



SCOPE OF WORK
Small Purchase
Conference Hardware Acquisition
Community Development Block Grant – Disaster Recovery
Puerto Rico Department of Housing

1. Introduction and Overview

The Puerto Rico Department of Housing (PRDOH) is issuing this request for quotation to procure, Conference Hardware for the CDBG-DR offices which will include installation and programming as well. PRDOH urges the interested vendor to carefully review the requirements of the small purchase.

The Vendor will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks requested under this acquisition. The scope of work presented is based upon circumstances existing at the time of solicitation. The PRDOH reserves the right without limitations, to: (i) cancel this solicitation and reissue this request for quotation or another version of it, if it deems that doing so is in the best interest of the public; (ii) amend the contract(s) of the selected vendor(s) to, among others, extend its original duration.

The Procurement Division will review proposed prices received within the submission term and will verify the compliance of the submitted quote with the requirements established in the scope of services. The Procurement Division may request clarifications in order to provide for a better understanding of the purchase requirements. The PRDOH reserves its right to negotiate quote (s) received within the established submission term.

The PRDOH has the right to cancel the solicitation process at any time and is not liable for the rejections or cancellation of this small purchase.

2. Requirements

- The selected vendor must be able to facilitate on-site warranty service at the location where the equipment is located. It must also have competent technical personnel with the appropriate experience or certifications to assist in the diagnostic and coordination of the warranty with the selected manufacturer.
- The selected vendor must maintain and document the configurations details for each type of hardware provided. The vendor must submit, electronically, each warranty with the equipment provided.
- The selected vendor must not provide any equipment that is close to the end of life or that will become unsupported by the manufacturer during the warranty period required. In case that a piece of equipment reached the end of its useful life or becomes unsupported by the manufacturer, the vendors shall be obliged to replace the equipment with an equivalent that meets the applicable warranty period, with similar or better specifications of the original, without representing any additional financial obligation from the agency.
- The selected vendor must be an authorized dealer or distributor by the proposed Conference Hardware manufacturer(s). A signed letter by the manufacturer(s) must be submitted as proof.
- All technical support or any warranty servicing from the manufacturer(s) shall be generated by the selected vendor once contacted by the PRDOH.

- The PRDOH is seeking a designated representative or point of contact from the vendor for all services related to the Hardware equipment. The selected vendor must comply with the scheduled expected delivery of equipment provided.
- All prices submitted by the vendor shall include all expenses including incidentals, taxes, handling, installation of equipment and delivery cost. The agency will not cover any additional cost, only the unit price submitted for the equipment will be taken into consideration. The agency will not be responsible for reimbursement or expenses related to per-diem tolls or parts of labor for the equipment under warranty service. The selected vendor must provide the equipment with all its internal components properly installed and configured.

3. Conference Rooms Overview

The PRDOH is looking to add video conferencing equipment and software to nine (9) conference rooms from the CDBG-DR offices. The CDBG-DR offices consists of two floors (*Attachments A and B*). There will be four (4) rooms on the second floor that will be equipped with the conference hardware and five (5) rooms in the third floor that will be equipped with the conference hardware as well. The rooms will be classified as: **TV Room** (marked with an **A** in the Attachments A and B), **Video Room** (marked with a **B** in the Attachments A and B) and **Executive Room** (marked with a **C** in the Attachments A and B). **Table 1** summarizes how the conference rooms will be set up:

Table 1: Conference Room Equipment Set-up

TV Rooms (A) <i>Five (5) Rooms Total</i>	Video Rooms (B) <i>Two (2) Rooms Total</i>	Executive Rooms (C) <i>Two (2) Rooms Total</i>
65" LED Television	TV Video Conference Hardware	Interactive Video Conference & Whiteboard Equipment
Wall Mount Equipment	65" LED Television	Audio Speaker System
HDMI cable	Wall Mount Equipment	Wall Mount Equipment
	HDMI Cable	HDMI Cable

4. Technical Specifications

The technical specifications included below relate to all the Hardware required for each room described in **Table 1**.

4.1. TV Room- Hardware Requirements

The conference rooms marked with an A are the TV Rooms. In the second floor there are two (2) TV Rooms and in the third floor there are three (3) TV Rooms. They will each have one LED flat screen television, which will include a wall mount with the capacity to hold up to 220 pounds of weight. They will also include an HDMI cable to be able to *transmit digital video and digital audio signals between devices*.

The key hardware and equipment requirements for the **TV rooms** include but are not limited to the following specifications:

Hardware	Specifications	
65 Inch LED Television	Display	65" LED, 4K UHD Engine
		Motion rate of 120
		2 HDMI Connections
		1 USB Connection
	Connection	802.11N built-in Wi-Fi
	Audio	20W 2 Channel
	Dimensions	Up to 13 x 60 x 35 Inches
	Weight	No more than 56 lbs.
	Depth	No more than 12.50"
	Refresh Rate	60Hz
Hardware Wall Mount Equipment	Screen size Capacity	65 Inches
	Weight Capacity	Minimum of 132 lbs.
	Orientation	Landscape
	Type	Full Motion
20ft HDMI Cables	Connection type	HDMI Type A male
	Cable Length	20 ft
	Bandwidth	18 Gbps
	Maximum Resolution	3840 x 2160 at 60 Hz
	Ethernet Speed	10/100 Mbps
	Connector Plating	Gold
	Compliance	ATC, Audio return channel (ARC), CEC
	Wire Thickness	24 AWG

4.2. Video Room- Hardware Requirements

The conference rooms marked with a **B** in *Attachments A and B* are the Video Rooms. In the second floor and third floor there is only one (1) Video Room. The PRDOH needs one LED flat screen television with Video Conference Hardware, which will include a wall mount with the capacity to hold up to 220 pounds of weight and HDMI cable to be able to transmit digital video and digital audio signals between devices in each room.

