

**REPORT OF THE
EXECUTIVE SUBCOMMITTEE OF THE
ARKANSAS LEGISLATIVE COUNCIL**

May 31, 2024

Senator Terry Rice, Co-Chair	Representative Jeff Wardlaw, Co-Chair
Senator Ben Gilmore, Vice Co-Chair	Representative Bruce Cozart, Vice Co-Chair
Senator Missy Irvin	Representative Matthew J. Shepherd
Senator Bart Hester	Representative Kenneth B. Ferguson

March 27, 2024 Meeting

We, the Executive Subcommittee of the Arkansas Legislative Council, met Wednesday, March 27, 2024, in Room A of the Big MAC Building, Little Rock, Arkansas. Co-Chair Jeff Wardlaw called the meeting to order and saw a quorum of members present.

The Subcommittee received the final report related to the Education Facilities Property Insurance Study from Mr. Roberts Lee, Mr. Clint Lamberth, and Mr. Kyle Morgan, Meadors, Adams & Lee Insurance, Inc. After the report, members were recognized for questions or discussion.

April 4, 2024 Meeting

We, the Executive Subcommittee of the Arkansas Legislative Council, met again Thursday, April 4, 2024, in Room B of the Big MAC Building, Little Rock, Arkansas. Co-Chair Jeff Wardlaw called the meeting to order and saw a quorum of members present.

Co-Chair Wardlaw recognized Ms. Jillian Thayer, Chief Legal Counsel, Bureau of Legislative Research (BLR) to speak on the need for actuarial and consulting services related to the Educational Facilities Property Insurance Study. Mr. Dean Ferdico and Mr. Kyle Hales, both of Perr & Knight were then introduced and recognized by the Co-Chair to present a proposal. After the presentation, Representative Kenneth Ferguson was recognized for a motion.

Representative Ferguson moved that the ALC Executive Subcommittee direct the Bureau of Legislative Research (BLR) to negotiate a contract with Perr & Knight that includes the terms of the proposal and to authorize the Co-Chairs to approve the final contract by Emergency Action under ALC Rule 16(b). The motion was seconded and passed by voice vote.

The Emergency Action Report approving the contract is attached. (*Attachments 1-2*)

April 23, 2024 Meeting

We, the Executive Subcommittee of the Arkansas Legislative Council, met Tuesday, April 23, 2024, in Room B of the Big MAC Building, Little Rock, Arkansas. Co-Chair Jeff Wardlaw called the meeting to order and saw a quorum of members present.

Co-Chair Wardlaw referred members to the proposed emergency rule from the Department of Commerce, Arkansas Waterways Commission, regarding the Eligibility Criteria for the Arkansas Port, Intermodal, and Waterway Development Program and recognized Ms. Cassandra Caldwell, Director, Arkansas Waterways Commission, and Ms. Allison Hatfield, Chief of Staff, both of Department of Commerce, to present the rule.

After discussion, without objection, the proposed emergency rule was reviewed and approved, and the review and approval was effective at 12:01 a.m., Thursday, April 25, 2024.

Next, Co-Chair Wardlaw referred members to the proposed emergency rule from the Department of Education, Division of Career and Technical Education, regarding a Rule Governing the Adult Diploma Program and recognized Mr. Andrés Rhodes, Chief Legal Counsel, Dr. Sonya Wright-McMurray, Sr. Associate Director, Mr. Ross White, Director, all of the Division of Career and Technical Education, and Ms. Courtney Salas-Ford, Chief of Staff, Department of Education, to present the rule. After discussion, without objection, the proposed emergency rule was reviewed and approved, and the review and approval was effective at 12:01 a.m., Thursday, April 25, 2024.

Lastly, Co-Chair Wardlaw recognized Ms. Jillian Thayer, Chief Legal Counsel, Mr. Eric Sanders, Assistant Director - Information Systems, Mr. Adam Linz, Administrator, and Mr. Matt Bloomfield, BLR Production Assistant, all of the Bureau of Legislative Research, to present audio/visual vendor proposals. After the presentation, Representative Bruce Cozart was recognized for a motion.

Representative Cozart moved to invite *CTi* and *The Field Shop* to present to the ALC - Executive Subcommittee on Thursday, May 2, 2024, oral presentations of their proposals. The motion was seconded and passed by voice vote.

May 2, 2024 Meeting

We, the Executive Subcommittee of the Arkansas Legislative Council, met Thursday, May 2, 2024, in Room B of the Big MAC Building, Little Rock, Arkansas. Co-Chair Terry Rice called the meeting to order and saw a quorum of members present.

Co-Chair Rice referred members to the proposed emergency rule from the State Board of Election Commissioners, on a rule regarding Voter Registration, and recognized Mr. Chris Madison, Director, and Mr. Waylan Cooper, Legal Counsel, State Board of Election Commissioners, to present the rule. After the presentation and questions by members, Senator Missy Irvin was recognized for a motion.

Senator Irvin moved that the proposed emergency rule be reviewed and approved and the review and approval shall be effective at 12:01a.m., Saturday, May 4, 2024. The motion was seconded and passed by voice vote.

Co-Chair Rice then recognized CTi to present. Mr. Jonathan Parker and Mr. Richard Malott, CTi, and Mr. Darrin Kimsey and Manoj Patel, Televic, were recognized for an oral presentation of their proposal. Next, Co-Chair Rice recognized Mr. Chis Reed with TFS Broadcast and Mr. Manoj Patel, Televic, for an oral presentation of their proposal.

The subcommittee then recessed to deliberate, and a decision was made to utilize the services of CTi. Representative Kenneth Ferguson was recognized for a motion.

Representative Ferguson moved to authorize the Bureau of Legislative Research (BLR) to enter into negotiations with CTi for an A/V services and equipment agreement, incorporating the terms and conditions of the RFP, and the consultant's proposal and responses to the RFP, and to also authorize the Policy-Making Subcommittee and the Co-chairs of ALC to approve the contract by emergency action. The motion was seconded and passed by voice vote.

The Emergency Action Report approving the contract is attached. (*Attachments 3-5*)

Respectfully submitted,

Representative Jeff Wardlaw, Co-Chair and Senator Terry Rice, Co-Chair

JW/TR/MG:sla

**Arkansas Legislative Council Report
For Emergency Approval of
Actuarial and Consulting Services Agreement
by and between
the Bureau of Legislative Research and
Perr & Knight
April 19, 2024**

On April 4, 2024, the Executive Subcommittee of the Legislative Council (the "Subcommittee") directed the Bureau of Legislative Research ("BLR") to enter negotiations with Perr & Knight for an Actuarial and Consulting Services Agreement, that includes the terms of Perr & Knight's services proposal to assist the Subcommittee with its Education Facilities Property Insurance Study (the "Agreement"). The Subcommittee also authorized Senator Rice and Representative Wardlaw to approve the final Contract for Actuarial and Consulting Services by and between the Bureau of Legislative Research and Perr & Knight by emergency action.

On April 19, 2024, Senator Rice and Representative Wardlaw were notified that all terms of the Agreement have been finalized and all required documentation submitted to BLR by Perr & Knight. Expedited approval of the Agreement was required due to time constraints regarding the work to be performed by Perr & Knight for the Subcommittee.

Under Rule 16 of the Rules of the Arkansas Legislative Council, Senator Terry Rice and Representative Jeff Wardlaw, Co-Chairs of the Legislative Council, have determined that emergency approval of the attached Agreement, is necessary in order to expedite the work of Perr & Knight with regard to the study being conducted by the Subcommittee, and in accordance with the directive of the Subcommittee to take emergency action.

This action is taken by the Co-Chairs on behalf of the Legislative Council and shall be reported to the Legislative Council at its next regularly scheduled meeting, in accordance with Rule 16. A copy of the Agreement is attached hereto.

Respectfully Submitted,



Senator Terry Rice, Co-Chair
Arkansas Legislative Council



Representative Jeff Wardlaw, Co-Chair
Arkansas Legislative Council

Thayer, Jill E.

From: Jeff Wardlaw
Sent: Friday, April 19, 2024 02:18 PM
To: Thayer, Jill E.
Subject: Re: Perr & Knight Contract -- Emergency Action

good

On Fri, Apr 19, 2024 at 2:15 PM Thayer, Jill E. <Thayerj@blr.arkansas.gov> wrote:

Senator Rice and Representative Wardlaw,

Attached for your review is an Emergency Action report authorizing Marty to sign the Perr & Knight contract, per the motion adopted by the Executive Subcommittee at its April 4 meeting. As of this morning, we received the last piece of documentation we had been waiting on from P&K. All terms of the contract (also attached) have been agreed to, and P&K have signed.

If you are good with this, please respond letting me know, and this will be reported to ALC at its next meeting.

Let me know if you have any questions or concerns.

Sincerely,

Jill.

Jillian E. Thayer

BLR Chief Legal Counsel

Bureau of Legislative Research

State Capitol, Rm. 315

Little Rock, Arkansas 72201

Phone: (501) 683-0720

Fax: (501) 682-1936

thayerj@blr.arkansas.gov

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Jeffrey Wardlaw, ATP
State Representative
870-226-9501 office
870-226-9500 fax
jeff@jeffwardlaw.com

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Thayer, Jill E.

From: Rice2, Terry
Sent: Friday, April 19, 2024 02:21 PM
To: Thayer, Jill E.
Cc: Jeff Wardlaw; Garrity, Marty
Subject: Re: Perr & Knight Contract -- Emergency Action

I am good with proceeding. Thx, TR
Sent from my iPad

On Apr 19, 2024, at 2:15 PM, Thayer, Jill E. <Thayerj@blr.arkansas.gov> wrote:

Senator Rice and Representative Wardlaw,

Attached for your review is an Emergency Action report authorizing Marty to sign the Perr & Knight contract, per the motion adopted by the Executive Subcommittee at its April 4 meeting. As of this morning, we received the last piece of documentation we had been waiting on from P&K. All terms of the contract (also attached) have been agreed to, and P&K have signed.

If you are good with this, please respond letting me know, and this will be reported to ALC at its next meeting.

Let me know if you have any questions or concerns.

Sincerely,

Jill.

Jillian E. Thayer

BLR Chief Legal Counsel
Bureau of Legislative Research
State Capitol, Rm. 315
Little Rock, Arkansas 72201

Phone: (501) 683-0720
Fax: (501) 682-1936
thayerj@blr.arkansas.gov

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If you have received this e-mail in error please notify the sender immediately by a "reply to sender only" message and destroy all electronic and hard copies of the communication, including attachments.
<Emerg Action Report_Perr & Knight Consulting Services K_ALC Cochairs_04192024.docx>
<PerrKnight_BLR Contract - PK Signed.pdf>

Attachment 2

ACTUARIAL AND CONSULTANT SERVICES AGREEMENT

This Services Agreement (the “Agreement”) is between Perr & Knight, located at 225 Mizner Blvd., Ste. 210, Boca Raton, Florida 33432, and the Bureau of Legislative Research (“BLR”), located in the State Capitol Building, Room 315, 500 Woodlane Street, Little Rock, Arkansas 72201. Perr & Knight provides actuarial and property insurance consulting services. The BLR desires to hire Perr & Knight to provide detailed and accurate information concerning a strategic path forward for the provision of property insurance for education facilities in the state of Arkansas, including K-12 school districts and institutions of higher education, as set forth in Perr & Knight’s Proposal for Actuarial and Strategic Consulting Services, dated April 3, 2024 (the “Services”), for the use and information of the Legislative Council Executive Subcommittee (the “Subcommittee”) and the members of the Legislative Council and the Arkansas General Assembly.

Perr & Knight and the BLR hereby agree as follows:

1. **Services to be performed.** The BLR hereby retains Perr & Knight to perform the Services as set forth in the Scope of Work document provided by BLR and Perr & Knight’s Proposal for Actuarial and Strategic Consulting Services, as accepted by the Subcommittee on April 4, 2024. The Scope of Work and the Proposal are attached hereto and incorporated into this agreement by reference as Attachment A.
2. **Data Required by Perr & Knight.** In order to perform the Services, Perr & Knight may require information that is held by various entities other than the BLR, including without limitation the Arkansas Insurance Department, Arkansas School Boards Association, Department of Education, and various local school boards and institutions of higher education. The parties acknowledge that such data and information is in the possession of third parties; that Perr & Knight must rely on these third parties to cooperate in providing this data and information; and that the data and information may be subject to laws restraining or preventing their release or dissemination. BLR authorizes Perr & Knight to contact the various entities holding the information that Perr & Knight requires in order to perform the Services under this Agreement. BLR Staff will be available to help to facilitate the contact with these entities upon request from Perr & Knight. BLR acknowledges and agrees that while Perr & Knight is relying on this data and information from such third parties in connection with its provision of the services under this Agreement, Perr & Knight makes no representation with respect to and shall not be responsible for the accuracy or completeness of such data and information, and/or the use of any Deliverables based on such data and information.
3. **Deliverables.** In connection with the services to be provided under the RFP, Perr & Knight will prepare various documents, including without limitation fiscal impact statements, actuarial and cost analysis reports, and completed research requests, and will attend legislative committee meetings to present the results of its work, as requested, (the “Deliverables”) to be provided to the BLR for use by the Arkansas General Assembly and its various committees. BLR will own all Deliverables provided under this Agreement.

