



Video Conferencing

RFI 14-2557

Metro Information Services Department

600 NE Grand Ave.
Portland, OR 97232
503-797-1700

Project Manager

Les McCarter
les.mccarter@oregonmetro.gov
503-797-1610

Department Procurement Staff

Stephanie Grimes
Stephanie.grimes@oregonmetro.gov
503-797-1880

Notice is hereby given that the Request for Information (RFI) for **Video Conferencing** shall be received by Metro, 600 NE Grand Avenue, Portland OR 97232 until close of business on **December 6, 2013**. It is the sole responsibility of the submitting party to ensure that Metro receives the response by the specified date and time. Responses may be mailed, delivered, faxed or emailed.

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I. INTRODUCTION

The Information Services Department of Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is requesting information for Video Conferencing. Responses will be due as indicated on the RFI cover page.

This Request for Information is intended to gather data from the vendor community in preparation for a potential, upcoming procurement

II. BACKGROUND/HISTORY OF PROJECT

III. PROPOSED SCOPE OF WORK

Metro is seeking information on video conferencing to perform the following:

Metro would like to create a video conferencing system which would provide the ability to conduct distance classroom training, remote staff recruitments, provide citizen engagements for stakeholder groups, and allow employees to collaborate more effectively from their desktops. The proposed system should include two, main fixed locations (one at the Metro Regional Center and one at the Oregon Zoo) as well as the capability to add up to 8 additional pre-determined pilot desktop users. System should be in high-definition, should take into account lighting and room logistics as well as application sharing.

IV. RESPONSE INSTRUCTIONS

A. Submission of Response

Two (2) copies of the response shall be mailed or hand-delivered to Metro, addressed to:
Metro Information Services Department
Attention: Les McCarter RFI 14-2557
600 NE Grand Avenue
Portland, OR 97232-273610

Responses can also be faxed or emailed to the following:

503-797-1936 Fax
les.mccarter@oregonmetro.gov

B. Deadline

Responses will not be considered if received after the date and time indicated on the RFI cover page.

C. RFI as Basis for Responses:

This Request for Information represents the most definitive statement Metro will make concerning the information upon which responses are to be based. Any verbal information which is not addressed in this RFI will not be considered by Metro. All questions relating to this RFI should be addressed to Les McCarter, les.mccarter@oregonmetro.gov. Any questions, which in the opinion of Metro, warrant a written reply or RFI addendum, will be furnished to all parties receiving this RFI. **Metro may not respond to questions received after 3:00 p.m. on December 3, 2013.**

D. Procurement Procedure Requirements

Metro in no way implies or guarantees any purchase or procurement of potential solutions submitted in response to this RFI. Metro reserves the right to use the information obtained through this RFI if it is in

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the best interest of Metro to issue a competitive procurement in the future. Participation in this RFI is voluntary and any expense incurred in providing a response, to include product demonstrations or informational interviews if requested by Metro, shall be the sole responsibility of the vendor.

In the event that a procurement results from this RFI, price alone will not be the only criteria that will be used to select vendors. Other criteria will include, but not limited to, experience, past performance, diversity and sustainability.

V. RESPONSE CONTENTS

The response should contain no more than 10 pages of written material (excluding brochures, which may be included in an appendix), describing the information requested, as outlined below. The response should be submitted on recyclable, double-sided recycled paper (post consumer content). No waxed page dividers or non-recyclable materials should be included in the response.

- A. Product information
- B. Technical data
- C. Past experience and customers
- D. Estimated cost