The key hardware and equipment requirements for the **video rooms** include but are not limited to the following specifications:

Hardware	Specifications	
65 Inch LED Television	Display	65" LED, 4K UHD Engine
		Motion rate of 120
		2 HDMI Connections
		1 USB Connection
	Connection	Minimum 802.11N built-in Wi-Fi
	Installation	Wall Mount

Hardware	Specifications	
	Audio	Minimum 2 x 20W
	Dimensions	Up to 13 x 58 x 35 Inches
	Weight	No more than 55.8 lbs.
	Depth	No more than 13 Inches
	Refresh Rate	60Hz
Hardware Wall Mount Equipment	Screen size Capacity	65 Inches
	Weight Capacity	Minimum of 132 lbs.
	Orientation	Landscape
	Type	Full Motion
20ft HDMI Cables	Connection type	HDMI Type A male
	Cable Length	20 ft
	Bandwidth	18 Gbps
	Maximum Resolution	3840 x 2160 at 60 Hz
	Ethernet Speed	10/100 Mbps
	Connector Plating	Gold
	Compliance	ATC, Audio return channel (ARC), CEC
	Wire Thickness	24 AWG
TV Video Conference Hardware	Video Camera	Minimum field of view of 120°
		Minimum 4K Ultra HD video
		Minimum 4x Zoom Lens
	Dimensions	Up to 28 x 6 x 4 Inches
		Up to 6 lbs.
	System Requirements	No less than Windows 10 and MacOS 10.10
	Installation	Wall Mount
	Connectivity	Bluetooth capability
		Plug-and-play USB Connectivity
	Microphone	Acoustic echo cancellation
		Background noise suppression
	Speaker	Output of 90dB SPL at ½ meters
	Compatibility	Certified for Skype Business, Zoom, Microsoft 365/Teams and Cisco Jabber

4.3. Executive Room- Hardware Requirements

The conference rooms marked with a **C** in *Attachments A and B* are the Executive Rooms. There is an Executive Room in each floor (second and third floor). These two conference rooms, different from the rest, must be equipped with an Integrated Video Conference and White Board System including its proper wall mount equipment. The two video display systems must be capable of real-time high definition video communication with an integrated web camera and audio capabilities including a built-in microphone, in order to be able to conduct virtual meetings. The display panel should have the capacity to work as an interactive whiteboard.

The Key hardware technical specifications for the **executive rooms** include but are not limited to the following:

Integrated Video Conference and Whiteboard System	Display Panel	LED
	Display Size	65 inches
	Resolution	3840 x 2160 pixels (4k)
	Panel Rate	60 Hz
	Integrated Speaker	2 X 10W
	Installation	Wall Mount
	Touch Technology	Ultra-responsive integrated touch technology
		Minimum 10 touch points
	Camera	4K wide lens
		Minimum Horizontal field of view of 83°
	Microphones	Intelligent voice tracking
	Ports	HDMI Input / Output
		VGA Input
		PC Audio Input
		LAN (RJ45)
		RS232 Control
		USB 2.0
		Audio Output Earphone Port
Sound Bar	Total Speaker Power	Minimum of 2 x 20 W RMS
	Ports	RCA Input / Output
	Installation	Wall Mount
	Net Weight	Up to 8 lbs.
	Product Dimensions	Up to 40 x 4 x 6 Inches
Wall Mount Equipment	Screen size Capacity	65 Inches
	Weight Capacity	Minimum of 132 lbs.
	Orientation	Landscape
20ft HDMI Cables	Connection type	HDMI Type A male
	Cable Length	20 ft
	Bandwidth	18 Gbps
	Maximum Resolution	3840 x 2160 at 60 Hz
	Ethernet Speed	10/100 Mbps
	Connector Plating	Gold
	Compliance	ATC, Audio return channel (ARC), CEC
	Wire Thickness	24 AWG

5. Warranty

- Warranty will include all parts constituted in the Hardware.
- Warranty of 3 years on-site service.
- All defective items must be replaced within 10 days at no additional cost to the PRDOH.

6. Installation and Delivery

- Delivery time will be no later than 30 calendar days after the execution of the agreement. The PRDOH reserves the right to extend this period and will notify the selected supplier of such decision.
- All hardware installation costs must be included in the overall price of the equipment. The Agency will not cover any installation of equipment costs, only the unit price submitted for the equipment will be taken into consideration.

7. Delivery Schedule

Delivery time will be but no later than 30 calendar days after the execution of the agreement. The PRDOH reserves the right to extend the delivery time.

8. Documentation

Each vendor must include a technical manual and documentations from the manufacturer for each Hardware component. In addition, a printed and digital technical specifications list with the equipment and the Software serial number by model and configuration in the case of Hardware, and Software license number or equivalent.

9. Award

The PRDOH reserves the right to award this small purchase to multiple suppliers. Supplier may quote for either one or all items requested.

10. Term of Agreement

This Agreement shall be in effect and enforceable between the parties from the date of its execution. The Term of this Agreement will be for a performance period of twelve (12) months.

The Vendor shall be responsible for completing the activities outlined in this Scope of Work.

By signing this document, I acknowledge that I have read, understand and accept its contents as described:

Vendor Entity Name

Vendor Authorized Representative Signature

Date

Vendor Authorized Representative Printed Name