**Date: October 15, 2024**

**Phoenix Convention Center**

**Solicitation No: RFP PCC 24-0397**

**Title: Phoenix Convention Center Digital Signage**

**Addendum No. 1**

**Proposal Submittal Deadline**: **November 15, 2024, 12:00 pm Phoenix Local Time**

Phoenix Convention Center Department

Attn: Dorene Boyd, Procurement Officer

100 North 3rd Street, Level 2A

Phoenix, Arizona 85004-2231

**Questions and Answers start on page 2.**

**Proposers must acknowledge receipt and acceptance of this addendum by signing and returning this page with their proposal submittal.**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Delete the following section in its entirety Timeline, Section 1.4, pg. 4, and replace with the following:

**Schedule of Events**

|  |  |
| --- | --- |
| **Solicitation Issue Date** | September 26, 2024 |
| **Pre-Offer Conference**  **(Non-Mandatory)** | October 2, 2024, 10:00 am |
| **Site Visit** | October 2, 2024, 11:00 am |
| **Written Inquiries Due Date** | October 9, 2024, 12:00 pm |
| **Offer Due Date** | **November 15, 2024, 12:00 pm** |

1. Delete the following section in its entirety Pre- Award Qualifications, Section 2.17, pg. 9 and replace with the following:

## **Pre-Award Qualifications**

The qualified and responsive Offeror must meet **all** pre-award qualifications listed below. Should an Offeror fail to meet one of the qualifications identified, the Offer will be disqualified as non-responsive.

* Offeror must have been in operation a minimum of five (5) years. The Offeror’s normal business activity during the past (5) years will have been for providing design, installation, and maintenance to Digital Signage Systems.
* Any Offeror that currently contracts with the City must be in good standing for its Offer to be considered responsive. For the purpose of this RFP good standing means compliance with all contractual provisions, including payment of financial obligations.

1. Delete the following section in its entirety Evaluation Process Section 4, pg. 19, Evaluation Criteria, Replace with Revised Evaluation Criteria.
2. Section 6.30. Over the Counter Purchases pg. 40, is deleted in its entirety.
3. Delete the following section in its entirety A-Pricing Proposal, with Revised Pricing Proposal A1.

# Evaluation Process

Revised Evaluation Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Evaluation Criteria** | **Scoring Method** | **Weight (Points)** |
| 1. | **System Design and Scalability, Display and Hardware Quality**   * Cloud system with redundancy. * Scalable design to allow future additions without significant changes. * Compatibility with multiple media formats (images, videos, live feeds, HTML5).   Integration with existing event management system (Momentus).   * Industrial grade displays with long lifespans, built-in cooling, and protective features. * Reliable media player hardware. * High-resolution displays (HD, Full HD, or 4K) with sufficient brightness and vivid color representation. | 0-300 Points | **300** |
| 2. | **Content Management System (CMS) Features**   * User-friendly interface. * ADA Compliance * Robust features including scheduling, content segmentation, and remote updates. * Support for various file formats (JPEG, AVI, MPEG, MOV, etc.). | 0-250 Points | **250** |
| 3. | **Price** | 0-200 Points | **200** |
| 4. | **Project Management, Professional Technical Support and Maintenance**   * Project management and oversight. * Site survey of existing installations. * Setup and configuration of new devices. * Creative design and sign template building. * Quality assurance and implementation. * Access to technical support and regular software updates.   + Remote diagnostics capabilities. | 0-150 Points | **150** |
| 5. | **Documentation and Training**   * Comprehensive documentation including creative mockups.   + Minimum of 8 hours of training for city employees. * Detailed training sessions for city employees. | 0-100 Points | **100** |

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| **REVISED PRICING PROPOSAL A1**  **RFP-PCC-24-0397 Phoenix Convention Center Digital Signage –**  **Prices to be evaluated: All-Inclusive Digital Upgrade Project & Annual License Fee** | | | | |  |
| **Item No.** | **Description** | **Quantity** |
| - | Digital Players (Linux) | 200 |  |  |  |
| - | Player Configuration | 200 |  |  |  |
| - | Meeting Room Layout Design with Scheduling and Small Logo | 1 |  |  |  |
| - | Meeting Room Layout Design with full Screen Logo | 1 |  |  |  |
| - | Virtual Concierge Layout Design with Wayfinding from 23 Unique Starting Points | 1 |  |  |  |
| - | AD Monitor Layout Design (For images and videos) | 1 |  |  |  |
| - | LED Display Layout Design (For images and videos) | 1 |  |  |  |
| - | Cloud-Based Content Manager with 5 User Accounts | 1 |  |  |  |
| - | Digital Players 4 Year extended warranty | 200 |  |  |  |
| - | API Integration Momentus | 1 |  |  |  |
| - | 8-Hour Training (For 5 Users) | 1 |  |  |  |
|  | Project Labor (not to be confused with on-site labor) | Hours |  |  |  |
|  | Phases of Completion and Payment | Phase  1 | Phase 2 | Phase 3 | Total Cost |
| 1 | All-Inclusive Digital Signage Upgrade Project | 30% | 30% | 40% |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | | **Description** | **Unit of Measure** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total Cost** |
| 2 | Annual License Fee | Yr. |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Service** | | | |
| **Item No.** | **Description** | **Unit of Measure** | **Total Cost** |
| 3 | On - Site Labor Rate **Technician**  (1 Hour Minimum –  Billable in ½ hour increments) | HR. | $ |
| 4 | On - Site Labor Rate **Project Manager** (1 Hour Minimum – Billable in ½ hour increments) | HR. | $ |
| 5 | **Online Support**  (Billable in ¼ hour increments) | HR. | % |
| 6 | **Discount Off Parts** | N/A | $ |  |

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