Perr & Knight will maintain full ownership of: (a) working papers of Perr & Knight; (b) pre-existing and/or hereinafter developed Perr & Knight materials or studies used in the provision of the Services and the

Deliverables; (c) Perr & Knight know-how, processes, forms, and databases used in the provision of the Services and Deliverables, as well as any and all intellectual property owned by Perr & Knight that may be employed in providing the Services and Deliverables, with the agreement and understanding that data provided by institutions of the State of Arkansas for analysis in this project, will be provided under a Data Use Agreement, which will require destruction of the data upon conclusion of the project. Perr & Knight is providing the Services and Deliverables for the use and benefit of the Arkansas General Assembly, and its members and committees. The Services and Deliverables are not for a third party's use, benefit or reliance, other than members of the General Assembly and as authorized by members of the General Assembly of which authorization Perr & Knight will be notified by BLR. Except as described in Section 12 of this Agreement, Perr & Knight shall not discuss the Services or disclose the Deliverables until such time that the BLR provides Perr & Knight notice that the BLR has disclosed the Services and Deliverables to third parties.

4. **Term and Termination.**

- a. The term of this Agreement will commence on April __, 2024, and terminate on June 30, 2025, with an option to renew for an additional six (6) month period, upon mutual agreement of the parties if the need of the Subcommittee, the Legislative Council, or the Arkansas General Assembly merits an extension.
- b. Either party may terminate the Agreement by giving ten (10) days prior written notice. The obligations of each of the Parties under Paragraphs 3, 5, and 12 of the Agreement shall survive the termination of this Agreement.

5. **Fees and Expenses.** The Fees and Expenses related to this Agreement are outlined in the Proposal, attached hereto as Attachment A and incorporated in this Agreement by reference. The maximum amount BLR will pay to Perr & Knight for the provision of the Services is Four Hundred Ninety-Five Thousand Dollars (\$495,000.00). Perr & Knight shall invoice BLR monthly for work completed in the prior month, based on actual time worked at the rates set forth in the Proposal plus expenses incurred. All invoices shall be due and payable by BLR within thirty (30) days of receipt. Monthly invoices will include reimbursements for travel related to the work being performed by Perr & Knight and attendance at legislative committee meetings. All mileage amounts will be calculated per Mapquest and copies of the Mapquest routes will be provided to the BLR with the monthly invoices, as well as copies of receipts for reimbursement of actual travel expenses.

In the event that services in addition to those described in Section 1 of this Agreement are required during the term of the Agreement, the Subcommittee shall vote to authorize additional work, subject to the approval of the Subcommittee co-chairs, who shall have the power to approve the additional services and an additional fee for those services in an amount not to exceed ten percent (10%) of the maximum contract amount.

6. **Governing Law.** This Agreement shall be governed by the laws of the State of Arkansas, without regard to Arkansas's conflict of law principles. Perr & Knight agrees that any claims against the BLR, whether arising in tort or in contract, shall be brought before the Arkansas State Claims Commission, as provided by Arkansas law, and shall be governed accordingly. Nothing in this Agreement shall be construed as a waiver of sovereign immunity of the BLR, the Legislative Council, or the Arkansas General Assembly.

7. **Indemnification.** Perr & Knight shall indemnify and hold harmless BLR, its Director, agents, and employees from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorney's fees and costs, arising out of, or relating to, Perr & Knight's work under this Agreement.
8. **Liability.** Except with respect to the parties' indemnification obligations, neither party shall be liable to the other for any special, indirect, incidental, punitive, or consequential damages arising from or related to this Agreement, including bodily injury, death, loss of revenue, profits or other benefits, and claims by any third party, even if the parties have been advised of the possibility of such damages. The foregoing limitation applies to all causes of action in the aggregate, including without limitation to breach of contract, breach of warranty, negligence, strict liability, and other torts.
9. **Assignment.** This Agreement may not be assigned without the prior written consent of both parties, which either party may withhold for any reason. Notwithstanding the foregoing, Perr & Knight may assign its rights and obligations hereunder to any of its affiliates or subsidiaries under common control and operating under the same trade name. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and permitted assigns.
10. **Subcontractors.** If at any point during the contract term Perr & Knight finds it necessary to utilize a subcontractor, Perr & Knight shall seek prior approval of the Subcommittee before contracting any part of the work to be performed under this Agreement. The Subcommittee shall have the right to not approve or to require replacement of any subcontractor found to be unacceptable by the Subcommittee.
11. **Amendment.** This Agreement may be amended upon agreement of both parties to the Agreement and the approval of the Subcommittee and the Legislative Council. Any amendment to this Agreement must be in writing and signed by both parties.
12. **Confidentiality.** "Confidential Information" under this Agreement means non-public information that a party marks as "confidential" or "proprietary" or that otherwise should be understood by a reasonable person to be confidential in nature. Confidential information does not include any information which is (a) rightfully known to the recipient prior to its disclosure; (b) released to any other person or entity (including governmental agencies) without restriction; (c) independently developed by the recipient without use of or reliance on Confidential Information; or (d) or later becomes publicly available without violation of this Agreement or may be lawfully obtained by a party from a non-party.

Each party will protect the confidentiality of Confidential Information that it receives under the Agreement except as required by applicable law, rule, regulation, or professional standard, without the other party's prior written consent. Due to the BLR being a public entity within the State of Arkansas, all terms of this Agreement, including but not limited to fee and expense structure, are subject to disclosure under the Freedom of Information Act of 1967, Ark. Code Ann. § 25-19-101, *et seq.*

If disclosure of Perr & Knight's Confidential Information is required by law, rule, regulation, or professional standard, (including any subpoena or other similar form of process), the BLR shall provide Perr & Knight with prior prompt written notice thereof.


In consideration of Perr & Knight's and BLR's agreement to provide one another with access to their respective Confidential Information, Perr & Knight and BLR each agrees to maintain in confidence all Confidential Information of the other. Except as provided in this Agreement, neither Perr & Knight nor BLR shall in any manner disclose any Confidential Information of the other to any person, entity, firm or company whatsoever, without the express written consent of the other. Perr & Knight and BLR shall each take all steps necessary to ensure that their respective partners, subcontractors, affiliates, officers, employees, independent contractors, agents and other representatives (collectively "Representatives") maintain the Confidential Information in confidence.

13. **Restriction of Boycott of Israel.** In accordance with Arkansas Code § 25-1-503, Perr & Knight hereby certifies and agrees that it is not currently engaged in, and agrees for the duration of the Agreement not to engage in, a boycott of Israel.
14. **Restriction of Boycott of Energy, Fossil Fuel, Firearms, and Ammunition Industries.** In accordance with Arkansas Code § 25-1-1101, et seq. Perr & Knight hereby certifies and agrees that it is not currently engaged in, and agrees for the duration of the Agreement not to engage in, a boycott of Energy, Fossil Fuel, Firearms, and Ammunition Industries.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, Perr & Knight and BLR have executed this Agreement this ___ day of April, 2024.

PERR & KNIGHT:

 Kyle M. Hales, Principal

[Insert Signatory Name and Title]

April 13, 2024

Date

BUREAU OF LEGISLATIVE
RESEARCH:



Marty Garrity, Director

4/19/24

Date

ATTACHMENT A
Scope of Work
and
Actuarial and Strategic Consulting Services Proposal

Vendor Search: March 18, 2024

Bureau of Legislative Research – Vendor Scope of Work

ALC-Executive Subcommittee Education Facilities Property Insurance Study

SECTION 1. OVERVIEW

1.0 EDUCATION FACILITIES PROPERTY INSURANCE STUDY OVERVIEW

The Executive Subcommittee of the Arkansas Legislative Council (the “Subcommittee”) is engaged in a study with the clear intent to develop and implement a strategic plan and legitimate framework for provision of reasonably priced property insurance coverage options to K-12 school districts and institutions of higher education in the State of Arkansas on an actuarially sound basis while providing for oversight of the plans through a governing structure and legislative oversight.

Currently, school districts purchase property insurance coverage through one of two (2) separate entities: the Arkansas Public School Insurance Trust (“APSIT”) administered by the Arkansas Insurance Department or the Arkansas School Board Association plan (“ASBA”). For the 2023-2024 plan year, school districts are facing increased property insurance premiums under both of these plans. In addition, the institutions of higher education participate in a property insurance program administered by the Arkansas Insurance Department that also includes property owned and operated by state agencies, known as the Arkansas Multi-Agency Insurance Trust (“AMAIT”).

The study has been ongoing since August 2023, and a determination has been made that it is in the best interests of the state for the K-12 school property insurance plans to be consolidated under one plan administered by the Arkansas Insurance Department. In addition, the Subcommittee is seeking recommendations related to best practices for administration of the plans for property owned by institutions of higher education and state government entities.

1.1 OBJECTIVES

It is the objective of the Subcommittee, by entering into a Contract for consulting and actuarial services, to provide to the members of the Arkansas Legislative Council detailed and accurate information concerning a multi-year strategic path forward for provision of property insurance to K-12 school districts and institutions of higher education in a manner that will provide for reasonable and predictable premium rates, as well as consistent governance of the plans and legislative oversight, including without limitation governing structure for the plans, legislative oversight, funding mechanisms, and options for revisions to the current plans, including without limitation the possibility of implementing a self-insured structure or utilizing re-insurance, or some combination of self-insurance with reinsurance above recommended specific aggregate limits, and recommendations related to possible inclusion of state properties in any plan that is developed.

The final work product shall constitute a spectrum of options with reasonable assumptions as to the economic, logistic, legal, and political ramifications of the various options. Every effort should be made to provide the options in a politically-neutral and option-agnostic approach so that the Subcommittee is presented actionable and reasonable data, likely outcomes, and anticipated costs for the Subcommittee to fully analyze, debate, and act upon as they elect to do so. The final work product shall address all aspects of operations of the functioning of the plans to provide property insurance to K-12 school districts and institutions of higher education in the state. **The Successful Vendor shall provide this information in a timely manner to the Subcommittee in order to**

assist the Subcommittee in compiling its final report to the Legislative Council prior to the start of the 2025 Regular Session, which begins in January 2025. A final report and recommendations from the Successful Vendor shall be provided to the Subcommittee no later than September 1, 2024.

**SECTION 2. EDUCATION FACILITIES PROPERTY INSURANCE
CONSULTING SERVICES**

2.0 SCOPE OF WORK / SPECIFICATIONS

It will be the responsibility of the Vendor to provide the members of the Subcommittee, and ultimately the members of the Arkansas Legislative Council, with accurate and detailed reports, guidance, and opinions, including without limitation, information set forth in Section 1 above and in this Section 2.0.

A. In General.

In order to achieve the objectives set forth in Section 1.1 above, the Successful Vendor will provide:

- Weekly status updates on the project to BLR;
- Regular reports and presentations to the Subcommittee, which will require at least monthly attendance at meetings of the Subcommittee to answer questions regarding the status updates, with the expectation that during the final three (3) months prior to submission of the final report of the Subcommittee to the Legislative Council, Vendor may be required to attend multiple in-person meetings per month;
- Answers to research requests or data inquiries by members of the Subcommittee, as authorized by the Subcommittee Co-chairs;
- Assistance with draft legislation based on recommendations adopted by the Subcommittee; and
- Assistance with drafting a final report for the Subcommittee to submit to the Legislative Council.

In addition, the Successful Vendor will need to:

- Gather information from and meet with interested stakeholders; and
- Be available to attend meetings of the Subcommittee and other legislative committees, as requested and authorized by the Subcommittee Co-Chairs.

B. Topics for Analysis and Recommendations.

In addition to the topics addressed in Section 1, Vendor shall also provide the following to the Subcommittee as part of their regular updates and final report:

- Market analysis of both private commercial property insurance rates, K-12 school district property insurance rates, institutions of higher education property insurance rates, and other state-owned property insurance rates in surrounding states;
- Overview and actuarial analysis of the current plans for K-12 school districts and institutions of higher education and state properties in Arkansas under the Arkansas Insurance Department and the Arkansas School Board Association;

Vendor Search: March 18, 2024

- Best practices for provision of property insurance coverage to K-12 school districts, institutions of higher education, and state properties in other states, including without limitation governing structure, funding, reserves, plan design, coverage limits and deductible amounts, and fiscal impacts to school districts; and
- A review of any possible fiscal impact to the Arkansas K-12 school districts, institutions of higher education, and state properties in the AMAIT program regarding maintaining the current insurance structure or revising the current plans for providing property insurance.

In the event that services in addition to those described in Section 2.0 are required during the term of the Contract, the Subcommittee shall vote to authorize additional work, subject to the approval of the Subcommittee co-chairs, who shall have the power to approve the additional services and an additional fee for those services in an amount not to exceed ten percent (10%) of the total contract amount.

2.1 CONSULTING CAPABILITIES

It should be expected that the Subcommittee may require other details reports, guidance, and information as part of the final work product. It is not possible to capture all variables and discussion points that may be required by the members of the Subcommittee or the legislative body at large so the prospective Vendor should take this opportunity to provide any comparative experience to the scope of work envisioned herein to fully and completely communicate their ability to succeed.

In this Section 2.1, Vendor should detail all capabilities, ideas, guidance, and other information to fully demonstrate the capabilities of the prospective Vendor.



April 3, 2024

Jillian E. Thayer
Chief Legal Counsel
Arkansas Bureau of Legislative Research
State Capitol, Room 315
Little Rock, Arkansas 72201

Re: Perr&Knight Proposal – Actuarial and Strategic Consulting Services

Dear Ms. Thayer:

Perr&Knight (“we”, “us”, or “our”) is pleased to present this proposal to provide actuarial and strategic consulting services to the Executive Subcommittee of the Arkansas Legislative Council (“the Subcommittee”) related to a review of the state’s commercial property insurance coverage of their K-12 public school districts, institutions of higher education, and properties owned and operated by state agencies.

