

Boardroom AV Assessment, Relocation, and Expansion Request for Proposals (“RFP”) Responses to Questions

Question 1: Does Pioneer want to maximize the reuse of existing equipment in the new boardroom setup?

Answer: Yes. Pioneer would like to reuse as much of the existing equipment as practical in order to maximize cost savings and avoid unnecessary duplication of equipment.

Question 2: Is Pioneer open to tabletop displays for meeting participants?

Answer: Yes. Pioneer is open to tabletop displays; however, we would like Offerors to provide separate pricing scenarios: one that includes tabletop displays and one that does not.

Question 3: Is Pioneer open to using wireless microphones for participants?

Answer: No. Pioneer is not currently interested in wireless microphones for participant seating and prefers a wired microphone solution. The existing wireless podium microphone is expected to remain in use.

Question 4: Does Pioneer require a speaker to be located above the guest seating area?

Answer: Yes. Pioneer would like a speaker located above the guest seating area to ensure guests can clearly hear board meetings.

Question 5: What is Pioneer’s intended use of the four existing displays and the two additional displays requested in the RFP?

Answer: Pioneer would like the four existing displays relocated to the new boardroom. The two existing 75-inch displays should be ceiling-mounted for guest viewing. The two existing 86-inch displays should be mounted on one side of the boardroom, and the two additional displays requested as part of this RFP should be mounted on the opposite side. The displays should be configured to allow board members to view remote Zoom participants and presentation content simultaneously.

Question 6: Exhibit D - 8. PRIVACY AND CYBERSECURITY LIABILITY INSURANCE requires \$5,000,000.00 coverage per occurrence.

Is this coverage and/or the amount of coverage negotiable?

Answer: If respondents have proposed edits to any of the terms and conditions, please include those proposed revisions in your response.

Question 7: Exhibit A - Scope of Work is currently blank. We assume that it is there for the provider to describe the system functionality and services we are proposing. However, other stipulations in the RFP refer to Exhibit A for providing certain information. E.g. Item 6. Time for Performance - Time is of the essence. Failure of Consultant to perform any service within the time limits set forth in Exhibit A shall constitute material breach of this contract.

Please clarify the nature of Exhibit A: is information missing from that section or should we refer to another location for certain requirements, such as the time limits?

Answer: Attachment A provides the standard contract template that Pioneer will be using for the requested services. Exhibit A of the contract template is reserved for the SOW as described in Section 2 (Page 5) of the RFP. If respondents have any proposed edits, please include them in your response.

Question 8: Can the provider invoice separately for equipment and installation services? What proof of receipt, if any will be required to receive payment for the equipment?

Answer: Please include details of your proposed invoicing process in your response. Please also describe your proposed delivery process and timeline. Proof of receipt requirements will be subject to final approval by Pioneer staff. Payment will not be made in full until Pioneer receives the complete order.

Question 9: Would Pioneer agree to equipment payment upon contract finalization, followed by installation progress payments?

Example Payment Schedule:

- Equipment Payment
- Installation Commencement Payment
- Completion Payment

Answer: Please include details of your proposed invoicing process in your response.

Question 10: For invoicing, it requires that all billable hours be itemized with descriptions, dates, hours, etc. Since this is an installation project, not a consultation, will Pioneer agree to progress payments tied to the bid award amount, rather than itemized activities?

Answer: Pioneer is open to progress payments, provided the proposed payment milestones and associated deliverables are clearly itemized in the Offeror's response.

Question 11: Are we correct to assume that this section:
The total amount for services rendered not to exceed \$_____.
Is this where we provide the total bid price?

Answer: Yes. This amount reflects the maximum authorized payment amount approved by the Pioneer Board of Directors.

Question 12: Is the maximum hourly rate not-to-exceed section intended for use in the case of change orders? Since installation services will be bid as an entire package.

Answer: If hourly rates are not applicable to your proposal, this section may be left blank or disregarded.

Question 13: In the Consultant SA item number 10 it states:
Insurance. Consultant shall file with Pioneer concurrently herewith a Certificate of Insurance, in companies acceptable to Pioneer, with a Best's Rating of no less than A-: VII, for the coverage shown in Exhibit D. All costs of complying with these insurance requirements shall be included in Consultant's fee(s). These costs shall not be a "reimbursable" expense under any circumstances.

Does Pioneer provide a list of acceptable insurance companies? Or does any company with the stated Best's rating satisfy the requirement?

Answer: Insurance coverage will be subject to final approval by Pioneer. Pioneer does not maintain a list of pre-approved insurance carriers.

Question 14: Does Pioneer have an anticipated budget or a not-to-exceed amount for the AV scope of this project?

Answer: The Pioneer Board of Directors has not yet finalized the Fiscal Year 2026-2027 budget. Cost represents 50% of the overall RFP evaluation criteria.

Question 15: If bidder provides optional items for consideration, will those items count toward the total price for bid award purposes?

Answer: Pioneer reserves the right to accept all or any portion of an Offeror's proposal. Please refer to Section 6(n) of the RFP.

Question 16: What is the make and model of the encoder currently used to deliver the live and recorded board-meeting feed to Granicus, and is it being retained for the upgraded system?

Answer: Pioneer currently has an Osprey Talon 4K-SC encoder and intends to retain this device as part of the upgraded system.

Question 17: What is the required output resolution and frame rate for the recorded and live-streamed public meetings?

Answer: The existing Osprey Talon 4K-SC supports video encoding up to 4K at 60 fps. Pioneer currently uploads meeting recordings to Granicus at 720p at 30 fps.

Question 18: Is all listed existing equipment confirmed to be operational and intended for reuse, or should Offerors identify equipment that should be replaced based on age, condition, or capacity?

Answer: All listed existing equipment is currently operational and is intended to be reused as part of the upgraded system. Offerors may identify any equipment they believe should be replaced or upgraded based on age, condition, compatibility, or performance considerations, but Pioneer's preference is to retain and reuse the existing equipment where practical.

Offerors should clearly identify any cost differences between their recommended replacement equipment and a solution that retains the existing functional equipment.

Question 19: Will the existing equipment rack (Middle Atlantic) be relocated as-is, or is a new/expanded rack anticipated in the new IT Closet shown on the furniture layout? Can we use a floor standing rack like the existing rack in the old boardroom space?

Answer: Pioneer is open to either reusing the existing Middle Atlantic rack or having the Offeror provide a new rack as part of the proposed solution, depending on the system requirements. A floor-standing rack is acceptable in the new IT closet if it adequately accommodates the proposed equipment and allows for future expansion.

Question 20: Are any portions of the boardroom's ceiling or wall pathways considered plenum (air-handling) spaces requiring plenum-rated (CMP) cable, or is non-plenum (CMR/riser) cable acceptable throughout?

Answer: No. Plenum-rated cable is not required.

Question 21: With up to 39 board-table participants, has Pioneer considered a floor-mounted power/data raceway system (for example, an FSR smart raceway or comparable product) to deliver convenience power to participant laptops? Low-voltage AV cabling can be concealed under the tables, but AC power for the seating positions is harder to route discreetly without a raceway or in-floor delivery solution. Please confirm whether such a raceway, in-floor power monuments, or other power-delivery method is planned, and by whom it will be furnished and installed.

Answer: This option has not been formally considered but would be acceptable for consideration as part of the proposed solution.

Question 22: Will network connectivity, VLANs, and any required IP addressing for networked AV devices be provided and configured by Pioneer's IT, or is the Offeror expected to coordinate/provide network configuration?

Answer: Pioneer's Managed Service Provider (MSP) will provide and manage the network required for the AV.