Request for Proposals (RFP)

Boardroom Audio-Visual Upgrade

1.0 INTRODUCTION

1.1 Purpose of Procurement

BURKE COUNTY PUBLIC SCHOOLS, hereafter referred to as the "District," is requesting proposals to upgrade the existing boardroom audio-visual systems.

1.2 Method of Procurement

Awards will be made on the basis of competitive proposals evaluated under the criteria in Section 2.12.

1.3 Schedule of Events

This Request for Proposals will be governed by the following schedule. All dates are subject to change at the District's discretion; any changes will be issued by written addendum and posted to the BCPS website.

Milestone	Date
Release of RFP	11/3/26
Mandatory Pre-Proposal Conference / Site Visit (attend one session)	Session 1: 11/10/26, 10:00 am. Session 2: 11/12/26, 2:00 pm. Johnny Jenkins Board Room, 789 Burke Veterans Parkway, Waynesboro, GA 30830
Last Day for Questions (4:30 pm)	11/16/26
Responses to Q&A Posted	11/18/26
Proposals Due	12/3/26, 4:30 pm
Evaluation and Possible Vendor Demonstrations	12/4/26 – 12/17/26
Anticipated Award Notification	12/18/26 (subject to Board approval)
Contract Execution / Notice to Proceed	Promptly following award approval
On-Site Work May Begin	2/1/27
Target Substantial Completion	4/9/27

1.4 Restrictions on Communications with Staff

All questions about this RFP shall be submitted in the following format:

- Company Name
- Question 1: Citation of the relevant section of the RFP
- Question 2: Citation of the relevant section of the RFP

The Issuing Officer for this RFP is Kenneth Wright, Technology Director. Questions shall be directed in writing to the Issuing Officer: kwright@burke.k12.ga.us

From the issue date of this RFP until a Vendor is selected and the selection is announced, Offerors are not allowed to communicate for any reason with any Board staff except through the Issuing Officer named herein, or during the Pre-Proposal Conference described in Section 1.10, or as provided by

existing work agreement(s). The Board reserves the right to reject the proposal of any Offeror violating this provision. All questions concerning this RFP shall be submitted in writing via email to the Issuing Officer. No questions other than written will be accepted. No response other than written will be binding upon the Board. Questions and answers will be posted to the BCPS website as they are received. The website address is https://www.burke.k12.ga.us

1.5 Definition of Terms

- Board – BURKE COUNTY BOARD OF EDUCATION
- Contractor – Respondent to this Request for Proposal
- District – BURKE COUNTY PUBLIC SCHOOLS
- BCPS – BURKE COUNTY PUBLIC SCHOOLS
- OCGA – Official Code of Georgia Annotated (State Statute)
- Offeror – Respondent to this Request for Proposal
- RFP – Request for Proposal
- Vendor – Respondent to this Request for Proposal

1.6 Fiscal Year and Recurring Fees

Offerors shall present pricing, payment milestones with anticipated dates, and any recurring fees allocated by District fiscal year (the school year, July 1 – June 30). The District anticipates funding this project in fiscal year 2027 (July 1, 2026 – June 30, 2027). Any recurring fee extending beyond June 30, 2027 must be priced and identified separately and is subject to annual appropriation.

1.7 Background

For information on BURKE COUNTY PUBLIC SCHOOLS, please go to: https://www.burke.k12.ga.us

1.8 Submission Expenses

The District shall not be liable for any expenses incurred by the Offeror in responding to this RFP. This shall include expenses incurred by the Offeror to conduct product demonstrations at the District site.

1.9 Right to Purchase

BCPS reserves the right to purchase from any source, including existing or future state or federal contracts, cooperatives, or submitted proposals. BCPS further reserves the right to reject any and all proposals, to waive minor informalities, and to negotiate final terms with the highest-ranked Offeror(s) prior to award.

1.10 Pre-Proposal Conference / Site Visit

A mandatory pre-proposal conference and site visit will be held in the Johnny Jenkins Board Room at the Burke County Board of Education Central Office, 789 Burke Veterans Parkway, Waynesboro, Georgia 30830, in two identical sessions on the dates and times listed in Section 1.3. Each Offeror must send at least one employee to one of the two sessions. The District will record attendance by sign-in sheet, sessions begin on time, and late arrivals may not be counted. An Offeror with a documented conflict with both sessions may request a make-up visit by written request to the Issuing Officer no later than 11/12/26; make-up visits will be scheduled on or before the question deadline, and attendance will be

recorded in the same way. A proposal from an Offeror that did not attend a session or a make-up visit will be deemed non-responsive. At each session the District will provide the same information, including, where it exists, the existing equipment inventory, room dimensions, reflected ceiling plan, rack elevations, as-built documentation, and the 2027 meeting calendar. Offerors are responsible for field-verifying existing conditions. Questions raised verbally are not binding on the Board; any resulting clarifications will be issued in writing per Section 1.4 and posted to the BCPS website for all Offerors.

1.11 Public Records

Proposals submitted in response to this RFP are subject to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq. An Offeror that believes any portion of its proposal is exempt from disclosure (for example, as a trade secret) must clearly mark each affected page and must comply with the procedures that Act requires for claiming an exemption. Pricing and the Offeror's identity are not confidential.

1.12 Addenda

The District may revise this RFP by written addendum posted to the BCPS website. Each Offeror must acknowledge receipt of every addendum in its proposal. A proposal that does not acknowledge all issued addenda may be deemed non-responsive.