We appreciate the opportunity to submit this proposal to the Subcommittee. Should you have any questions regarding the proposal, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Hales".

Kyle M. Hales, ACAS, MAAA
Principal & Consulting Actuary
Director | Risk Strategies & Solutions
Perr&Knight
(708) 548-1696
khailes@perrknight.com

Enclosures

April 3, 2024

PROPOSAL FOR SERVICES

ACTUARIAL & STRATEGIC CONSULTING SERVICES

Created for: Arkansas Bureau of Legislative Research
Prepared by: Perr&Knight

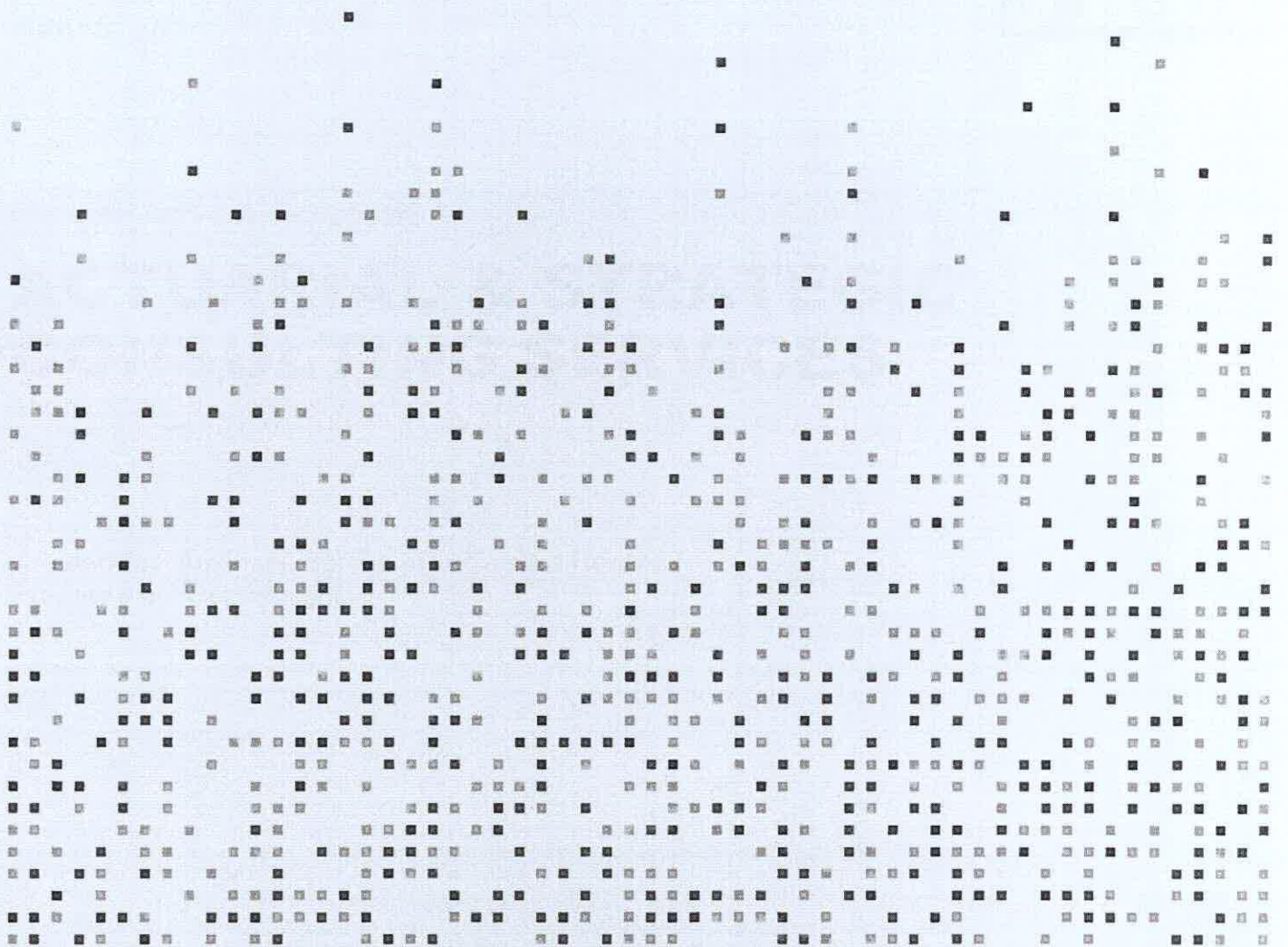


TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
I. Firm Background	3
II. Relevant Experience	6
III. References	7
IV. Key Project Team Members	8
V. Project Description	10
VI. Scope of Services	12
VII. Proposed Fees	14

I. FIRM BACKGROUND

Perr&Knight (“we”, “us”, or “our”) is a leading provider of insurance support services, including Risk Strategies & Solutions, Actuarial Consulting, Regulatory Compliance, Product Design, Competitive Intelligence and Insurance Operations & Technology. Perr&Knight is an independent consulting firm, completely unbiased in its analyses and recommendations. We were founded in 1994 and employ over 120 professionals. Perr&Knight maintains offices in Los Angeles, California, Boca Raton, Florida, the New York Metro Area, Ft. Worth, Texas and Cincinnati, Ohio.

Perr&Knight's practice areas leverage our extensive internal capabilities and robust industry relationships - built on the credibility of 30+ years of delivering high-quality consulting - to revolutionize the insurance landscape. We provide comprehensive, end-to-end suites of services to forward-thinking visionaries who have unique ideas for insurance products but lack some or all the technical insurance framework. Perr&Knight will help turn these innovative concepts into practical, fully compliant, and exceptionally effective insurance programs.

With a substantial and seasoned team of actuaries and a technically broad set of consultants, as well as an impeccable reputation within the insurance industry, we possess the unique sets of skills and resources to provide customized strategies and solutions that not only meet rigorous regulatory requirements but also thrive in the ever-evolving insurance market. Perr&Knight serves as the ultimate partner for transforming your insurance aspirations into tangible realities.

With significant actuarial resources including 31 Fellows and Associates of the Casualty Actuarial Society (“CAS”) and the Society of Actuaries (“SOA”), Perr&Knight is among the top 10 largest property & casualty actuarial consulting firms in the United States. Our actuaries have over 500 years of combined experience in the industry and come from diverse backgrounds including rating bureaus, primary insurance companies, reinsurance companies, insurance departments and other consulting firms. Our consultants’ experience spans all lines of property casualty and supplemental health insurance in all U.S. jurisdictions. Perr&Knight’s accredited consulting actuaries meet the requirements of the American Academy of Actuaries Code of Professional Conduct in that we annually fulfill the prescribed continuing education requirements and satisfy applicable qualification standards associated with the services we provide. Among our consulting actuaries are industry speakers and CAS/AAA committee participants. Perr&Knight is committed to the professional education and development of our actuaries, and as a result, boasts a team of knowledgeable, well-rounded actuaries familiar with cutting edge methods and technologies, who are guided by core actuarial standards and principles.

Perr&Knight’s data scientist works together with our experienced actuarial staff to use the latest approaches of statistical modeling and machine learning to transform raw data into information that drives business decisions. This team brings together insurance expertise with strong statistical knowledge to optimally use data analytics in the complex insurance market. Our staff

is well-informed regarding state insurance department requirements for statistical modeling. Our services include rate plan monitoring, implementation of new rating variables, underwriting scoring models, fraud detection tools and claim handling assistance.

Our Regulatory Compliance staff includes individuals who have obtained the following designations: Associate Compliance Professional (“ACP”); Certified Compliance Professional (“CCP”); Chartered Property Casualty Underwriter (“CPCU”); Associate in General Insurance (“AINS”); and Associate, Insurance Regulatory Compliance (“AIRC”). We are a Gold Level Sponsor each year at the Association of Insurance Compliance Professionals’ (“AICP’s”) annual conference and our professionals regularly attend conferences to stay abreast of the latest regulatory compliance issues. Our staff also actively participates in professional organizations and has held the positions of President, Past President, Vice-President, Secretary and Treasurer of the Western Chapter of the AICP and Southwest Region Editor of the AICP’s Journal. We also participate as an interested party in several of the NAIC’s working groups and our staff includes a member of the Product Steering Committee for SERFF. In addition to our expertise, Perr&Knight has developed web-based tracking applications: StateFilings.com and LicenseReporter.com. These secured websites allow our clients real time access to their filings, bureau monitoring and licensing applications and have improved the productivity of our Regulatory Compliance Staff and communication with our clients.

Perr&Knight’s Product Design team has over 200 years of experience in the insurance industry; in claims, compliance, operations, product development, product management and underwriting. Our Product Design consultants use innovative thinking and deep insurance expertise to assist clients in increasing efficiency, improving their competitive position, developing and filing products and forms and navigating the complex insurance regulatory environment. This team understands the importance of continued education and professionalism and has obtained more than 15 different insurance designations, including Associate, Compliance Professional (“ACP”); Associate in General Insurance (“AINS”); Associate in Regulation and Compliance (“AIRC”); Certified Compliance Professional (“CCP”); Certified Fraud Examiner (“CFE”); Chartered Property Casualty Underwriter (“CPCU”); Fellow, Life and Health Claims (“FLHC”); Fellow Life Management Institute (“FLMI”) and Market Conduct Management (“MCM”). The team is also active in the industry with members regularly speaking at industry conferences and serving on the Board of Directors for The Insurance Regulatory Examiners Society Foundation (“IRES-F”).

Over 90% of U.S. property & casualty insurance companies have used Perr&Knight’s competitive intelligence services. We have extensive experience providing competitive intelligence services to the insurance industry and have access to a nationwide library of insurance company filings on RateFilings.com through a business relationship with S&P Global, who acquired RateFilings.com from Perr&Knight in 2015.

Our Operations & Technology Consulting practice comprises three principal areas of service that provide technical solution planning and development, systems implementation and deployment expertise, as well as statistical reporting services. Our team of credentialed project managers, business analysts, solution architects and database developers assist insurance and related organizations with vendor selection, requirements documentation, process improvement, database design, change management, and a variety of statistical reporting services for all lines of business in every state to every bureau, statistical agent or regulatory body in the United States. Our professionals hold credentials from the Project Management Institute (“PMP” and “PMI-ACP”), Stanford University (“SCPM”) and the American Society for Quality (Six Sigma Black Belt), have been quoted or published in multiple industry trade publications, participate in industry trade organizations and speak regularly at national trade conferences.

II. RELEVANT EXPERIENCE

Perr&Knight's consultants have significant experience assisting clients with similar projects. A sampling of these projects with scopes similar to the scope of this engagement are described below.

- We assisted multiple government, social service and non-profit entities with designing and implementing various risk management strategies, including outlining options for diversifying, retaining, and reinsuring risk. These entities include school systems, municipalities, religious organizations, and health care systems.
- We assisted several clients in evaluating complex insurance structures such as estimating the impact of varying reinsurance agreements by layer of insurance or loss portfolio, calculating liabilities from loss portfolio transfers and projecting liabilities for different retention levels.
- We prepared a loss ratio projection by coverage for an insurance service provider's portfolio of hotel risks across several states. These loss ratio projections were indicative of the portfolio's overall profitability and premium levels. It was anticipated that analysis would help develop rates for a new program.
- We worked for a client who is a specialty wholesale insurance broker and provides various commercial property and casualty insurance products. We provided a full review of both the rates and reserves of the client's program. The rate review included an indication at the countrywide as well as at individual state levels. The rate indications were performed at the line of insurance and coverage levels. Based on the results of these reviews, we made recommendations for numerous rating variables and relativities, including loss cost multipliers ("LCMs") and exceptions to ISO rating loss cost modification factors for class codes, territories, and weight class.

Section III. References provides a list of clients, who we believe would attest to the superior work product and customer service they received throughout our engagements. If requested, we would be more than willing to provide contact information for these clients.

III. REFERENCES

Below are a few clients who would be more than willing to attest to the superior work product and customer services we provide.

Client	Lines Reviewed
Tri-County Schools Self Insurance Group	Commercial Property, General Liability, and Workers Compensation
Santa Barbara Schools	Workers Compensation
City of Fresno	Commercial Property and Workers Compensation
City of Reno	General Liability, Automobile Liability, Professional Liability, and Workers Compensation
Kern County	General Liability and Workers Compensation
Archdioceses of Los Angeles	Commercial Property, General Liability, Automobile Liability, and Workers Compensation
Bishops Plan Insurance Company	Commercial Property, General Liability, Automobile Liability, and Workers Compensation
Diocese of Corpus Christi	Commercial Property, General Liability, and Workers Compensation
Nike Inc.	Cargo, Commercial Property, General Liability, Automobile Liability, and Workers Compensation

In addition, Perr&Knight's annually attends and presents at numerous conferences including the Association of Insurance Compliance Professionals ("AICP"), Casualty Actuarial Society ("CAS"), Hawaii Captives Insurance Council ("HCIC"), InsurTech Connect, Target Markets, and World Captive Forum, among many others, where we share and gather industry related information impacting our clients.

IV. KEY PROJECT TEAM MEMBERS

If engaged by the ARBLR to perform the proposed services, Perr&Knight would assign a team of professionals with relevant experience with similar projects, who would be led by the following management level employees.

