

Quick Reference Guide: Audio-Visual Equipment & Services

Revised 1/13/2025

OVERVIEW

Since the COVID-19 pandemic, many state agencies have identified a need to enhance their audio-visual capabilities to facilitate greater remote collaboration and virtual meeting options. This effort may involve retrofitting an agency's existing meeting space(s), creating new space(s) with advanced hardware and technology setup, or other related support.

In response to this need, the State of Maine has signed master agreements with the following vendors for audio-visual equipment and services:

- Carousel Industries of North America - [MA - 24111500000000000053](#)
- Connectivity Point – [MA - 21090100000000000015](#)
- Headlight Audio Visual – [MA - 21090100000000000017](#)
- Maine Innovators – [MA - 240322000000000000114](#)
- Pro AV Systems – [MA - 21090100000000000016](#)



REMINDER: Agencies **must** use a statewide master agreement whenever one exists that can fulfill the needed goods or services of the agency.

STEPS FOR PROCURING AUDIO-VISUAL EQUIPMENT & SERVICES

The procurement process for audio-visual services requires careful coordination and planning between the state agency, Office of Information Technology (OIT), Bureau of General Services (BGS), and the Office of State Procurement Services.

The following steps outline the process that agencies should follow to procure these services:

1. Agency completes an initial draft of the **Mini-Bid Survey Form** and submits it as an attachment to MaineIT.ServiceDesk@maine.gov.
 - a. Agencies can access the **Mini-Bid Survey Form** on the [Statewide Contracts page](#) of the Procurement Services website (under “Services”).
2. OIT schedules a meeting with the agency to discuss the project, determine a date/time for the mandatory site walkthrough, and review any needed changes to the **Mini-Bid Survey Form**.
3. Agency sends meeting invitations for the mandatory site walkthrough to vendors on the pre-qualified vendor list, the OIT contact (from step #2), and to marsha.alexander@maine.gov (BGS) when BGS state-owned facilities are involved.

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4. Agency, along with OIT and Marsha Alexander (if applicable), conducts the mandatory site walkthrough for vendors and responds to any questions.
5. Agency and OIT finalize the **Mini-Bid Survey Form**.
6. Agency sends a PDF version of the **Mini-Bid Survey Form** along with a Word version of the **Mini-Bid Proposal Form** to the vendors who attended the walkthrough. Agency copies the OIT contact and includes instructions in the email for vendors to return bids to both the agency and OIT contact.
 - a. Agencies can access the **Mini-Bid Proposal Form** on the [Statewide Contracts page](#) of the Procurement Services website (under “Services”).
7. After bids are received by the due date, agency confirms with OIT that there are no performance concerns and makes award to the bidder with the lowest price. There is no appeal period.
8. Agency notifies all bidders of the award, and notifies OIT and BGS of the selected bidder and project timeline.
9. Agency issues a delivery order (DO) in Advantage and attaches the winning **Mini-Bid Proposal Form** to the header.
10. Agency schedules pre-installation items with OIT and BGS. Agency schedules project with the awarded bidder.
11. Upon completion of installation, agency schedules training for agency staff (and OIT, if new technology is included).
12. Upon completion of the project (or by phase, if phased payments are indicated), invoices are issued by the vendor and submitted for payment against the DO.
13. Following completion of the project and payment of invoices, agency submits a supplier review in [Procurated](#).

Questions? Contact justin.franzose@maine.gov.