

SP-19-0048, Audio/Visual Equipment

Instructions to Agencies

Per the Qualified Vendor List (QVL) for SP-19-0048, Prospective Contractors listed on the resultant QVL will contract with Purchasing Entities per project as needed to supply, deliver, install, and / or service Audio and Visual (AV) Equipment and Supplies.

SP-19-0048, Audio/Visual Equipment and Supplies is non-mandatory. Purchasing Entities will follow the process based on the following:

CONTRACTING PROCESS

- A. When a Purchasing Entity seeks to procure AV Equipment or Supplies from Prospective Contractor listed on the QVL, the Purchasing Entity will find the QVL contract page on the OSP website listed as SP-19-0048. <https://www.dfa.arkansas.gov/procurement/state-contracts>
- B. At-A-Glance will provide a quick review of the Prospective Contractors contact information and the counties served.
- C. A Purchasing Entity may review, more thoroughly, each vendor's response indicating the following:
 - 1. Voluntary Product Accessibility (VPAT) information if applicable to the agencies project.
 - 2. Arkansas Business Information Form for current company information (page 5 of 22).
 - 3. Business Contact Information Form for current contact information (page 6 of 12).
 - 4. Audio/Visual Equipment Offering Form for current equipment and supplies available through the vendor (page 7-10 of 12).
 - 5. List of Counties Serviced Form showing the region(s) served (page 11 of 12).
- D. The Purchasing Entity's review of the vendor's responses will provide clarification as to the initial requirements for the agency's project. i.e. equipment to be purchased and/or an Audio/Visual service provided.
- C. Purchasing Entity will determine the appropriate method of procurement based on anticipated cost, needs, complexities of the project, or other determining factors.
- D. The Purchasing Entity will have three (3) options for procuring the items needed as listed below:
 - 1. Small Order Procurement (for purchases up to \$20,000 or \$40,000 for Certified Minority or Women Owned Businesses)
 - 2. Competitive Bid method of Procurement (for purchases over \$20,000 up to \$75,000)
 - 3. Competitive Sealed Bid/Proposal method of Procurement (for purchases over \$75,000)

- E. For procurements up to the Small Order procurement thresholds, a Purchasing Entity may choose a Prospective Contractor from the QVL to initiate a procurement according to Small Order procurement laws found in Arkansas Code Annotated § 19-11-231.
1. The agency may send a Purchase Orders directly to the Contractor by email.
 2. Purchasing Entity **must** reference SP-19-0048 on the Purchase Orders.
- F. Procurements that exceed the Small Order purchase threshold but are less than \$75,000.00 will be purchased by means of a Competitive Bid. Arkansas Code Annotated § 19-11-229.
1. The Purchasing Entity may distribute a SOW (Statement of Work) by email requesting a competitive bid to at least three (3) Prospective Contractors listed on the QVL who provide the particular AV Equipment and/or supplies needed.
 - a. The SOW should outline the AV Equipment specifications (if applicable), Requirements, goals, and any Submission Requirements.
 - b. The SOW should provide a deadline and manner by which the Prospective Contractors should submit their competitive bids (preferably via email).
 - c. Once the deadline has passed, bids will be tabulated, and the lowest cost bid will determine the Contractor anticipated to be awarded a contract.
 - d. The agency will send a Purchase Orders or outline agreement to the Contractor by email.
- G. Procurements that exceed \$75,000.00 will be purchased by means of a competitive sealed bid or proposal. Arkansas Code Annotated § 19-11-229/ Arkansas Code Annotated § 19-11-230.
1. The Purchasing Entity will distribute a SOW by email requesting a competitive sealed response to a minimum of three (3) Prospective Contractors listed on the QVL listed as providing the AV Equipment and/or Supplies needed.
 - a. Based on the Purchasing Entity's needs, the Purchasing Entity will distribute a SOW in which the successful Contractor will be determined by:
 - i. Lowest-cost through competitive sealed bid; or
 - ii. Highest ranked technical proposed score and cost score through competitive sealed proposals.
 - b. The SOW **must** outline AV Equipment specifications (if applicable), Requirements, goals, and any Submission Requirements.
 - c. The SOW **must** provide a deadline and manner by which Prospective Contractors should submit their competitive bids/proposals (preferably via email).
 - d. Once the bids or proposals have been opened and the apparent successful Contractor has been determined, the agency will send a Purchase Orders or outline agreement to the Contractor by email.
- H. Any terms and conditions submitted in response to a SOW or to a solicitation issued by a Purchasing Entity that are inconsistent with the terms and conditions of this RFQ will be rejected.

- I. Prospective Contractors **shall** accept Purchasing Entities purchase orders as sufficient documentation and authorization to purchase under any contract awarded under the terms of the QVL.