(1) Kyle M. Hales, ACAS, MAAA

Kyle M. Hales is a Principal & Consulting Actuary and the Director of Perr&Knight's Risk Strategies and Solutions practice area. He leads a team of consultants focused on insurance and risk mitigation strategies, as well as pricing, reserving, and new product development work for numerous commercial and personal lines products.

Kyle's business development and risk mitigation experience includes assistance in creating business plans, pro-forma financial statements, and roadmaps intended to provide clients with an outline of the benefits, drawbacks, costs, timing, and steps necessary to diversify, retain, and reinsure risk efficiently and effectively. This includes developing pitch-decks aimed at presenting these ideas to potential business partners and insurance carriers.

Kyle provides loss and loss adjustment expense reserve analysis to a variety of insurers and self-insurers, covering most personal and commercial lines of insurance. He serves as the opining actuary for multiple insurance companies, risk retention groups, captives, and self-insured entities. Kyle also has experience analyzing death, disability, and retirement reserves and long-term policy unearned premium reserves in accordance with NAIC codification requirements. He specializes in reserving for medical malpractice professional liability products including: hospitals; nursing homes; and urgent care centers; as well as physicians & surgeons and numerous miscellaneous allied healthcare professionals.

Kyle's commercial lines ratemaking experience includes pricing and product development for various types of medical and non-medical professional liability insurance including hospitals, physicians, allied healthcare professionals, architects & engineers, accountants and lawyers. His commercial lines ratemaking experience also extends to independent and bureau-based general liability, commercial auto, commercial property, and surety bond pricing. Kyle has extensive experience working with insurance companies to efficiently and compliantly navigate regulatory requirements related to insurance rating plans.

Prior to joining Perr&Knight in 2004, he worked as an actuarial analyst within the Property & Casualty Actuarial Department at State Farm Mutual Automobile Insurance Company.

Kyle graduated from the State University of New York at Buffalo with a dual Bachelor of Arts in Mathematical-Economics and a second major in Statistics in 1999. He became a Member

of the American Academy of Actuaries and an Associate of the Casualty Actuarial Society in 2004.

(2) Charles Lenz, ACAS, MAAA

Charles (“Charlie”) Lenz is a Principal & Consulting Actuary with Perr&Knight and has more than 25 years of experience in the property & casualty insurance industry. Charlie leads a team of actuaries who provide analysis and advice to clients including insurance companies, public and private self-insureds, brokers, and claims administrators.

Charlie assists dozens of captive insurance companies and self-insureds with reserve analysis and certification, funding studies, retention analysis, benchmarking studies, and other actuarial studies. He has extensive expertise in commercial property insurance and many years of experience working with insurers and non-insurance company clients that have significant operations throughout the United States.

Prior to joining Perr&Knight’s Santa Monica, California office, Charlie held positions with a large commercial insurer and one of the four large audit firms.

Charlie graduated magna cum laude from the University of California at Los Angeles with a Bachelor of Science in Applied Mathematics in 1990. He became an Associate of the Casualty Actuarial Society in 1995 and a Member of the American Academy of Actuaries in 1996.

The consultants listed above would be supported by additional Perr&Knight staff with appropriate experience. The number of consultants assigned to the project would be customized to ensure sufficient expertise and to meet project deadlines.

V. PROJECT DESCRIPTION

The Executive Subcommittee of the Arkansas Legislative Council (“the Subcommittee”) is engaged in a study with the clear intent to develop and implement a strategic plan and legitimate framework for provision of reasonably priced property insurance coverage options for K-12 school districts and institutions of higher education facilities in the State of Arkansas on an actuarially sound basis while providing for oversight of the plans through a governing structure and legislative oversight.

Currently, school districts purchase property insurance coverage through one of two separate entities: the Arkansas Public School Insurance Trust (“APSIT”) administered by the Arkansas Insurance Department (“AID”) or the Arkansas School Boards Association (“ASBA”). For the 2023-2024 plan year, school districts faced significant increased property insurance premiums under both plans. In addition, the institutions of higher education participate in a property insurance program administered by the Arkansas Insurance Department that also includes property owned and operated by state agencies, known as the Arkansas Multi-Agency Insurance Trust (“AMAIT”).

The study has been ongoing since August 2023, and a determination has been made that it is in the best interests of the state for the K-12 school property insurance plans to be consolidated under one plan administered by the Arkansas Insurance Department. In addition, the Subcommittee is seeking recommendations related to best practices for administration of the plans for property owned by institutions of higher education and state government entities. Collectively, the Arkansas K-12 school districts, institutions of higher education, and state government entities will be referred to as (“the AR Public School Systems & Public Buildings”).

It is the objective of the Subcommittee, by entering into a contract for consulting services with Perr&Knight, to provide to the members of the Arkansas Legislative Council detailed and accurate information concerning a multi-year strategic path forward for provision of property insurance to the AR Public School Systems & Public Buildings in a manner that will provide for reasonable and predictable premium rates, as well as consistent governance of the plans and legislative oversight, funding mechanisms, and options for revisions to the current plans, including without limitation the possibility of implementing a self-insured structure or utilizing re-insurance, or some combination of self-insurance with reinsurance above recommended specific aggregate limits, and recommendations related to possible inclusion of state properties in any plan that is developed. .

We understand that the Subcommittee would like an actuarial study to be conducted with the intention of reviewing the AR Public School Systems & Public Buildings ’s historical property claim and exposure data, as well as industry data, as appropriate, and determining a reasonable loss cost per \$100 of insured value. We will review and provide actuarially sound rating by peril for catastrophe and non-catastrophe coverages. We will additionally review and provide a

recommendation as to whether the Subcommittee should implement a rating plan that offers different rates by school district.

VI. SCOPE OF SERVICES

To assist the Subcommittee, we will provide the following scope of services:

Data Review and Aggregation

- (1) Submit a data request to the Subcommittee outlining all the information required for the actuarial analysis. This will include items including, but not limited to:
 - (a) The total insured value of each building;
 - (b) If available, the date of the last value assessment for each building; and
 - (c) The historical premium and detailed claims data for each building, by peril.
- (2) Review all data provided by the Subcommittee or on the Subcommittee's behalf for reasonableness and consistency. We will ask questions that arise from our review. Our review is not an audit of data.
- (3) Aggregate the data in preparation for the actuarial analysis.

Actuarial Analysis

- (4) Gather and review publicly available data and loss cost information for similar insurance programs written in the commercial marketplace to supplement the Subcommittee data as appropriate.
- (5) Estimate the historical ultimate ground up loss and loss adjustment expenses ("LAE") by peril grouping for the AR Public School Systems & Public Buildings, using actuarial methods of loss development. We will supplement Subcommittee's historical data for catastrophe perils with industry and/or modeled data, as necessary.
- (6) Prepare separate actuarial reviews of the estimated ultimate ground up loss and LAE by peril grouping and by school system.
- (7) Using the results of (5) and (6), determine whether it is actuarially appropriate to prepare separate loss distribution curves by school system and/or by peril grouping.
- (8) Based on the results of (5) through (7), determine actuarially sound loss distribution curves for each peril grouping and/or school system along with a set of rating factors to address differentiating rate characteristics for the upcoming 12-month fiscal period.
- (9) Convert the loss distribution curves from (8) into loss costs per \$100 of total insured value, which can be used to determine actuarial appropriate pricing for various self-insured attachment points, as well as excess layers.
- (10) Prepare supporting documents for the projected loss costs, by peril grouping and school system, along with the underlying assumptions that went into determining the loss costs.
- (11) Submit the results and supporting documentation to the Subcommittee in the form of a draft report explaining our methodologies, assumptions, and considerations. A series of exhibits presenting our calculations will accompany the report.
- (12) Discuss the results and report with the Subcommittee.
- (13) Issue final supporting exhibits and a report to the Subcommittee based on any revisions or changes that were discussed with the Subcommittee.

Risk Strategies and Solutions ("RSS") Consulting

- (14) Lead the Subcommittee through a series of questions designed to assess the current state of the AR Public School Systems & Public Buildings' property insurance, including but not limited to items such as:
 - (a) The approximate total replacement cost of all public schools in the state of Arkansas;
 - (b) The total insured value of all public schools in the state of Arkansas;
 - (c) The most recent year's total insurance premium;
 - (d) The current valuation cycle for each school system, if any;
 - (e) The current maintenance schedule for each school system, if any; and
 - (f) Details on the existing insurance policies, including items such as limits, deductibles, exclusions, etc.
- (15) Review any documents provided by the Subcommittee in support of responses to the questions in scope item (14).
- (16) Research and prepare a summary of the current state of operations for property insurance on other publicly owned buildings throughout the state of Arkansas, to the extent this information is publicly available. This may include public buildings such as courthouses, libraries, museums, power stations, etc.
- (17) Research and prepare a summary of the current state of operations for property insurance for school systems in Louisiana, Mississippi, Missouri, Oklahoma, Tennessee, and Texas, to the extent this information is publicly available.
- (18) Present the results of the assessment in a report that summarizes the Subcommittee's responses to key questions, identifies gaps and/or limitations in the current operations, and compares the AR Public School Systems & Public Buildings' current operations to other public buildings in Arkansas and to school districts in other states.
- (19) Using the results of the Actuarial Analysis and (18), draft a written report which will outline our recommend next steps to the Subcommittee, which could include:
 - (a) Maintaining the current property insurance structure;
 - (b) Creating a captive insurance entity to self-insure all or a portion of the AR Public School Systems & Public Buildings' property insurance; and/or
 - (c) Presenting other potential self-insurance options such as creating a Joint Powers Authority.
- (20) Discuss the results and report with the Subcommittee.
- (21) Issue final supporting exhibits and a report to the Subcommittee based on any revisions or changes that were discussed with the Subcommittee.

VII. PROPOSED FEES

We will bill the Subcommittee for our actual time spent completing the scope of services outlined above at the billing rates listed in the table below.

Service Category	Consultant	2024 Billing Rate
Actuarial	Credentialed Consulting Actuary	\$625 per Hour
	Non-Credentialed Actuarial Consultant	\$445 per Hour
Risk Strategies	Strategic Risk Consultant	\$625 per Hour

Using these billing rates, the table below outlines our estimated fees and turn-around times for the scope of services outlined above.

Service Category	Scope Items	Estimated Fees	Time Frame¹
Actuarial	(1) through (3)	\$15,000	2 weeks
	(4) through (13)	\$105,000	2 months
RSS Consulting	(14) through (21)	\$375,000 ²	3 to 4 months
Total		\$495,000	4 to 5 months³

Notes:

1. The time frames above do not include any time for the Subcommittee’s review of deliverables.
2. Our fees consider a total of seven in-person trips to Little Rock, Arkansas, including reasonable travel expenses. Should additional trips be requested, the fees may exceed the upper limit listed above.
3. The total time reflects the fact that some services can be performed concurrently.

The breakdown of fee estimates by service category is approximate. We will bill only for our actual time worked. The terms of this proposal are valid until May 1, 2024. Invoices will be sent on or around the 15th of each month for work completed in the prior month. Payment of invoices will be due within 30-days.

**Arkansas Legislative Council Report
For Emergency Approval of
Audio-Visual System Equipment and Services Agreement
by and between
the Bureau of Legislative Research and
Conference Technologies, Inc.
May 9, 2024**

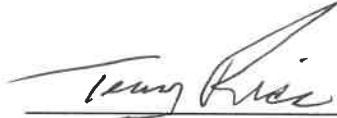
On May 2, 2024, the Executive Subcommittee of the Legislative Council authorized the Bureau of Legislative Research (“BLR”) to enter negotiations with Conference Technologies, Inc. (“CTI”) for an Audio-Visual System Equipment and Services Agreement, that includes the terms and conditions of RFP No. BLR-240001 and CTI’s proposal in response to the RFP (the “Agreement”). The Executive Subcommittee also authorized Senator Rice and Representative Wardlaw, as Legislative Council Co-chairs, and Senator Chesterfield and Representative Ladyman, as Co-chairs of the Policy Making Subcommittee of the Legislative Council, to approve the final Agreement by emergency action.

On May 9, 2024, Senator Rice and Representative Wardlaw and Senator Chesterfield and Representative Ladyman were notified that all terms of the Agreement have been finalized. Expedited approval of the Agreement was required due to time constraints regarding the work to be performed by CTI to replace and upgrade the audio-visual system utilized by the General Assembly in the MAC Building, particularly with regard to Committee Rooms A and B.

Under Rule 16 of the Rules of the Arkansas Legislative Council, Senator Terry Rice and Representative Jeff Wardlaw, Co-Chairs of the Legislative Council, and Senator Linda Chesterfield and Representative Jack Ladyman, Co-chairs of the Policy Making Subcommittee of the Legislative Council, have determined that emergency approval of the attached Agreement, is necessary in order to expedite the work of CTI with regard to the replacement and updating of the audio-visual system in the MAC Building, and in accordance with the directive of the Executive Subcommittee to take emergency action.

This action is taken by the Co-Chairs on behalf of the Legislative Council and shall be reported to the Legislative Council at its next regularly scheduled meeting, in accordance with Rule 16. A copy of the Agreement is attached hereto.