1.13 Contract Form and Exceptions

The District intends to contract on the selected Offeror's form of agreement. Each Offeror must submit with its proposal the form of agreement, including all standard terms and conditions, license or service terms, and warranty terms, that it proposes to use. The RFP, all addenda, and the selected proposal will be incorporated into the agreement. Regardless of the Offeror's form, the following requirements apply and prevail over any conflicting term:

- Term and funding: the agreement shall terminate at the end of each calendar year, renew only unless the District takes positive action to terminate it, state the District's obligation for each calendar year, and create no debt beyond that year. Payment in any fiscal year is subject to appropriation, and the District may terminate if funds are not available.
- Governing law and disputes: Georgia law and Georgia courts located in Burke County; no binding arbitration; no waiver of any immunity or limitation of liability available to the District; and no indemnification of the Contractor by the District.
- Price and payment: pricing is firm as proposed, with no post-award increases, surcharges, late fees, or interest except by written change order; payment is by milestone, with 10% retained until final acceptance.
- Acceptance: acceptance testing and final acceptance under Section 2.7 are conditions of final payment, and there is no deemed acceptance.
- Ownership and licenses: the District owns all custom programming and source files, and licenses are registered in the District's name, as stated in Section 2.9.
- Warranty: the warranty and response commitments in Section 2.3.G and in the proposal bind the Contractor and may not be disclaimed.
- Security and access: the Contractor may use remote access only with District IT approval, and shall meet the requirements of Section 2.6.

- Compliance: the covered-equipment prohibition and qualifications of Section 2.4, E-Verify, the insurance in Section 2.13, and the Georgia Open Records Act apply, and the Act overrides any confidentiality term.
- Liability: the Contractor's liability is not limited below the insurance limits required by Section 2.13.

Each Offeror must identify in its proposal, by section number, every exception it takes to the requirements of this RFP or to the required terms above, and must propose alternative language for each exception. Any requirement not identified as an exception is deemed accepted. The District intends to execute a contract promptly following Board approval and may reject a proposal that conditions acceptance on extensive modifications to the requirements of this RFP.

1.14 Conflict of Interest and Gratuities

No Offeror shall offer or give any gift, gratuity, or favor to any Board member or District employee in connection with this RFP. Each Offeror must disclose in its proposal any actual or potential conflict of interest, including any financial or family relationship with a Board member or District employee, and must certify that its proposal was prepared independently, without collusion with any other Offeror. The District may reject any proposal that violates this section.

2.0 MANDATORY REQUIREMENTS

This section identifies all mandatory requirements, which must be addressed in the proposal before further consideration will be given. Each response must reference the item number it is in reference to (i.e., 2.3.A, 2.3.B, etc.).

2.1 Project Objective

The District is seeking proposals for a comprehensive, hybrid boardroom technology refresh. The project includes high-performance audio systems, video switching, PTZ camera integration, multi-platform video conferencing, simultaneous live streaming, and digital voting solutions, as detailed in the Scope of Work at Section 2.3. Proposals may be based on any manufacturer's platform that meets the performance requirements stated in this RFP; equivalent products are welcome.

The District also requests “Turn-Key” installation services for all requested equipment.

2.2 Purpose & Project Overview

Burke County Public Schools is seeking comprehensive, competitive proposals from qualified Audio-Visual (AV) Integration Firms to design, program, and install a hybrid boardroom technology refresh.

The objective of this project is to update the existing Board Room into a high-performance, multi-platform hybrid environment that is ready for Microsoft Teams, Zoom, and Google Meet and can stream meetings live to YouTube while a conference is in progress. The final system must deliver a seamless user experience prioritizing meeting equity for remote participants, flawless local speech reinforcement (voice lift), centralized administrator control, and flexible operational capabilities via an optional wireless remote control position, and public access to meetings through live streaming.

2.3 Scope of Work (SOW)

The selected integrator will be responsible for the turn-key delivery of the system, including the replacement of key legacy components, the smart repurposing of existing infrastructure, custom

programming, engineering, and final user training. The Offeror shall identify in its Bill of Materials which existing equipment it proposes to reuse; reused equipment shall be tested, shall be covered by the Offeror's workmanship warranty as installed, and any removed equipment shall be returned to the District or disposed of as the District directs.

A. Audio System Architecture

The audio ecosystem must support crystal-clear local reinforcement, echo-free web conferencing, and advanced feedback suppression.

- Dais Inputs: Supply and install microphone coverage for each of the seven (7) board member dais positions, using gooseneck or functionally equivalent professional-grade microphones suited for boardroom speech pickup.
- Lectern Input: Supply and install one (1) wireless microphone at the presenter lectern to allow for cable-free speech flexibility.
- Public/Gallery Input: Supply and install microphone coverage sufficient to capture public comments and audience participation from the gallery seating area (e.g., a multi-element ceiling array microphone or equivalent).
- Digital Signal Processing (DSP): Provide a dedicated professional-grade DSP to handle acoustic echo cancellation (AEC), automatic microphone mixing, and advanced feedback prevention algorithms at the dais.
- Amplification & Zoning: Provide amplification sufficient to drive at least two (2) distinct zones of ceiling speakers to support:
    - Voice Lift Functionality: Allowing soft-spoken board members or presenters to be amplified clearly across the gallery zone without feeding back into the local microphones.
    - Zoned Audio Distribution: Independent volume management for the dais and public seating areas.
- Assistive Listening System: Because the Board Room is a public meeting room with audio amplification, supply and install an assistive listening system (induction loop, infrared, or FM) that complies with Sections 219 and 706 of the 2010 ADA Standards for Accessible Design, including the required number of receivers (of which at least 25 percent, and no fewer than two, are hearing-aid compatible, unless all seats are served by an induction loop) and the required International Symbol of Access for Hearing Loss signage. The system must be fed from the DSP so that it carries the same mixed program audio as the loudspeakers.

