



City of Tacoma
Information Technology

Audio Video Equipment, Installation and Managed Services

RFP Specification No. IT22-0270F

QUESTIONS and ANSWERS

All interested parties had the opportunity to submit questions in writing by email to Tad Carlson by 3:00 pm on September 21, 2022. The answers to the received questions are provided below and posted to the City's website at www.TacomaPurchasing.org: Navigate to *Current Contracting Opportunities / Services*, and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

Question 1: **Does the city have a preference of Zoom or Teams (keep in mind that there is supposed to be an upcoming update to zoom that will enable the hosting of Teams calls vs just connecting to them)?**

Answer 1: *The rooms should have the flexibility to schedule a TEAMS or a Zoom meeting. Teams is used primary for internal meetings. Zoom is used primarily to host external meetings.*

Question 2: **Based on the specifications listed and the panel photos that were provided in the big package it looks like the rooms will also have their own dedicated PCs as well as laptop sources at the tables. These would both be aside from the Zoom or Teams room computer/UC engine. Can you please confirm?**

Answer 2: *Our current solution uses a dedicated PC that users log into to run a TEAMS or Zoom meeting. Having a dedicated PC would be optional based on the recommended solution by the vendor we select.*

Question 3: **If there is a separate room PC, is that what the USB connection at the conference table will be connected to?**

Answer 3: *Our current solution uses a dedicated PC that users log into to run a TEAMS or Zoom meeting. Having a dedicated PC would be optional based on the recommended solution by the vendor we select.*

Question 4: It states that you also want to be able to record meetings in some of the room types. What type of recording will that be? Audio? Video? Or both? Keep in mind that platforms like zoom rooms also have their own recording capability. Is that something that you wish to leverage or do you want a totally separate on premise solution?

Answer 4: Separate audio only recording

Question 5: For at least the medium and large room types, do you have or can you provide a rough idea of the room dimensions for each type? These do not need to be exact by any means but a general idea. This will help determine the amount of microphones and materials required for each scenario.

Answer 5: Large Conference rooms are approx. 32'x 20' and medium rooms are approx. 24'x12'.

Question 6: for the medium or large room types, at their conference tables - are their existing floor cores that could be used to pass cabling to either racks or the display/AV locations?

Answer 6: Some do some don't. Most do not.

Question 7: for the VoIP conference speaker phones that the city will provide as per the bid spec, what make and model are those?

Answer 7: Currently Avaya. We are moving to TEAMS voice in 2023

Question 8: Control Panels: There is a requirement for a wall or table mounted control panel for 'power and input switching', and an option to use a Teams or Zoom Room interface. Is it acceptable to have two control panels in the room? One for room controls and one for conferencing?

Answer 8: That would NOT be preferred. The goal is to make the rooms easy to use for the end user. Two panels would be confusing.

Question 9: There is a 'city provided' PC - HP 800 Mini PC and/or a Teams/Zoom touch control pad listed in the room size examples. The PC listed is not part of a Teams Rooms system. Is the intent to load Zoom Rooms onto the HP 800 Mini PC or is it solely to be used as an in-room PC to access email and company servers?

Answer 9: Our current solution uses a dedicated PC that users log into to run a TEAMS or Zoom meeting. Having a dedicated PC would be optional based on the recommended solution by the vendor we select.

Question 10: Deliverables list section D calls for the "Ability for an onsite participant to manage the meeting and access files from City OneDrive or email". Can the user's laptop be considered the access point to email and the corporate servers via a wired or wireless network connection so that the HP PC can be omitted?

Answer 10: Yes..