Respectfully Submitted,



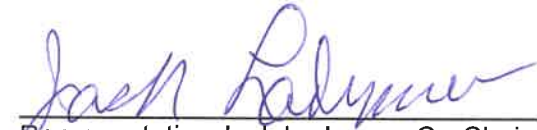
Senator Terry Rice, Co-Chair
Arkansas Legislative Council



Representative Jeff Wardlaw, Co-Chair
Arkansas Legislative Council



Senator Linda Chesterfield, Co-Chair
ALC-Policy Making Subcommittee



Representative Jack Ladyman, Co-Chair
ALC-Policy Making Subcommittee

AUDIO-VISUAL SYSTEM EQUIPMENT AND SERVICES AGREEMENT

This Audio-Visual System Equipment and Services Agreement (the “Agreement”) is between Conference Technologies, Inc. d.b.a. CTI (“CTI”), located at 1419 Westpark Drive, Ste. A, Little Rock, Arkansas 72204, and the Bureau of Legislative Research (“BLR”), located in the State Capitol Building, Room 315, 500 Woodlane Street, Little Rock, Arkansas 72201. The BLR desires to hire CTI to provide installation, maintenance, and support services related to an audio-visual system for use by the members of the General Assembly, BLR, and the public in the facilities located on the Fifth Floor of the Multi-Agency Complex Building, One Capitol Mall, Little Rock, Arkansas (the “Facility”), as set forth in RFP No. BLR-240001 and CTI’s proposal in response to the RFP (the “Services”).

CTI and the BLR hereby agree as follows:

1. **Services to be performed.** The BLR hereby retains CTI to perform the Services as set forth in RFP No. BLR-240001 (the “RFP”) and CTI’s proposal submitted in response to the RFP, submitted March 26, 2024. The RFP and the Proposal are attached hereto and incorporated into this agreement by reference as Attachment A.
2. **Term and Termination.**
 - a. The term of this Agreement will commence on May __, 2024, and terminate on June 30, 2027, with an option for renewal of one (1) year terms thereafter, upon mutual agreement of the parties, and as approved by the Legislative Council, or if the General Assembly is in legislative session, the Joint Budget Committee.
 - b. Either party may terminate the Agreement by giving ten (10) days prior written notice. The obligations of each of the Parties under Paragraphs 3 and 8 of the Agreement shall survive the termination of this Agreement.
3. **Fees and Expenses.** The Fees and Expenses related to this Agreement are outlined in the Proposal, attached hereto as Attachment A and incorporated in this Agreement by reference. The maximum amount BLR will pay to CTI for the provision of the Services is One Million Four Hundred Thirteen Thousand Forty-Four Dollars (\$1,413,044.00). CTI shall invoice BLR monthly for work completed in the prior month, based on actual time worked at the rates set forth in the Proposal and actual expenses incurred. All invoices shall be due and payable by BLR within thirty (30) days of receipt.
4. **Governing Law.** This Agreement shall be governed by the laws of the State of Arkansas, without regard to Arkansas’s conflict of law principles. CTI agrees that any claims against the BLR, whether arising in tort or in contract, shall be brought before the Arkansas State Claims Commission, as provided by Arkansas law, and shall be governed accordingly. Nothing in this Agreement shall be construed as a waiver of sovereign immunity of the BLR, the Legislative Council, or the Arkansas General Assembly.
5. **Assignment.** This Agreement may not be assigned without the prior written consent of both parties, which either party may withhold for any reason. Notwithstanding the foregoing, CTI may assign its rights and obligations hereunder to any of its affiliates or subsidiaries under common control and operating under the same

trade name. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and permitted assigns.

6. **Subcontractors.** If at any point during the contract term CTI finds it necessary to utilize a subcontractor, CTI shall seek prior approval of the Executive Subcommittee of the Legislative Council (the “Subcommittee”) before contracting any part of the work to be performed under this Agreement. The Subcommittee shall have the right to not approve or to require replacement of any subcontractor found to be unacceptable by the Subcommittee.
7. **Amendment.** This Agreement may be amended upon agreement of both parties to the Agreement and the approval of the Subcommittee and the Legislative Council. Any amendment to this Agreement must be in writing and signed by both parties.
8. **Confidentiality.** “Confidential Information” under this Agreement means non-public information that a party marks as “confidential” or “proprietary” or that otherwise should be understood by a reasonable person to be confidential in nature. Confidential information does not include any information which is (a) rightfully known to the recipient prior to its disclosure; (b) released to any other person or entity (including governmental agencies) without restriction; (c) independently developed by the recipient without use of or reliance on Confidential Information; or (d) or later becomes publicly available without violation of this Agreement or may be lawfully obtained by a party from a non-party.

Each party will protect the confidentiality of Confidential Information that it receives under the Agreement except as required by applicable law, rule, regulation, or professional standard, without the other party’s prior written consent. Due to the BLR being a public entity within the State of Arkansas, all terms of this Agreement, including but not limited to fee and expense structure, are subject to disclosure under the Freedom of Information Act of 1967, Ark. Code Ann. § 25-19-101, *et seq.*

If disclosure of CTI’s Confidential Information is required by law, rule, regulation, or professional standard, (including any subpoena or other similar form of process), the BLR shall provide CTI with prior prompt written notice thereof.

In consideration of CTI’s and BLR’s agreement to provide one another with access to their respective Confidential Information, CTI and BLR each agrees to maintain in confidence all Confidential Information of the other. Except as provided in this Agreement, neither CTI nor BLR shall in any manner disclose any Confidential Information of the other to any person, entity, firm or company whatsoever, without the express written consent of the other. CTI and BLR shall each take all steps necessary to ensure that their respective partners, subcontractors, affiliates, officers, employees, independent contractors, agents and other representatives (collectively “Representatives”) maintain the Confidential Information in confidence.

9. **Restriction of Boycott of Israel.** In accordance with Arkansas Code § 25-1-503, CTI hereby certifies and agrees that it is not currently engaged in, and agrees for the duration of the Agreement not to engage in, a boycott of Israel.

10. **Restriction of Boycott of Energy, Fossil Fuel, Firearms, and Ammunition Industries.** In accordance with Arkansas Code § 25-1-1101, et seq. CTI hereby certifies and agrees that it is not currently engaged in, and agrees for the duration of the Agreement not to engage in, a boycott of Energy, Fossil Fuel, Firearms, and Ammunition Industries.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, CTI and BLR have executed this Agreement this ___ day of May, 2024.

CONFERENCE TECHNOLOGIES, INC.

d.b.a. CTI:



Jonathan Parker, Branch Director

5/10/2024

Date

BUREAU OF LEGISLATIVE

RESEARCH:



Marty Garrity, Director

5/3/24

Date

ATTACHMENT A
RFP No. BLR-240001
and
CTI's Proposal

Attachment A



State of Arkansas
Bureau of
Legislative Research

Marty Garrity, Director
Kevin Anderson, Assistant Director for Fiscal Services
Matthew Miller, Assistant Director for Legal Services
Jessica Whittaker, Assistant Director for Research Services
Eric Sanders, Assistant Director for Information Technology Services

REQUEST FOR PROPOSAL

Table with 2 columns and 3 rows containing RFP Number, Commodity, Date, Proposal Opening Date, and Proposal Opening Time.

PROPOSALS SHALL BE SUBMITTED IN HARD COPY AND ELECTRONIC FORMAT AND WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL ENVELOPE MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND HOUR OF PROPOSAL OPENING, AND VENDOR'S RETURN ADDRESS.

Vendors are responsible for delivery of their proposal documents to the Bureau of Legislative Research prior to the scheduled time for opening of the particular proposal. When appropriate, Vendors should consult with delivery providers to determine whether the proposal documents will be delivered to the Bureau of Legislative Research office street address prior to the scheduled time for proposal opening.

Table with 2 columns: Mailing Address and Proposal Opening Location. Includes contact info like E-MAIL and TELEPHONE.

Form with fields for Company Name, Name (type or print), Title, Address, Telephone Number, Fax Number, and E-Mail Address.

Identification:

Federal Employer ID Number

Social Security Number

**FAILURE TO PROVIDE TAXPAYER IDENTIFICATION NUMBER MAY
RESULT IN PROPOSAL REJECTION**

Business Designation (check one):	Individual []	Sole Proprietorship []	Public Service Corp []
	Partnership []	Corporation []	Government/ Nonprofit []

GENERAL DESCRIPTION:	Audio-Visual System and Services
TYPE OF CONTRACT:	Term

MINORITY BUSINESS POLICY

Participation by minority businesses is encouraged in procurements by state agencies, and although it is not required, the Bureau of Legislative Research ("BLR") supports that policy. "Minority" is defined at Arkansas Code Annotated § 15-4-303 as "a lawful permanent resident of this state who is: (A) African American; (B) Hispanic American; (C) American Indian; (D) Asian American; (E) Pacific Islander American; or (F) A service-disabled veteran as designated by the United States Department of Veteran Affairs". "Minority business enterprise" is defined at Arkansas Code Annotated § 15-4-303 as "a business that is at least fifty-one percent (51%) owned by one (1) or more minority persons". The Arkansas Economic Development Commission conducts a certification process for minority businesses. Vendors unable to include minority-owned businesses as subcontractors may explain the circumstances preventing minority inclusion.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Vendor shall submit a copy of the Vendor's Equal Opportunity Policy. EO Policies shall be submitted in hard copy and electronic format to the Bureau of Legislative Research accompanying the solicitation response. The Bureau of Legislative Research will maintain a file of all Vendor EO policies submitted in response to this solicitation. The submission is a one-time requirement, but Vendors are responsible for providing updates or changes to their respective policies.

EMPLOYMENT OF ILLEGAL IMMIGRANTS

The Vendor shall certify prior to award of the contract that it does not employ or contract with any illegal immigrants in its contract with the Bureau of Legislative Research. Vendors shall certify on the Proposal Signature Page and online at <https://www.ark.org/dfa/immigrant/index.php/disclosure/submit/new>. Any subcontractors used by the Vendor at the time of the Vendor's certification shall also certify that they do not employ or contract with any illegal immigrant. Certification by the subcontractors shall be submitted within thirty (30) days after contract execution.

RESTRICTION OF BOYCOTT OF ISRAEL

Pursuant to Arkansas Code § 25-1-503, a public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel. This prohibition does not apply to a company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.

By checking the designated box on the Proposal Signature Page, the Vendor agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

RESTRICTION OF BOYCOTT OF ENERGY, FOSSIL FUEL, FIREARMS, AND AMMUNITION INDUSTRIES

Pursuant to Arkansas Code § 25-1-1101, *et seq.*, a public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of energy, fossil fuel, firearms, or ammunition industries. The prohibition does not apply to a company that offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.

By checking the designated box on the Proposal Signature Page, the Vendor agrees and certifies that they do not, and will not for the duration of the contract, boycott of energy, fossil fuel, firearms, or ammunition industries.

DISCLOSURE FORMS

Completion of the EO-98-04 Governor’s Executive Order contract disclosure forms located at <http://www.dfa.arkansas.gov/offices/procurement/Documents/contgrantform.pdf> is required as a condition of obtaining a contract with the Bureau of Legislative Research and shall be submitted with the Vendor’s response.

SECTION I. GENERAL INFORMATION

1.0 INTRODUCTION

The purpose of this Request for Proposals (“RFP”) issued by the Bureau of Legislative Research (“BLR”) is to invite responses (“Proposals”) from Vendors desiring to provide Audio-Visual System and Services for the Bureau of Legislative Research (“BLR”) in the lobby and Committee Room A and Committee Room B of the Multi-Agency Complex Building, Fifth Floor, One Capitol Mall, Little Rock, Arkansas (collectively referred to herein as the “Fifth Floor MAC”).

The BLR intends to execute one (1) contract as a result of this procurement (“the Contract”), if any contract is issued at all, encompassing all of the products and services contemplated in this RFP, and Proposals shall be evaluated accordingly. All Vendors must fully acquaint themselves with the needs and requirements of the General Assembly and the BLR and obtain all necessary information to develop an appropriate solution and to submit responsive and effective Proposals. The Vendor Selection Process for this procurement shall be conducted by the Executive Subcommittee of the Legislative Council (the “Subcommittee”), with ultimate contract approval by the Legislative Council.

1.1 ISSUING AGENCY

This RFP is issued by the BLR. The BLR is the sole point of contact in the state for the selection process. Vendor questions regarding RFP-related matters should be made in writing (via e-mail) through the BLR’s Chief Legal Counsel, Jillian Thayer, thayerj@blr.arkansas.gov. Questions regarding technical information or clarification should be addressed in the same manner.

1.2 SCHEDULE OF EVENTS

- Release RFP February 20, 2024
- Optional Site Visit February 29, 2024
- Deadline for submission of questions March 12, 2024
- Closing for receipt of proposals and opening of proposals March 26, 2024 at 4:00 p.m. CST
- Evaluation of proposals by BLR March 27, 2024 to April 12, 2024
- Proposals released to Subcommittee April 15, 2024

- Selection of Vendors to make Oral Presentations To Be Announced by Subcommittee
- Oral Presentations/Intent to Award To Be Announced by Subcommittee
- Approval of draft contract by the Policy-Making Subcommittee of the Legislative Council ALC Meeting Week following the 2024 Fiscal Session (date TBA)
- Approval of final contract by the Legislative Council ALC Meeting Week following the 2024 Fiscal Session (date TBA)
- Contract Execution and Start Date Upon approval of the Legislative Council

Proposals are due no later than the date and time listed on Page 1 of the RFP.