B. Video Routing & Display Systems

- Dais Monitors (Primary Viewing for Board and Staff): Provide signal distribution sufficient to feed presentation content and voting results simultaneously to individual desktop monitors distributed along the board dais (currently eight (8) positions). These monitors are the primary viewing source for board members and staff at the dais, including dense content such as spreadsheets and detailed documents. Control of individual dais monitors is excluded from the control system scope.
- Main Displays (Gallery Displays, Side-Wall Mounted): Supply and install two (2) new professional-grade commercial displays mounted on opposing side walls in front of the dais and oriented outward toward the audience seating area. The main displays serve audience viewing and do not face the board. Each display shall be installed on a heavy-duty articulating (swing-arm) wall mount that allows it to be swiveled and tilted to face the audience seating area, and that locks securely in

the aimed position. Mounts shall be rated for the display weight with an adequate safety margin, shall conceal cabling through the arm, and shall be positioned so that arm extension and swing do not obstruct egress, the board members' sightlines, or camera views. The Offeror shall verify wall construction and provide any blocking or reinforcement needed.

- Physical Wall Constraints: Because of side-wall clearances, trim, ceiling height, and wall footprint, each main display is limited to a maximum of 75 inches diagonal, or the largest size that fits the wall dimensions provided at the pre-proposal conference, whichever is smaller. Mount clearances shall be verified in both the retracted and fully extended positions. Offerors shall field-verify mounting dimensions.
- Viewing-Angle Performance: Because the displays are mounted on side walls facing outward, the Offeror shall select panel technology and aim the articulating mounts so that content stays legible across the gallery seating area, and shall document the expected viewing-angle performance for the seats farthest off-axis.
- Legibility Design Basis: Displays shall be sized and positioned in accordance with ANSI/AVIXA V202.01:2026, Display Image Size for 2D Content in Audiovisual Systems (or the edition then current). The District estimates the farthest gallery viewer at 30 feet from the main displays; Offerors shall verify this at the site visit. Because the size limit above caps image height at about 37 inches, the District has set the following design basis, and the Offeror shall submit its V202.01 calculation with the proposal, showing the viewing category, element height, and farthest-viewer distance for each content type:
    - Standard presentation content (slides, agendas, and documents with normal-size text): legible on the main displays to seated viewers up to the distance the Offeror's calculation supports, which the District expects to be approximately 18 feet.
    - Large-format content (voting results, motion and agenda-item headlines, speaker names): the Offeror shall design and deliver templates whose essential characters are large enough to be legible at the farthest gallery position (30 feet). For a 75-inch display this requires character heights of roughly five percent of the image height or more (about 1.8 inches on screen).
    - Dense content (spreadsheets, detailed drawings): not required to be legible on the main displays beyond the distance supported by V202.01 for Analytical Decision Making (about 12 feet for a 75-inch display). Board members and staff view dense content on the dais monitors.
- Supplemental Gallery Displays (Alternate): Where gallery seating lies beyond the distance at which the main displays satisfy standard presentation content, the Offeror shall identify, as a separately priced alternate, supplemental repeater displays (for example, on the rear or side walls) or alternate display technology (for example, direct-view LED) that would extend standard-content legibility to the farthest gallery seat, and shall show the proposed locations on a plan.
- Video Switching Core: Provide a hardware matrix switcher to manage multi-source routing.
    - Wired Inputs: Provide an HDMI input connection located at the main AV equipment rack, and a localized HDMI + USB-B input wall/desk plate at the administrator's desk for wired content sharing and local web conferencing connectivity.

C. Camera, Hybrid Conferencing & Live Streaming Integration

- Dual-Camera Configuration: Supply and install two (2) network-controlled PTZ (Pan-Tilt-Zoom) cameras:

    - Camera 1 (Board Dais): Dedicated and positioned to capture a wide or grouped shot of the Board Member Dais.
    - Camera 2 (Dual-Purpose Presenter & Gallery Focus): Strategically positioned to capture both the presenter lectern and the audience gallery. The integrator must program specific, high-speed position presets enabling this camera to instantly shift orientation between a tight frame of the lectern and a wide frame of the public comment/seating area upon operator command.
- Signal Conversion & Interop: Provide signal conversion/transport (e.g., SDI-to-HDMI, or equivalent) capable of reliably delivering low-latency camera feeds back to the central matrix switcher over the required cable run distances.
- Provide a mechanism enabling the system administrator or remote operator to dynamically select which video source (Camera 1, Camera 2, or Content) is pushed to the conferencing platform (Microsoft Teams, Zoom, or Google Meet) as the active “webcam” input (e.g., an HDMI-to-USB bridge or equivalent). This path must work with any of the three platforms so that it can serve as the fallback when a platform's native room join does not support a needed function.
- Conferencing Platform & Room System: The Offeror shall propose a room-system architecture for hosting and joining Microsoft Teams, Zoom, and Google Meet meetings (for example, a certified Teams Rooms, Zoom Rooms, or Google Meet room system with native third-party join, or a documented bring-your-own-device design) and shall state, for each platform, the licenses required, their annual cost, and who purchases them. The Offeror shall also disclose, for each platform, any functional limitations that apply when the room joins a meeting hosted on another platform (for example, limits on video resolution, content sharing from room inputs, use of both main displays, camera control, recording control, in-meeting chat, or breakout rooms under Direct Guest Join or equivalent third-party join), and shall describe the fallback method for any function that is not supported natively.
- Live Captions: The system must allow platform-generated live captions (Teams, Zoom, or Google Meet) to be displayed on the main displays and must not block or degrade the caption features of any platform.
- Simultaneous Live Streaming to YouTube: The system shall stream the meeting live to a YouTube channel owned by the District at the same time as, and independently of, any Teams, Zoom, or Google Meet conference, without degrading or interrupting either. Specifically:
    - Program feed: The stream shall carry the operator-selected video source or layout (for example, the active camera, shared content, or the voting results graphic) and the mixed room audio. The operator shall be able to include or exclude remote conference participants' audio and video in the stream.
    - Quality and encoding: The stream shall be delivered at not less than 1080p at 30 frames per second, using H.264 video and AAC audio at a constant bitrate, over RTMPS or another encrypted ingest protocol that YouTube supports. The Offeror shall state the encoder make and model and the settings proposed, shall use a dedicated encoder that does not depend on a shared computer, and shall support automatic reconnection and, if available, YouTube's backup ingest address.
    - Operator controls: The touch panels (and the optional wireless interface) shall allow the operator to start and stop the stream, see stream status and health, and switch the stream to a privacy slate with muted audio (for example, during a closed or executive session) and back, without affecting the in-room meeting or the conference.

