interested parties will need to view responses on the solicitation webpage, as responses will not be returned individually via email. Only answers posted to the IDOA website will be considered official and valid by the state. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any state employee.

Inquiries are not to be directed to any other state staff members or any other participating agency. Such action may disqualify Respondent from further consideration.

### Bid List Instructions

Please use the Bid List (an Excel document) to enter prices and use the Bid List and Bid Package documents to confirm your proposed products meet the requirement. The proposed unit prices shall be the purchase price of the product offered to the State. Pricing must be all inclusive, which includes all shipping, freight, delivery, or destination fees.

**Additional charges will NOT be accepted.**

Listed specifications must be met or exceeded for your proposal to be considered for award. Failure to include any information requested in the worksheet may result in the removal of your proposal from consideration. The Bid List must

be submitted in the original format. Any attempt to manipulate the format of the Bid List document will put your proposal at risk of disqualification.

## Payments

For transactions with State agencies, IC 4-13-2-14.8 requires:

*Notwithstanding any other law, rule, or custom, a person or company who has a contract with the State or submits invoices to the state for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the State to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credited.*

## U.S. Manufactured Preference

If claiming the U.S. Manufactured preference, Respondents must clearly specify the items qualified for the preference, at the individual line level, under subsection 1 in the “Claiming Purchasing Preferences” section of the Bid Package document. A product is manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50% of the cost of all its components. (In determining if a product is manufactured in the United States, only the product and its components shall be considered.) This preference can only be applied to the items the State is actually purchasing.

Additionally, Respondents must include a letter on **company (manufacturer) letterhead** confirming the cost of the product or its components exceed 50% of the cost of all components.

If claiming this preference, the bidder is certifying under penalties of perjury that each of the bidder’s end products claimed is a U.S. Manufactured Product as described in IC 5-22-15-21. **Failure to indicate individual line items claimed under this preference or failing to include a letter may affect the evaluation of the bid.**

## Bidder Registration

In order to participate in many State of Indiana procurement processes, businesses are required to have a Bidder Profile with the Indiana Department of Administration. Bidders should go to [www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/](http://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/) and click on Bidder Registration Form to register. The system will send an acknowledgement of receipt of the registration request. The request will be processed, and a Bidder ID generated. **Please allow ten (10) business days for registration to be completed. Only the Primary Contact will receive notification via email.**

## Buy Indiana also known as Indiana Business Preference

Prior to the Submission of Proposals Due Date, your business must also certify your company at <https://www.in.gov/idoa/2464.htm>, if claiming the Buy Indiana preference. It is the Respondents responsibility to confirm its Buy Indiana status for this portion of the process. If a Respondent has previously registered its business with IDOA and wishes to be certified as a Buy Indiana entity, go to the Buy Indiana website at <https://www.in.gov/idoa/2467.htm>

Respondents not previously registered with IDOA must go to the Buy Indiana website at <https://www.in.gov/idoa/2467.htm> and follow the steps outlined in the paragraph above to certify your business’ status. The Respondents Buy Indiana status must be finalized when the solicitation response is submitted to the State.

When applying to Buy Indiana status, be sure to allow sufficient time to complete this process, at least twenty (20) business days.

Buy Indiana must be affirmatively claimed, and documentation submitted with your bid response. The State will not look up status of each Respondent in a search to determine eligibility of potential points or preferences provided.

**Defining an Indiana Business:**

“Indiana business” refers to any of the following:

- (1) A business whose principal place of business is located in Indiana.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
- (3) A business that employs Indiana residents as a majority of its employees.
- (4) A business that makes significant capital investments in Indiana.
- (5) A business that has a substantial positive economic impact on Indiana.

**Substantial Capital Investment:**

Any company that can demonstrate a minimum capital investment in Indiana of \$5 million or more in plant and/or equipment or annual lease payments in Indiana of \$2.5 million or more shall qualify as an Indiana business under I.C.5-22-15-20.5 (b)(4).

**Substantial Indiana Economic Impact:**

Any company that is in the top 500 companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR), or Corporate Income Taxes (DOR); it shall qualify as an Indiana business under I.C. 5-22-15-20.5 (b)(5).

**Indiana Economic Impact**

All companies desiring to do business with State Agencies must complete an “Indiana Economic Impact” form (State Form #51778). The form is an Excel document and contains two tabs: Attachment C and FTE Details. Both sections must be completed. The form asks for, among other information:

- a. The amount of the contract that is being allocated for payroll and benefits to Indiana residents.
- b. The amount that is being awarded to Indiana subcontractors and suppliers.
- c. The amount that is being subcontracted to Indiana certified minority and women-owned businesses.

The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

**Pricing**

Pricing on this solicitation must be firm and remain open for a period of not less than 180 days from the award date. Any attempt to manipulate the format of the files may put your proposal at risk. Please note also, the State accepts no obligations for costs incurred by Respondents in anticipation of being awarded.

Pricing must be all inclusive, which includes all shipping, freight, delivery, or destinations fees. Additional charges will not be accepted.

**Type of Award**

This award will result in a one-time purchase.

**Submission Requirements**

The process to submit bids have changed. Please submit your response according to the instructions outlined in the Bid Package document.