1.3 **CAUTION TO VENDORS**

- Vendors shall not contact members of the Subcommittee or the BLR regarding this RFP or the Vendor Selection process from the time the RFP is posted until the Intent to Award is issued, other than through submission of questions in the manner provided for under Section 1.7 of this RFP. The BLR will initiate all other necessary contact with Vendors. ***Any violation of this requirement can be considered a basis for disqualification of the Vendor by the Subcommittee.***
- **Vendors shall respond to each numbered paragraph of the RFP, including by written acknowledgment of the requirements and terms contained in paragraphs that require no other response.** (e.g. "Section 1.3. Vendor acknowledges and agrees with the requirements set forth in this section.") Failure to provide a response will be interpreted as an affirmative response or agreement to the conditions. Reference to handbooks or other technical materials as part of a response must not constitute the entire response, and Vendor must identify the specific page and paragraph being referenced.
- On or before the date and time specified on page one of this RFP, Vendors shall submit:
 - a. One (1) signed original hard copy of the original proposal and the Official Proposal Price Sheet ("OPPS");
 - b. Fifteen (15) additional copies of the redacted proposal and the OPPS (If no redacted version is submitted, then 15 copies of the original proposal.); and
 - c. If the Vendor's proposal contains information that is proprietary and confidential, two (2) electronic versions of the proposal (one (1) redacted electronic version and one (1) unredacted electronic version) on CD, flash drive, or via e-mail. However, if there is no information to redact, one (1) electronic version of the proposal is sufficient.
- If emailing electronic versions, send to Jillian Thayer at thayerj@blr.arkansas.gov .
- Failure to submit the required number of copies with the proposal may be cause for rejection.
- The February 29 site visit will be the only opportunity for Vendors to visit the site.
- For a proposal to be considered, an official authorized to bind the Vendor to a resultant contract must have signed the proposal **and** the Official Proposal Price Sheet.

- All official documents shall be included as part of the resultant Contract.
- The Subcommittee reserves the right to award a contract or reject a proposal for any or all line items of a proposal received as a result of this RFP, if it is in the best interest of the Subcommittee to do so. Proposals may be rejected for one or more reasons not limited to the following:
 - a. Failure of the Vendor to submit his or her proposal(s) on or before the deadline established by the issuing office;
 - b. Failure of the Vendor to respond to a requirement for oral/written clarification, presentation, or demonstration;
 - c. Failure to supply Vendor references;
 - d. Failure to sign the original proposal **and** the Official Proposal Price Sheet;
 - e. Failure to complete and sign the Official Proposal Price Sheet(s);
 - f. Any wording by the Vendor in its response to this RFP, or in subsequent correspondence, that conflicts with or takes exception to a requirement in the RFP; or
 - g. Failure of any proposed services to meet or exceed the specifications.

1.4 RFP FORMAT

Any statement in this document that contains the word “must” or “shall” means that compliance with the intent of the statement is mandatory, and failure by the Vendor to satisfy that intent will cause the proposal to be rejected.

1.5 ALTERATION OF ORIGINAL RFP DOCUMENTS

The original written or electronic language of the RFP shall not be changed or altered except by approved written addendum issued by the BLR. This does not eliminate a Vendor from taking exception(s) to these documents, but it does clarify that the Vendor cannot change the original document’s written or electronic language. If the Vendor wishes to make exception(s) to any of the original language, it must be submitted by the Vendor in separate written or electronic language in a manner that clearly explains the exception(s). If Vendor’s submittal is discovered to contain alterations/changes to the original written or electronic documents, the Vendor’s response may be declared non-responsive, and the response shall not be considered.

1.6 REQUIREMENT OF AMENDMENT

THIS RFP MAY BE MODIFIED ONLY BY AMENDMENTS WRITTEN AND AUTHORIZED BY THE BUREAU OF LEGISLATIVE RESEARCH. Vendors are cautioned to ensure that they have received or obtained and responded to any and all amendments to the RFP prior to submission.

1.7 RFP QUESTIONS

Any questions regarding the contents and requirements of the RFP and the format of responses to the RFP shall be directed to Jillian Thayer **via email only** at thayerj@blr.arkansas.gov. Questions must be submitted by the deadline set forth in Section 1.2, Schedule of Events. Questions submitted by Vendors and answers to questions, as provided by the Bureau of Legislative Research, will be made public.

1.8 PRICES/COST

An official authorized to bind the Vendor to any resulting Contract must sign the Official Proposal Price Sheet.

Vendors must include all pricing information on the Official Proposal Price Sheet and any attachments thereto and must clearly mark said page(s) as pricing information. Official Proposal Price Sheets may be reproduced as needed. Vendors may expand items to identify all proposed services and costs. A separate listing, which must include pricing, may be submitted with summary pricing.

All charges included on the Official Proposal Price Sheet, must be valid for one hundred eighty (180) days following proposal opening, and shall be included in the cost evaluation. The pricing must include all associated costs for the service being bid.

The BLR will not be obligated to pay any costs not identified on the Official Proposal Price Sheet. Any cost not identified by the Vendor but subsequently incurred in order to achieve successful operation will be borne by the Vendor.

1.9 PROPRIETARY INFORMATION

Proposals and documents pertaining to the RFP become the property of the BLR, and after release to the Subcommittee, shall be open to public inspection pursuant to the Freedom of Information Act of 1967, Arkansas Code § 25-19-101, *et seq.* It is the responsibility of the Vendor to identify all proprietary information by providing a redacted copy of the proposal, as discussed below, and to seal such information in a separate envelope or e-mail marked as confidential and proprietary.

If the proposal contains information that the Vendor considers confidential and proprietary, the Vendor shall submit one (1) complete electronic copy of the proposal from which any proprietary information has been removed, *i.e.*, a redacted copy. The redacted copy should reflect the same pagination as the original, show the empty space from which information was redacted, and be submitted on a CD, a flash drive, or in a separate e-mail. Except for the redacted information, the electronic copy must be identical to the original hard copy. The Vendor is responsible for ensuring the redacted copy on CD, flash drive, or submitted via e-mail is protected against restoration of redacted data. ***Submission of a redacted copy is at the discretion of the Vendor, but if no information is redacted, the entire proposal will be considered available as public information once published to the Subcommittee members.***

1.10 DELIVERY OF RESPONSE DOCUMENTS

It is the responsibility of Vendors to submit proposals at the place and on or before the date and time set in the RFP solicitation documents. Proposal documents received at the BLR office after the date and time designated for proposal opening are considered late proposals and shall not be considered. Proposal documents that are to be returned may be opened to verify which RFP the submission is for.

1.11 BID EVALUATION

The Subcommittee will evaluate all proposals to ensure all requirements are met. The Contract will be awarded on the basis of the proposal that most thoroughly satisfies the relevant criteria as determined by the Subcommittee.

1.12 ORAL AND/OR WRITTEN PRESENTATIONS/DEMONSTRATIONS

The Subcommittee will select a small group of Vendors from among the proposals submitted to attend a meeting of the Subcommittee to answer questions and to make oral and written presentations to the Subcommittee. The date of this meeting will be announced by the Subcommittee at least one (1) week prior. All presentations are subject to be recorded.

The Successful Vendor selected by the Subcommittee shall also attend the meeting of the Policy Making Subcommittee of the Legislative Council and the meeting of the Legislative Council, in order to answer any questions that may arise regarding the Contract. The dates of both of these meetings will be announced upon conclusion of the 2024 Fiscal Session.

1.13 INTENT TO AWARD

After complete evaluation of the proposal, the intent to award will be announced at the meeting of the Subcommittee at which select Vendors' oral presentations are given (See Section 1.12). The date of this meeting will be announced by the Subcommittee at least one (1) week prior. The purpose of the announcement is to establish a specific time in which vendors and agencies are aware of the intent to award. The Subcommittee reserves the right to waive this policy, the Intent to Award, when it is in the best interest of the state.

1.14 APPEALS

A Vendor who is aggrieved in connection with the award of a contract may protest to the Legislative Council. The protest shall be submitted in writing within five (5) calendar days after the intent to award is announced. After reasonable notice to the protestor, the Legislative Council, or the Joint Budget Committee if the

Arkansas General Assembly is in session, shall promptly meet to discuss and issue a decision in writing that states the reasons for the action taken. The Legislative Council's or the Joint Budget Committee's decision is final and conclusive. In the event of a timely protest, the Bureau of Legislative Research shall not proceed further with the solicitation or with the award of the contract unless the co-chairs of the Arkansas Legislative Council or the Joint Budget Committee make a written determination that the award of the contract without delay is necessary to protect substantial interests of the state.

1.15 PAST PERFORMANCE

A Vendor's past performance may be used in the evaluation of any offer made in response to this solicitation. The past performance should not be greater than three (3) years old and must be supported by written documentation submitted to the Bureau of Legislative Research with the Vendor's RFP response. Documentation shall be in the form of a report, memo, file, or any other appropriate authenticated notation of performance to the vendor files.

1.16 TYPE OF CONTRACT

This will be a term contract commencing on the date of approval by the Legislative Council, and terminating on June 30, 2027, with an option for renewal of one (1) year terms thereafter. The Subcommittee and the BLR will have the option to renegotiate at the time of renewal.

1.17 PAYMENT AND INVOICE PROVISIONS

All invoices shall be delivered to the BLR and must show an itemized list of charges. The Invoice, Invoice Remit, and Summary must be delivered via email to blraccounts payable@blr.arkansas.gov.

The BLR shall have no responsibility whatsoever for the payment of any federal, state, or local taxes that become payable by the Successful Vendor or its subcontractors, agents, officers, or employees. The Successful Vendor shall pay and discharge all such taxes when due.

Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the BLR. The BLR may not be invoiced in advance of delivery and acceptance of any services. Payment will be made only after the Successful Vendor has successfully satisfied the BLR as to the reliability and effectiveness of the services as a whole. Purchase Order Number and/or Contract Number should be referenced on each invoice.

The Successful Vendor shall be required to maintain all pertinent financial and accounting records and evidence pertaining to the Contract in accordance with generally accepted principles of accounting and other procedures specified by the BLR. Access will be granted to state or federal government entities or any of their duly authorized representatives upon request.

Financial and accounting records shall be made available, upon request, to the BLR's designee(s) at any time during the contract period and any extension thereof and for five (5) years from expiration date and final payment on the Contract or extension thereof.

1.18 PRIME CONTRACTOR RESPONSIBILITY

The Successful Vendor will be required to assume prime contractor responsibility for the Contract and will be the sole point of contact.

If any part of the work is to be subcontracted, the Vendor must disclose in its proposal the following information: a list of subcontractors, including firm name and address, contact person, complete description of work to be subcontracted, and descriptive information concerning subcontractor's business organization.

1.19 DELEGATION AND/OR ASSIGNMENT

The Vendor shall not assign the Contract in whole or in part or any payment arising therefrom without the prior written consent of the Subcommittee. The Vendor shall not delegate any duties under the Contract to a subcontractor unless the BLR, as approved by the Subcommittee, has given written consent to the delegation.

1.20 CONDITIONS OF CONTRACT

The Successful Vendor shall at all times observe and comply with federal and state laws, local laws, ordinances, orders, and regulations existing at the time of or enacted subsequent to the execution of the Contract which in any manner affect the completion of the work. The Successful Vendor shall indemnify and save harmless the BLR, the Subcommittee, the Arkansas Legislative Council, the Arkansas General Assembly, and the State of Arkansas and all of their officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order, or decree by an employee, representative, or subcontractor of the Successful Vendor.

1.21 STATEMENT OF LIABILITY

The BLR and the Subcommittee will demonstrate reasonable care but shall not be liable in the event of loss, destruction, or theft of contractor-owned technical literature to be delivered or to be used in the installation of deliverables. The Vendor is required to retain total liability for technical literature until the deliverables have been accepted by the authorized BLR official. At no time will the BLR or the Subcommittee be responsible for or accept liability for any Vendor-owned items.

The Successful Vendor shall indemnify and hold harmless the Arkansas General Assembly and its members and committees, the BLR and its officers, directors, agents, retailers, and employees, and the State of Arkansas from and against any and all suits, damages, expenses, losses, liabilities, claims of any kind, costs or expenses of any nature or kind, including, with limitation, court costs, attorneys' fees, and other damages, arising out of, in connection with, or resulting from the development, possession, license, modification, disclosure, or use of any copyrighted or non-copyrighted materials, trademark, service mark, secure process, invention, process or idea (whether patented or not), trade secret, confidential information, article, or appliance furnished or used by a vendor in the performance of the Contract.

The resulting Contract shall be governed by the laws of the State of Arkansas, without regard for Arkansas' conflict of law principles. Any claims against the Bureau of Legislative Research, the Subcommittee, the Arkansas Legislative Council, the Arkansas General Assembly, or any members or committees thereof, whether arising in tort or in contract, shall be brought before the Arkansas State Claims Commission as provided by Arkansas law, and shall be governed accordingly. Nothing in this RFP or the resulting contract shall be construed as a waiver of sovereign immunity.

1.22 AWARD RESPONSIBILITY

The BLR and the Subcommittee will be responsible for award and administration of any resulting contract(s).

1.23 INDEPENDENT PRICE DETERMINATION

By submission of this proposal, the Vendor certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:

- The prices in the proposal have been arrived at independently, without collusion, and that no prior information concerning these prices has been received from or given to a competitive company; and
- If there is sufficient evidence of collusion to warrant consideration of this proposal by the Office of the Attorney General, all Vendors shall understand that this paragraph may be used as a basis for litigation.

1.24 PUBLICITY

News release(s), media interviews, or other publicity by a Vendor pertaining to this RFP or any portion of the project shall not be made without prior written approval of the BLR, as authorized by the co-chairs of the Subcommittee. Failure to comply with this requirement is deemed to be a valid reason for disqualification of the Vendor's proposal.