    - Captions on the stream: The Offeror shall describe how closed captions will be provided on the live stream and its archive (for example, YouTube automatic captions or embedded captions from a captioning service) and the cost of any service or license required.
    - Archive and records: The Offeror shall describe how the stream is archived on the District's channel and how the District can retain and export the recording to satisfy Georgia public records and open meetings requirements. The District will control channel privacy and retention settings.
    - Failure isolation: A failure or loss of the YouTube stream, the hardware encoder (including loss of its power), or external internet connectivity must not interrupt in-room speech reinforcement, the dais display feeds, the side-wall gallery displays, or the local meeting, or any conference in progress. These functions shall run on signal paths that do not depend on the streaming and external-network equipment.
    - Credentials: The YouTube channel, Google account, and stream keys are owned and administered by the District. Stream keys shall not be displayed on touch panels or in shared documents, and the Contractor shall retain no administrative access after Final Acceptance.
- Executive Session Mode: The system shall provide a one-touch Executive Session mode on the touch panels (and the optional wireless interface) for use when the Board closes part of a meeting. When active, the system shall:
    - stop the YouTube stream and show a privacy slate with muted audio (or end the stream, as the District selects at commissioning);
    - stop any recording made by the system;
    - mute the room's audio and video to any conference in progress, so that remote participants cannot hear or see the closed session;
    - display a clear indicator on the touch panels, and optionally on a display chosen by the District, for as long as the mode is active;
    - require a deliberate confirmation both to enter and to exit the mode, to prevent accidental activation or exit; and
    - fail safe, so that if the control system restarts during a closed session the stream, recording, and conference feeds stay off until an operator exits the mode.
- In-room speech reinforcement and the assistive listening system shall remain available during Executive Session mode unless the operator turns them off.
- Recording and Storage: The system shall record the program feed locally and keep District-owned copies, so that the meeting record does not depend on YouTube or the internet. Specifically:
    - On-site recording: the program feed shall be recorded continuously, at the same quality as the stream, to an encrypted, rack-mounted solid-state storage device (USB or network storage) supplied by the Offeror and owned by the District. Recording shall continue if internet connectivity is lost.
    - Capacity and alerts: the Offeror shall state the device capacity, which shall be sized to hold at least twelve (12) months of regular meetings before offload, and the touch panels shall show recording status and alert the operator when storage is low or the device is disconnected.
    - Second copy: completed recordings shall copy automatically, or on a schedule, to a District-owned storage location designated by District IT (for example, a District Google Workspace

Shared Drive or District server), and uploads shall resume automatically after any loss of connectivity.

- Official record: the District will treat the on-site and District-storage recordings, not the YouTube archive, as its meeting record and will set retention under its records schedule. Executive Session mode shall stop recording as described above.
- Ownership and access: District IT owns all storage accounts and credentials and controls who can view, edit, or delete recordings, and the Contractor's access shall be reset at Final Acceptance.

D. System Control & UI/UX

- Dual Touch Panels: Supply and install two (2) touch control interfaces (nominal 7-inch diagonal or larger) positioned as follows:
  - Panel 1: Located at the administrator's desk (Primary Controller).
  - Panel 2: Located at the central AV hardware rack (Secondary/Tech Controller).
- Programmed Functionality: The touch panels must be intuitively programmed to control:
  - Input source selection and routing matrix.
  - Camera PTZ control and instant preset recall (e.g., “Lectern Focus,” “Full Dais”).
  - Granular microphone and master speaker zone volume levels.
  - System-wide display power orchestration (On/Off).
  - Live stream start/stop, status indication, and privacy slate (see Section 2.3.C).
  - Executive Session mode (see Section 2.3.C).

E. Digital Parliamentary Voting Solution

- Dais Voting Interface: The UI must feature a secure voting overlay on the touch panels, enabling board members to cast individual selections (e.g., “Aye,” “Nay,” or “Abstain”) via a streamlined digital interface.
- Chairperson & Admin Management: The administrative control layer must provide specific macros to initialize, conclude, and reset active voting sessions or clear current tallies.
- Results Display Orchestration: The voting logic must trigger the video matrix to generate a high-contrast results graphic. This output must be automatically routed to the twin side-wall gallery displays, the dais monitor array, the conferencing bridge, and the live stream for public viewing and official record. Results graphics shall meet the large-format legibility requirement in Section 2.3.B.
- Audit Trail & Data Logging: The underlying script must support the automated export of vote results to CSV or text formats for archival in the administrator's directory to assist in meeting minutes compilation.
- Accessibility: The voting interface and all touch panel and wireless control UI elements must conform at a minimum to WCAG 2.1 Level AA (the technical standard adopted for state and local governments under the U.S. Department of Justice's ADA Title II web and mobile application rule), and to Section 508 standards to the extent applicable to a fixed-installation control system, including adequate contrast ratios and legible font sizing. Conformance with WCAG 2.2 Level AA is preferred where the proposed platform supports it. Any component that cannot meet these criteria shall be identified in the proposal.

- Vote Recording Mode: The Offeror shall specify whether the proposed system supports roll-call (named, recorded) voting, anonymous tallying, or both, and which mode is active by default.
- Display of Individual Votes: The Offeror shall specify whether individual board member names/votes are displayed on the results graphic or only aggregate tallies.
- Remote Member Voting: The voting solution shall support board members who participate remotely through Microsoft Teams, Zoom, or Google Meet, consistent with the Georgia Open Meetings Act and Board policy on remote participation. At a minimum:
    - Clerk-entered votes: the clerk or presiding officer shall be able to record each remote member's vote, announced by roll call, from the administrator interface. This capability shall always be available as a fallback.
    - Attendance mode: the system shall record whether each member is present in person or remote, and shall show that status to the clerk, to support quorum tracking and the minutes.
    - Display and records: remote members' votes shall be counted in the tally and shown on the results graphic and in the audit export, each labeled “Remote.”
    - Audit trail: the audit export shall show, for every vote, the member, the vote, the time, whether it was self-cast or clerk-entered, and who entered it. Any change after a vote is closed shall require presiding-officer authorization and shall be logged.
    - Optional remote self-voting: the Offeror shall state whether the solution offers a secure interface that lets a remote member cast his or her own vote (for example, an authenticated web page or phone link). If it does, the Offeror shall describe how the member is authenticated (for example, District directory login with multi-factor authentication), how non-members are prevented from voting, and how the presiding officer opens and closes voting, and shall price this feature separately as an option.
- Motion Tracking: The system should associate each vote session with a specific agenda item or motion number for recordkeeping purposes.
- Agenda Software Integration: The Offeror shall state whether the proposed voting solution can integrate with or export to the District's board agenda management software (e.g., BoardDocs, Simbli), including format and method of export.
- Public Records Retention: The Offeror shall describe how vote data is retained, exported, and made available to satisfy Georgia public records and open meetings retention requirements, including retention duration and export format.

F. OPTIONAL ADD-ON: Wireless Remote Operator Position via Existing Juniper Mist Infrastructure (Separate Line Item)

To allow a technician or media operator to manage the technical flow of a public meeting without creating a distraction, vendors must provide an itemized add-on cost for a wireless control interface designed to integrate seamlessly with the District's existing Juniper Mist (HPE Juniper Networking) Wi-Fi network.

- Wireless Touch Control Interface: Provision, case, and program a mobile tablet of approximately 11-inch screen size, running iPadOS, Windows, or Android, that is supported by the proposed control platform and can be managed by District IT (including remote lock, update, and wipe) using the District's device management tools. The tablet shall run the proposed control system's native or web-based control application. The Offeror shall state in its proposal the operating system,

model, and management requirements of the proposed tablet. This wireless interface must mirror the full functionality of the fixed touch panels.

- Mist Integration & SSID Provisioning: The integrator must coordinate with the Burke County Public Schools IT department to deploy a dedicated, hidden, and secured SSID broadcast by the existing classroom/boardroom Juniper WAPs. This SSID must map directly to the isolated AV-VLAN.
- Mist AI Quality of Service (QoS): The vendor must provide the network requirements (ports, protocols, and bandwidth profiles) necessary for IT to configure Mist AI-driven QoS profiles, prioritizing the proposed control system's control packets and camera preview streams over standard wireless traffic.
- Wireless Camera Command & Preview: The wireless station must allow the operator to preview real-time camera feeds via low-latency network streams and trigger manual or preset PTZ adjustments seamlessly across the Mist wireless link.

G. Warranty

- The Offeror shall provide a minimum one (1) year parts-and-labor warranty on all installed hardware from the date of final system sign-off, and shall pass through any longer manufacturer warranties available on individual components.
- Maximum Response Time: The Offeror shall state guaranteed maximum response times, separately, for (a) remote/phone diagnostic response and (b) on-site response, during the warranty period.
- On-Site vs. Remote Response: The Offeror shall describe its triage process for determining when an issue can be resolved remotely versus requiring an on-site visit, and any related cost implications after the base warranty response commitment.
- Parts Availability: The Offeror shall describe its parts inventory/sourcing commitment for warranty repairs, including expected lead time for non-stocked parts.
- Loaner Equipment: The Offeror shall state whether loaner equipment (e.g., a substitute camera, microphone, or control processor) is provided while a failed component is repaired or replaced, at no cost to the District, during the warranty period.
- Firmware & Software Updates: The Offeror shall describe what firmware and control-software updates are included during the warranty period, and how and when updates are applied (e.g., scheduled maintenance windows coordinated with the District).
- Escalation Procedure: The Offeror shall provide a written escalation path (names/roles, not just a general support line) for unresolved warranty issues.

2.4 Technical Requirements & Standards

- Multi-Platform Interoperability: The room architecture and interface design must be capable of hosting and joining Microsoft Teams, Zoom, and Google Meet meetings seamlessly (supporting Direct Guest Join or equivalent native third-party join where the platform offers it, with the fallback described in Section 2.3.C), and of streaming to YouTube concurrently, as further described in Section 2.3.C.
- Cable Management: All signal and power cabling must be plenum-rated (where required by local building code), bundled cleanly, labeled at both ends according to industrial AV standards, and completely concealed within conduits, surface raceways, or furniture structures.