The Successful Vendor agrees not to use the BLR's, the Subcommittee's, the Arkansas Legislative Council's, or the Arkansas General Assembly's names, trademarks, service marks, logos, images, or any data arising or resulting from this RFP or the Contract as part of any commercial advertising or proposal without the express prior written consent of the BLR and the Subcommittee in each instance.

1.25 CONFIDENTIALITY

The Successful Vendor shall be bound to confidentiality of any confidential information that its employees may become aware of during the course of performance of contracted services. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of the Contract.

The Successful Vendor shall represent and warrant that its performance under the Contract will not infringe any patent, copyright, trademark, service mark, or other intellectual property rights of any other person or entity and that it will not constitute the unauthorized use or disclosure of any trade secret of any other person or entity.

1.26 PROPOSAL TENURE

All Proposals shall remain valid for one hundred eighty (180) calendar days from the Proposal due date referenced on Page 1 of the RFP.

1.27 WARRANTIES

- The Successful Vendor shall warrant that it currently is, and will at all times remain, lawfully organized and constituted under all federal, state, and local law, ordinances, and other authorities of its domicile and that it currently is, and will at all times remain, in full compliance with all legal requirements of its domicile and the State of Arkansas.
- The Successful Vendor shall warrant and agree that all services provided pursuant to this RFP and the Contract have been and shall be prepared or done in a workman-like manner consistent with the highest standards of the industry in which the services are normally performed. The Successful Vendor further represents and warrants that all computer programs implemented for performance under the Contract shall meet the performance standards required thereunder and shall correctly and accurately perform their intended functions.
- The Successful Vendor shall warrant that it is qualified to do business in the State of Arkansas and is in good standing under the laws of the State of Arkansas, and shall file appropriate tax returns as provided by the laws of this State.

1.28 CONTRACT TERMINATION

Subsequent to award and execution of the Contract, the Subcommittee and the BLR may terminate the Contract at any time. In the event of termination, the Successful Vendor agrees to apply its best efforts to bring work in progress to an orderly conclusion, in a manner and form consistent with the Contract and satisfactory to the Subcommittee.

1.29 VENDOR QUALIFICATIONS

The Successful Vendor must, upon request of the Subcommittee, furnish satisfactory evidence of its ability to furnish products or services in accordance with the terms and conditions of this proposal. The Subcommittee reserves the right to make the final determination as to the Vendor's ability to provide the services requested herein.

The Vendor must demonstrate that it possesses the capabilities and qualifications described in Sections 3 and 5, including without limitation the following:

- Be capable of providing the services required by the Subcommittee;
- Provide documentation that it is authorized to do business in this State; and
- Complete the Official Proposal Price Sheet in Attachment A.

1.30 NEGOTIATIONS

As provided in this RFP, discussions may be conducted by the Subcommittee and the BLR with a responsible Vendor who submits proposals determined to be reasonably susceptible of being selected for award for the purpose of obtaining clarification of proposal responses and negotiation for best and final offers.

1.31 **LICENSES AND PERMITS**

During the term of the Contract, the Vendor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections, and related fees for each or any such licenses, permits, and/or inspections required by the state, county, city, or other government entity or unit to accomplish the work specified in this solicitation and the contract.

1.32 **OWNERSHIP OF DATA & MATERIALS**

All data, material, and documentation prepared for the Subcommittee, pursuant to the Contract, shall belong exclusively to the BLR, for the use of the committees of the Arkansas General Assembly, as authorized by the Subcommittee.

1.33 **OPTIONAL SITE VISIT**

The Vendor or a representative of the Vendor may attend and participate in a site visit for the Facility, as specified in this RFP. The Vendor shall have no more than one (1) representative present at the Facility to participate in the site visit.

It is strongly encouraged that the Vendor's representative drive to the Facility prior to the site visit to determine where to park and how to enter the Facility, as parking may be limited. The Vendor's representative shall meet near the security guard station in the main Lobby area of the Facility.

NOTICE: Construction is currently taking place between the State Capitol Building and the Facility causing the sidewalk and driveway between the Capitol and Big Mac to be fenced off and inaccessible. The entrance to the 5th Floor of the Big Mac building will remain open from the North side of the Capitol. To access the Big Mac building, persons will need to either: 1) access the 5th floor entrance from the North, or 2) Enter the 4th floor entrance of the Big Mac building to access the bank of elevators to the 5th Floor where there will be additional security.

If the Vendor's representative arrives after the scheduled start time at the Facility, the Vendor's representative shall not be permitted to participate in the site visit, but may attend during any remaining site visit time slots. Upon arrival at the site visit location, the Vendor's representative shall sign the sign-in sheet provided by BLR.

There will be two (2) time slots available for a site visit. A Vendor's representative may attend and participate in one (1) site visit, but may not attend both. The optional site visits will be held at the following location, date, and time(s):

Bureau of Legislative Research
Fifth Floor, One Capitol Mall
Little Rock, AR 72201

Date: Thursday, February 29, 2024
Available Time Slots: 9:30 a.m. CST; 2:30 p.m. CST

Vendor shall notify BLR of the site visit time that its representative will attend by emailing Jillian Thayer at thayerj@blr.arkansas.gov.

The Vendor's representative present for the site visit will be given the opportunity to ask questions during the site visit. Although answers will be provided as a courtesy to all in attendance, no oral responses provided by BLR personnel to any question posed at the site visit will become part of a contract resulting from this solicitation unless the oral response provided is reduced to writing and attached as an addendum to this RFP.

SECTION 2. OVERVIEW

2.0 AUDIO-VISUAL SYSTEM AND SERVICES NEEDS OVERVIEW

The Subcommittee is issuing this Request for Proposals with the clear intent to obtain proposals from Vendors regarding installation, maintenance, and support services related to an audio-visual system for use by the members of the General Assembly, the Bureau of Legislative Research and the public in the facilities located on the Fifth Floor of the Multi-Agency Complex Building, One Capitol Mall, Little Rock Arkansas (the "Facility"). The Facility includes legislative committee rooms, conference rooms, and a public lobby adjacent to those meeting rooms.

Currently, the Facility has a full analog broadcast solution that is limited on expandability and connectivity.

2.1 OBJECTIVES

It is the objective of the BLR, by entering into a Contract for Audio-Visual System and Services, to provide to the members of the Arkansas Legislative Council a professional-grade broadcast and seamless in-room production experience for all legislative committee meetings held in the Facility, including without limitation the following:

BLR believes an NDI-based solution is the best option, based on a VizRT Tricaster solution as the backbone of the production with 4K remote cameras. This solution will offer a seamless production with both in-house members and remote video conference participants for the committee meetings. Rooms A and B shall be broadcast to the internet and distributed throughout the 5th and 4th Floor of the MAC building.

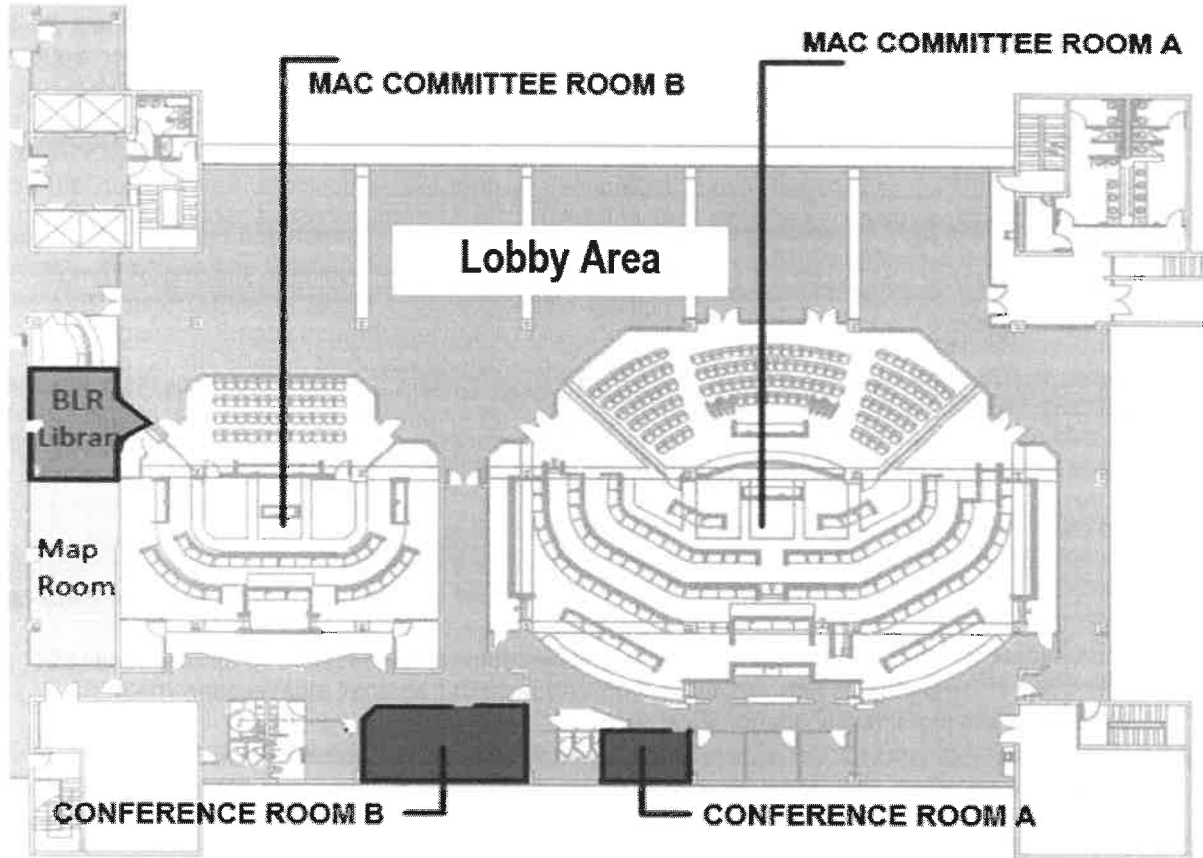
- In-room A/V that is interconnected with the broadcast setup.
- A microphone with request-to-talk functionality at each of the ninety (90) member seats in Room A and the twenty-nine (29) member seats in Room B, to be controlled by the Chair of the meeting and in the Control Room.
- The audio controls for Room A and Room B shall be duplicated one in the committee room and the other in the Control Room. Audio monitors and headphones shall also be connected to ensure proper audio levels are achieved.
- Four (4) microphones for the witness desk at the center of each committee room.
- Adequate speakers that allow everyone in the room to easily hear the members and those presenting at the witness desk. Speakers allowing individuals to hear the proceedings in either Room A or Room B should also be located in the members' lounge, conference rooms, hallways, bathrooms, and offices located behind the members and staff only doors. This should include the ability to control which meeting is being listed to in real time, as well as volume control, in the hallways, bathrooms, and offices located behind the members and staff only doors.
- Adequate video displays to show any presentations or video conferences taking place to all the members and audience members, and individuals present in the lobby, as well as those present in the members' lounge, and conference rooms behind the members and staff only doors. This should include the ability to control which meeting is being viewed or listened to in real time, as well as volume control in the members' lounge and conference rooms located behind the members and staff only doors.
- A feed with the same selection and volume control that can be sent to the 4th floor of One Capitol Mall, for the sixty-one (61) offices and two (2) common areas utilized by the House of Representatives.
- Smart conferencing technologies for the two (2) existing Facility conference rooms. This should include technologies that allow for interactive collaboration amongst the participants and also the technologies, interactive displays, sound, video, and smart panel controls.

This Request for Proposal is designed to obtain a Contract to provide Audio-Visual System and Services to the Arkansas General Assembly and its various committees and members. All responses to this RFP shall reflect the overall goals and objectives stated herein.

SECTION 3. AUDIO-VISUAL SYSTEM AND SERVICES

3.0 SCOPE OF WORK / SPECIFICATIONS

It will be the responsibility of the Vendor to provide equipment, installation, training, and support, including without limitation, information set forth in Section 2 above and in this Section 3.0.



In order to achieve the objectives set forth in Section 2.1 above, the Successful Vendor will provide a proposal that includes a plan for provision of the following, including the necessary equipment and services:

A. Control Room for Committee Room A:

1. Tricaster 2 Elite for Room A, or comparable solution
2. Tricaster 2-Stripe control Panel or Flex Dual Control panel, or comparable solution
3. Two (2), 4K 50-inch Multiview Monitors in Control Room
4. Live Call Connect for Zoom/Teams video conferencing capabilities
5. Queue management/monitoring in Control Room
6. Expandable storage solution for archive purposes.
7. Touch monitor for Live Panel with macros for fast switching
8. 27in monitor for control interface
9. Audio monitors and headphones

B. Committee Room A:

1. Ten (10) 4K PTZ Cameras with full NDI connectivity
2. Ninety-four (94) request-to-talk microphones and one (1) room microphone
3. At room witness table, replace 110 power/AV connection box and components.
4. At room witness table, the microphones need at least 22" gooseneck microphone, quantity 4.
5. Queue management/monitoring from the chair's desk.