- Covered Equipment Prohibition: No equipment, firmware, or service proposed for this project (including cameras, network devices, and control components) may be “covered telecommunications equipment or services” under Section 889 of the National Defense Authorization Act for Fiscal Year 2019 (including products of Huawei, ZTE, Hytera, Hikvision, Dahua, and their subsidiaries and affiliates, and products sold under another brand name that are manufactured by them), or equipment on the Federal Communications Commission Covered List, regardless of whether federal funds are used for the purchase. The Offeror shall provide a written attestation of compliance and, on request, manufacturer documentation (such as FCC identifiers) for each proposed camera and network device.
- Product Lifecycle: No proposed component may have been announced as end-of-life or end-of-sale as of the proposal due date. The Offeror shall identify any component for which the manufacturer has announced a successor product.
- Offeror Qualifications: The Offeror shall be an authorized dealer or integrator for each proposed major manufacturer, shall employ programmers certified by the manufacturer of the proposed control and DSP platforms, and shall assign a project lead holding AVIXA Certified Technology Specialist (CTS) certification or an equivalent credential.
- Power Protection: The Offeror shall provide an uninterruptible power supply with surge protection sized to carry the equipment rack, encoder, network switch, and control system for at least fifteen (15) minutes at full load, with status alerts to District IT. The Offeror shall also specify the circuits, receptacles, ventilation, and heat load the rack requires, and unless the District states otherwise shall include any electrical work needed, performed by a licensed electrician.

Network configuration and division of responsibility between the District and the Integrator are addressed in Section 2.5, and cybersecurity requirements are addressed in Section 2.6.

2.5 Network Coordination & Responsibilities

All networked AV components (PTZ cameras, control panels, wireless access points, Dante A/V, if applicable) must be configured on a dedicated, isolated AV-VLAN optimized to handle high-bandwidth multimedia streams without jitter. To avoid disputes over which party is responsible for what, the following division of responsibility applies unless otherwise negotiated in writing prior to contract execution:

District Responsibilities

- Provide IP addressing (static IP assignments or DHCP reservations) for all AV-VLAN devices.
- Configure network switching, routing, and firewall rules necessary to support the AV-VLAN, including outbound access from the AV-VLAN to the YouTube ingest endpoints on the ports the Integrator specifies (for example, TCP 443 for RTMPS).
- Provide a YouTube channel with live streaming enabled and verified at least five (5) business days before testing (YouTube can take up to 24 hours to activate live streaming on a channel), and make the stream keys available to the Integrator only for configuration and testing.
- Provide the Microsoft 365, Zoom, and Google Workspace accounts, room resource accounts, and any tenant-level policy changes (for example, third-party meeting join settings and URL allow-listing) needed to operate the room, based on the settings list supplied by the Integrator.

Integrator Responsibilities

- Provide a complete device list with MAC addresses for all networked AV equipment prior to installation.
- Provide port requirements (physical port count, PoE/PoE+ requirements, and speed) for all networked devices.
- Provide multicast requirements (if applicable) for any AV-over-IP or streaming components.
- Provide QoS requirements (traffic prioritization needs, bandwidth profiles) for control, video, and audio traffic.
- Provide a written list of the tenant settings, accounts, and firewall/URL allowances required by each conferencing platform and by YouTube live streaming.
- Provide the upstream and downstream bandwidth required to run a conference and a 1080p live stream at the same time.

2.6 Cybersecurity Requirements

Because this is a network-connected AV system operating on District infrastructure, the proposed solution must meet the following minimum requirements, and should follow the guidance in AVIXA RP-C303.01, Best Practices for Securing Networked Audiovisual Systems, or the edition then current:

- No default passwords: All devices must have default/manufacturer credentials changed prior to acceptance.
- Firmware currency: All device firmware must be updated to the current stable manufacturer release prior to final acceptance testing.
- Directory integration: The control system and any administrative interfaces should support Active Directory / LDAP authentication where the manufacturer's platform makes this available.
- Encryption in transit: TLS encryption must be used for control and management traffic wherever the proposed platform supports it.
- Remote access: Vendor remote access to District systems must be disabled by default and enabled only with specific, documented District IT approval for a defined purpose and time window.
- Stream key protection: YouTube stream keys must be stored only in the encoder, must not appear on touch panels or in project documents delivered to third parties, and must be reset by District IT after Final Acceptance.
- Credential documentation: All device passwords, service accounts, and access credentials must be documented and provided to District IT prior to final acceptance, in a format compatible with the District's credential management practices.

2.7 Acceptance Testing & Commissioning

Final payment is contingent on successful completion of acceptance testing, witnessed by a District representative. System verification shall follow a documented plan consistent with ANSI/AVIXA D402.02, Audiovisual Systems Performance Verification, or the edition then current. Acceptance testing shall cover at minimum:

- Every installed microphone tested individually for audio pickup and gain-before-feedback performance.

- Every installed loudspeaker/zone tested individually for coverage and level, with coverage verified using a method consistent with ANSI/AVIXA A102.01 (Audio Coverage Uniformity in Enclosed Listener Areas), or the edition then current.
- The assistive listening system tested at representative seats, including with a hearing-aid-compatible receiver.
- Display legibility verified at the farthest gallery seat using District-provided sample content: voting results and large-format templates at 30 feet, standard presentation content at the distance stated in the Offeror's V202.01 calculation, and dense content on the dais monitors.
- Every programmed camera preset tested for correct framing and recall speed.
- A live Zoom meeting demonstration exercising the full multi-platform workflow, including live captions.
- A live Microsoft Teams meeting demonstration exercising the full multi-platform workflow, including live captions.
- A live Google Meet meeting demonstration exercising the full multi-platform workflow, including live captions.
- A live YouTube streaming demonstration run at the same time as a conference, including start and stop, privacy slate, audio and video quality, captions, confirmation that the stream is archived on the District's channel, and a demonstration that stopping or losing the stream does not affect the meeting.
- Executive Session mode demonstrated during a live conference and stream: confirmation prompts, stream privacy slate, recording stopped, conference audio and video muted, on-screen indicator, fail-safe behavior after a control system restart, and normal resumption of the public meeting.
- Recording and storage demonstrated: recording continues during a simulated internet outage, the completed recording copies to District storage and uploads resume after reconnection, and the low-storage and disconnected-device alerts appear.
- A full digital voting demonstration, including initiating a session, casting votes in person, recording a remote member's vote, displaying results with remote votes labeled, and exporting the audit trail.
- A control interface demonstration covering all touch panel functions listed in Section 2.3.D (and the optional wireless station, if purchased).
- Network failover testing, demonstrating expected system behavior during a network interruption or AV-VLAN disruption.
- Delivery of a final commissioning report documenting test results, as-configured settings, and any punch-list items with resolution dates.

2.8 Training, Documentation & Deliverables

The Offeror shall provide the following training and documentation as part of the turn-key scope:

Training

- Administrator training: hands-on training for the individual(s) who will operate the system day-to-day.
- Board Clerk training: training specific to the digital voting workflow, results export, and recordkeeping.

- IT staff training: training on network configuration, device management, and basic troubleshooting.
- One (1) follow-up support/refresher session after installation, to be scheduled within 60–90 days of final sign-off, at no additional cost.
- Go-live support: Qualified Contractor staff shall be on site for the first two (2) regular Board meetings after cutover, with remote support available during those meetings, at no additional cost.

Documentation & Deliverables

- Floor plans showing final device locations.
- Rack elevations for all equipment racks.
- Signal flow diagrams for audio, video, and control.
- Cable schedules (labeling, origin/destination, type).
- Device IP list (coordinated with Section 2.5).
- A complete programming backup (DSP, control system, GUI, and voting scripts) delivered in an editable, vendor-agnostic format where possible.
- A written, District-specific user guide covering routine operation.
- Warranty certificates for all major components.
- As-built drawings reflecting the final installed condition.
- The final commissioning report described in Section 2.7.

2.9 Intellectual Property & Programming Ownership

Upon final payment, the District shall own, and the Contractor shall assign or license as applicable, all custom work product created specifically for this project, including:

- DSP programming and configuration files.
- Control system programming and source code.
- GUI (touch panel and wireless interface) design files.
- Digital voting scripts and related custom code.
- Any other custom source code or compiled files created for this installation.

Where the proposed solution relies on manufacturer-licensed software (e.g., a control platform's runtime license) that cannot be assigned outright, the Contractor shall ensure any required licenses are registered in the District's name and transferred to BCPS, with no ongoing dependency on the integrator's own license or account to operate the system.

2.10 Schedule & Work Restrictions

- The system must be fully installed, tested per Section 2.7, and signed off by the Target Substantial Completion date in Section 1.3. Final acceptance under Section 2.7 must occur no later than June 30, 2027, the end of the District's fiscal year. The Offeror's proposed timeline must identify equipment lead times.
- The Offeror's schedule must be phased so that the Board Room remains usable for regularly scheduled Board meetings to the extent practicable. The Board's 2027 meeting calendar will be

posted to the BCPS website with the pre-proposal conference materials; any period during which the room must be out of service must be identified in the proposed timeline.

- The existing system must remain in service for the Board's regular meetings until cutover. Offerors are encouraged to propose pre-wiring and other non-disruptive work first and to schedule the cutover of the Board Room to the new system, with programming and testing, in a window between regular Board meetings. Work is expected to occur during normal business hours; any after-hours or weekend work required to avoid disrupting scheduled Board business must be identified in the proposed timeline and does not carry an additional cost to the District unless agreed in advance.
- The Offeror's schedule must account for the District's academic/school calendar, including any blackout periods during which access to the facility may be restricted.
- The Offeror shall coordinate all site access, deliveries, and work windows with the District's Facilities department.

2.11 Proposal Submission Requirements

Proposals must be submitted as a single proposal organized in two clearly labeled parts, a Technical Proposal (Part 1) and a Price Proposal (Part 2). The Price Proposal shall be placed in its own tabbed section so that it can be located and scored separately.

Part 1 – Technical Proposal

- Executive Summary: A brief overview of the integrator's understanding of the project, highlighting past experience with educational institutions or public municipalities.
- Bill of Materials (BoM): A granular list detailing manufacturer, model numbers, and quantities for all proposed hardware and software components, and identifying any existing equipment to be reused.
- Scope of Work Narrative: A step-by-step installation plan including engineering, physical deployment, custom control programming, and system commissioning phases (see Section 2.7).
- Project Timeline: A detailed Gantt chart or milestone list indicating lead times, structural installation dates, programming milestones, and the targeted final sign-off date, consistent with Section 2.10.
- References: Provide at least three (3) references for similar boardroom or council chamber hybrid AV upgrades completed within the last three years.
- Warranty & Support Terms: A description of the warranty coverage and response-time commitments described in Section 2.3.G.
- Qualifications & Compliance: Evidence of the qualifications in Section 2.4, the Covered Equipment attestation required by Section 2.4, and the display sizing calculation required by Section 2.3.B.
- Insurance & Bonding: Evidence of the insurance coverage and, if applicable, bonding described in Section 2.13.
- Form of Agreement: The Offeror's proposed form of agreement and all attached terms, as required by Section 1.13.
- Exceptions: The list of exceptions required by Section 1.13, or a statement that there are none.
- Required Forms: (a) written acknowledgment of all addenda (Section 1.12); (b) the conflict-of-interest disclosure and independent-preparation certification required by Section 1.14; and (c) a

completed contractor affidavit under O.C.G.A. § 13-10-91(b)(1) attesting to E-Verify registration and use, on the form provided by the District or the standard form published by the State of Georgia, together with the corresponding affidavit of each subcontractor that will perform physical services on this project.

Part 2 – Price Proposal

- Itemized Pricing: Itemized pricing for every component listed in the Offeror's BoM, keyed to the same line numbers.
- Line-Item Labor and Programming Costs: Explicitly break out fees for engineering, field installation, control system programming, and system commissioning.
- Optional Line Items: A distinct, isolated “Options” section. The Wireless Remote Operator Position must be priced as an independent subtotal including all hardware, licensing, and programming labor required to deliver the feature without modifying the baseline cost of the core boardroom system. Any alternate display option required by Section 2.3.B, and the optional remote self-voting feature described in Section 2.3.E, shall also be priced here.
- Recurring Costs: Annual room licenses for each conferencing platform, any captioning service, and any other recurring fee, identified separately and allocated by fiscal year as required by Section 1.6.
- Warranty Options: Any optional extended warranty or maintenance pricing, identified separately as required by Section 1.6.
- Pricing Terms: Pricing shall remain firm for one hundred twenty (120) days after the proposal due date. The Offeror shall identify any proposed price that is subject to manufacturer, tariff, or commodity adjustment and the basis for it; the District will not agree to post-award price increases except by written change order. The Offeror shall propose a milestone payment schedule (for example, equipment delivery, installation complete, commissioning complete, final acceptance), allocated by District fiscal year as required by Section 1.6, with all base-project payments falling on or before June 30, 2027. The District anticipates withholding ten percent (10%) of the contract price until final acceptance under Section 2.7.

Submission Logistics:

- Copies: Each Offeror shall submit one (1) signed original marked “Original,” three (3) hard copies, and one (1) electronic copy in PDF format on a USB drive labeled with the Offeror's name, of the complete proposal (Parts 1 and 2).
- Marking: The proposal shall be delivered in a package clearly marked “RFP – Boardroom AV Upgrade – [Company Name] – Attn: Kenneth Wright, Technology Director.”
- Delivery: Proposals must be delivered to the Issuing Officer, Kenneth Wright, Technology Director, at Burke County Public Schools, Central Office, 789 Burke Veterans Parkway, Waynesboro, Georgia 30830, and must be received no later than the date and time listed in Section 1.3. The District's time of receipt controls, and Offerors using a courier or mail service are responsible for confirming delivery. The Issuing Officer's telephone number, (706) 554-5101, may be used for delivery coordination only; all questions about this RFP must be submitted in writing under Section 1.4. Late proposals will not be considered regardless of postmark date.
- Format: There is no stated page limit; however, Offerors are encouraged to be concise and to organize responses in the order listed above, with each section clearly labeled.

2.12 Evaluation Criteria

Burke County Public Schools will evaluate all submitted proposals based on the following weighted matrix, in which cost carries the greatest weight. During the evaluation period shown in Section 1.3, the District may request oral presentations or product demonstrations from the highest-ranked Offerors and may check references.

The evaluation committee will review and score each proposal on all of the criteria below.

Weight	Criterion	Description
35%	Cost Proposal	Total turn-key cost, including hardware value, labor rates, and optional add-on cost structures.
30%	Technical Competence & Design Alignment	Compliance with all explicit audio, display layout, camera, and control criteria detailed in Section 2.3.
15%	Experience & References	Proven track record of successful deployments in similar environments.
10%	UI/UX Design & Interoperability	Elegance and simplicity of the proposed touch panel and optional tablet interface design for multi-platform (Teams, Zoom, Google Meet) conferencing and live-stream control, including accessibility per Section 2.3.E.
10%	Project Timeline & Feasibility	The viability of the proposed deployment schedule with minimal disruption to scheduled board proceedings.

Scoring Guidance

For each weighted criterion above, evaluators will score proposals against the following descriptive bands, applied as a percentage of the maximum points available for that criterion:

Rating	Score Band	Description
Excellent	90–100% of available points	Meets all requirements, exceeds expectations in one or more areas, and is supported by directly relevant, proven experience.
Acceptable	70–89% of available points	Meets requirements with only minor weaknesses that do not materially affect performance, cost, or schedule.
Marginal	40–69% of available points	Significant deficiencies, ambiguities, or unsupported claims that raise material concern about the Offeror's ability to perform.
Non-Responsive	0 points	Fails to address the criterion, or fails to meet a mandatory requirement identified in Section 2.0.

2.13 Insurance, Bonding & Indemnification

- The selected Contractor shall maintain, at minimum, Commercial General Liability insurance ($1,000,000 per occurrence / $2,000,000 aggregate), Workers' Compensation as required by Georgia law, and Automobile Liability insurance, naming BURKE COUNTY BOARD OF EDUCATION as an additional insured, with certificates provided prior to contract execution.

- The Contractor shall also maintain professional liability (errors and omissions) insurance of at least $1,000,000 per claim and cyber liability insurance of at least $1,000,000 per claim, from award through final acceptance and during warranty service, with certificates provided prior to contract execution.
- A performance bond and/or payment bond may be required depending on final contract value; Offerors should indicate in their proposal whether they can furnish such bonds and at what estimated cost, to be confirmed at award.
- The Contractor shall indemnify and hold harmless the Board, its employees, and agents from claims, damages, or losses arising out of the Contractor's negligent acts or omissions in performing the work.

2.14 Protest Procedure

Any Offeror who believes it has been aggrieved in connection with the solicitation or award of this RFP may submit a written protest to the Issuing Officer within five (5) business days of the announcement of the intended award. The protest must state the specific grounds for the objection. The District will respond in writing within a reasonable time. This procedure does not create any right to a hearing beyond the written exchange described here unless otherwise required by Georgia law or Board policy.