6. Network connected Audio recorder in room with the ability to save audio to network shared drive.
 7. Telecoil connectivity/compatibility
 8. Adequate displays in Room A for presentations/video conference participants to be visible by both members and audience members. Currently there are ten (10) ceiling mounted displays in this area.
 9. Adequate speakers in Room A for members, presenter and video conference participants to be heard by both members and audience members. Currently there are twelve (12) 6" and fifty (50) 12" overhead flush mounted ceiling speakers in this room.
 10. HDMI and/or USB C connection at witness desk, Chair's desk and support staff area for presentation Laptops and 110v power outlet to power laptops.
 11. Ceiling mounted display.
 12. Audio in Committee Room A:
 - a. Ability to be zoned with a minimum of two (2) zones, one for members seating area and one for audience.
 - b. Ability to control each zone independently.
 - c. Ability to take input from a device and for audio to be heard on overhead speakers in room.
 - d. Ability for Zoom/Teams, video conferencing participants to be heard on overhead speakers in room.
- C. Control Room for Committee Room B:
1. Tricaster 1 Pro for Room B, or comparable solution.
 2. Tricaster Flex Control Panel, or comparable solution.
 3. Two(2), 4K 50-inch Multiview Monitors in Control Room.
 4. Live Call Connect for Zoom/Teams video conferencing capabilities.
 5. Queue management/monitoring in control room.
 6. Expandable storage solution for archive purposes.
 7. Touch monitor for Live Panel with macros for fast switching.
 8. 27in monitor for control interface.
 9. Audio monitors and headphones.
- D. Committee Room B:
1. Eight (8) 4K PTZ Cameras with full NDI connectivity for Room B.
 2. Thirty-three (33) request-to-talk microphones and one (1) room microphone.
 3. At room witness table, replace 110 power/AV connection box and components.
 4. At room witness table, the microphones need at least 22" gooseneck microphone, quantity 4.
 5. Queue management/monitoring in control room from the chair's desk.
 6. Network connected Audio recorder in room with the ability to save audio to network shared drive.
 7. Telecoil connectivity/compatibility
 8. Adequate displays in Room B for presentations/video conference participants to be visible by both members and audience members. Currently there are six (6) ceiling mounted displays in this area.
 9. Adequate speakers in Room B for members, presenter and video conference participants to be heard by both members and audience members. Currently there are four (4) 6" and seventeen (17) 12" overhead flush mounted ceiling speakers in this room. There are also two (2) offices on sides of this room with one (1) 6" overhead speaker in each office (total of 2) and a wall mounted switch that can be used to select Committee Room A or B audio while also controlling the volume for the office (total of 2).
 10. HDMI and/or USB C connection at witness desk, Chair's desk and support staff area for presentation Laptops and 110v power outlet to power laptops.
 11. Ceiling mounted displays.
 12. Audio in Committee Room B:
 - a. Ability to be zoned with a minimum of two (2) zones, one for members seating area and one for audience.
 - b. Ability to control each zone independently.
 - c. Ability to take input from a device and for audio to be heard on overhead speakers in room.
 - d. Ability for Zoom/Teams, video conferencing participants to be heard on overhead speakers in room.

- E. Facility Lobby/Member Areas and House of Representatives 4th Floor Space:
1. Four (4) video displays in the Facility lobby (two (2) in the seating area in front of Room A (ceiling mounted), two (2) in the space in front of Room B (wall mounted))
 2. Ceiling mounted speakers adequate for the space around the displays and seating areas in front lobby area. Currently there are no overhead speakers in this area and estimate that at least twelve (12) will be needed with the ability to switch which meetings are being shown/heard in each zone in case of overflow.
 3. Room selection for displays and volume controls for front lobby area zones shall be located behind the receptionist desk.
 4. Ceiling mounted speakers in Members and staff only hallway, meeting rooms, conference rooms, offices, and members lounge behind the committee rooms with room selection and volume control. Currently there are eighteen (18) 6" overhead flush mounted ceiling speakers and eleven (11) wall mounted room selection/volume controls in this area.
 5. Wall mounted video displays in member lounge and ALC Chair's office with room selection.
 6. There are sixty-three (63) offices in House of Representatives Fourth Floor space that need the ability to view Committee Room A and B meetings on displays in each office. There will be Cat6 structured cabling located at each office display.
- F. Conference Room A:
1. Wall mounted touch/interactive display of at least 65" for conferencing.
 2. Wall mounted, all in one, touch/interactive display with Zoom/Teams conferencing abilities, as well as the ability to switch between meeting feeds from Committee Rooms A and B.
 3. Audio speakers to be installed to provide sound from room inputs and video conferencing participants, can be sound bar style.
 4. Solution to provide a variety of input options, such as HDMI and USB-C, with the ability to switch between inputs for AV in each room.
 5. At room conference table, install 110 power/AV connection box and components.
 6. Video camera capable of picking up all participants in the room with active participant/auto tracking capabilities.
 7. Microphone solution capable of easily picking up all participants in the room.
- G. Conference Room B:
1. Wall mounted touch/interactive display of at least 75" for conferencing.
 2. Conference room to be Zoom and Teams ready for internal and remote video conferencing.
 3. At room conference table, replace 110 power/AV connection box and components.
 4. Audio speakers to be installed to provide sound from room inputs and video conferencing participants.
 5. Solution to provide a variety of input options, such as HDMI and USB-C, with the ability to switch between inputs for AV in each room.
 6. Video camera capable of picking up all participants in the room with active participant/auto tracking capabilities.
 7. Microphone solution capable of easily picking up all participants in the room.
 8. Smart panel functionality, with the ability to interact and control the conferencing technologies in the room. Smart panel also needs the ability to work with both Zoom and Teams.
 9. Verification of power and data needs at conference room table.
- H. Networking and Structured Cabling – Audio/Video Dedicated Network:
- a. Audio/Video Structured Cabling:
 - i. Vendor to provide a 10GB single-mode fiber backbone between any distributed audio/video network equipment located in separate network closets.
 - ii. Vendor shall utilize single-mode fiber to any location and/or equipment that requires and/or is recommended for proposed audio/video solution with spare fiber pairs for future use.
 - iii. Vendor shall provide Cat6 copper cabling where required for proposed audio/video solution equipment.
 - iv. Vendor shall terminate, label, and test all fiber pairs in fiber enclosures/LIU's, rack mounted in network closets and/or wall mounted if fiber is located outside of a network closet location.

- v. Vendor shall provide the appropriate fiber jumpers as required for the proposed audio/video solution.
 - vi. Vendor shall terminate, label, and test all Cat6 cabling that is installed for proposed audio/video solution onto rack mounted patch panels in network closets and face plates in the field locations.
 - vii. Vendor shall provide BLR with structured cabling schematic of audio/video solution after installation.
 - viii. Vendor shall provide all required Cat6 patch cables where needed.
 - ix. Vendor shall provide all required audio and video cabling
- b. Audio/Video Networking Equipment:
- i. Vendor to provide all L2 and L3 network equipment required to interconnect proposed audio/video solution. Vendor will work with BLR Information Systems Network Team on addressing schemes and other network related configurations.
 - ii. Vendor to provide all fiber transceivers required for proposed audio/video solution.
 - iii. Vendor to provide all required audio/video equipment to control rooms, audio volume, inputs/outputs, zones, and any additional equipment for solution.

In addition, the Successful Vendor will need to provide BLR with:

- Documentation on all installed equipment and solutions;
- Wiring schematics/drawings of installed solutions;
- Training for BLR Staff on new equipment, settings, troubleshooting;
- Services of a licensed electrician on the Successful Vendor's staff or a subcontractor, with same day support;
- Support for installed equipment (response time SLA, onsite, NBD replacement); and
- Detail on how quickly support can be on site to access the problem and provide a solution.

In the event that services in addition to those described in Section 3.0 are required during the term of the Contract, the Subcommittee shall vote to authorize additional work, subject to the approval of the Subcommittee co-chairs, who shall have the power to approve the additional services and an additional fee for those services in an amount not to exceed ten percent (10%) of the total contract amount.

3.1 VENDOR CAPABILITIES

It should be expected that the BLR may require other services, guidance, and information as part of the final work product under this RFP. It is not possible to capture all variables and future needs that may be required by BLR and the members of the legislative body, so the prospective Vendor should take this opportunity to provide any comparative experience to the scope of work envisioned herein to fully and completely communicate their ability to succeed.

In this Section 3.1, Vendor should detail all capabilities, ideas, guidance, and other information to fully demonstrate the capabilities of the prospective Vendor.

3.2 VENDOR SERVICES AND EQUIPMENT

The services and equipment provided by the Successful Vendor pursuant to this Request for Proposals must address the stated specifications and requirements. The Successful Vendor will be evaluated based on a clear and confident understanding of the goals and deliverables addressed in Sections 2 and 3.

Vendor's response to this Request for Proposal should be comprehensive and address each individual item of section 3.0 to the Vendor's fullest extent to communicate their understanding of the requirement and how best the Vendor will meet this requirement. All pertinent information regarding the Vendor's proposed solution, team, resources, technical infrastructure, or other details must be provided to the items in 3.0 and 3.1.

The equipment and services provided by the Successful Vendor pursuant to this Request for Proposals must address the stated specifications and requirements.

All projects shall be paid pursuant to the fee schedule set forth in the Official Proposal Price Sheet up to the maximum contract amount. The Vendor shall submit itemized invoices to the BLR, which will pay the invoices on a monthly basis.

The BLR does not grant the Vendor exclusive rights to all services contemplated under this RFP. In the event the Subcommittee decides that the acquisition of these services or equipment by another Vendor is in the Subcommittee's best interest, the BLR reserves the right to contract with a different source outside the contract resulting from this RFP, and the BLR's action to procure services or equipment outside of the Contract does not infringe upon, nor terminate, the contract resulting from this RFP.

3.3 PROCUREMENT OF GOODS AND SERVICES

If the Vendor anticipates the need to procure additional goods or services in order to provide the services requested in the RFP, the Vendor must identify the goods and/or services that may be procured, the reason the procurement is necessary, the name of the vendor for whom the goods or services are to be procured, and the anticipated cost of the goods and/or services to be procured.

SECTION 4. COST PROPOSAL

4.0 COMPENSATION

Compensation for the Audio-Visual System and Services shall be paid based upon the work performed as specified in this RFP. A Vendor seeking consideration shall submit a compensation proposal for Audio-Visual System and Services as provided throughout the RFP to include all equipment proposed to be used on the project (indicating unit costs), a listing of all Vendor personnel to be utilized on the project and for ongoing service, including job titles, rates, and taking into account the estimated amount of time to be utilized by those personnel on the project, as well as any other administrative costs to be invoiced to BLR under any resulting contract, including without limitation secretarial, bookkeeping, budget preparation, monitoring and auditing services, travel expenses, etc.

The fee schedule shall cover the time expended inclusive of all overhead or any other costs associated with the particular individuals who may be performing the services. The cost proposal must be broken down by compensation related to the initial renovation or replacement of the existing system, and compensation related to ongoing maintenance and service of the system.

4.1 PAYMENT SCHEDULE

The BLR shall pay the Vendor based on the invoiced amounts for equipment costs installed at the Facility and hours expended for approved projects on a monthly basis or as otherwise may be agreed to in writing by the parties. The BLR may request and the Vendor shall provide timesheets or other documentation as may be directed by the BLR prior to the payment for any equipment installed and services rendered. Failure to provide appropriate and satisfactory documentation will be sufficient grounds to withhold payment for the disputed amount, but other undisputed amounts must be paid in a timely manner.

SECTION 5. ADDITIONAL VENDOR REQUIREMENTS

5.0 COMPREHENSIVE VENDOR INFORMATION

All proposals should be complete and carefully worded and should convey all of the information requested by the Subcommittee and the BLR. If significant errors are found in the Vendor's proposal, or if the proposal fails to conform to the essential requirements of the RFP, the Subcommittee will be the sole judge as to whether that variance is significant enough to reject the proposal. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of the content. Proposals that include either modifications to any of the contractual requirements of the RFP or a Vendor's standard terms and conditions may be deemed non-responsive and therefore not considered for award.

5.1 VENDOR PROFILE

In addition to information requested in other sections of the RFP, the Vendor shall submit the following:

- Business Name;
- Business Address;
- Alternate Business Address;
- Primary Contact Name, Title, Telephone, Fax, and E-mail Address;
- How many years this company has been in this type of business;
- Proof that the Vendor is qualified to do business in the State of Arkansas;
- A disclosure of the Vendor's name and address and, as applicable, the names and addresses of the following: If the Vendor is a corporation, the officers, directors, and each stockholder of more than a ten percent (10%) interest in the corporation. However, in the case of owners of equity securities of a publicly traded corporation, only the names and addresses of those known to the corporation to own beneficially five percent (5%) or more of the securities need be disclosed; if the Vendor is a trust, the trustee and all persons entitled to receive income or benefits from the trust; if the Vendor is an association, the members, officers, and directors; and if the Vendor is a partnership or joint venture, all of the general partners, limited partners, or joint venturers;
- A disclosure of all the states and jurisdictions in which the Vendor does business and the nature of the business for each state or jurisdiction;
- A disclosure of all the states and jurisdictions in which the Vendor has contracts to supply the type of services requested under this RFP and the nature of the goods or services involved for each state or jurisdiction;
- A disclosure of the details of any finding or plea, conviction, or adjudication of guilt in a state or federal court of the Vendor for any felony or any other criminal offense other than a traffic violation committed by the persons identified as management, supervisory, or key personnel;
- A disclosure of the details of any bankruptcy, insolvency, reorganization, or corporate or individual purchase or takeover of another corporation, including without limitation bonded indebtedness, and any pending litigation of the Vendor;
- A disclosure of any conflicts of interest on the part of the Vendor or its personnel that will be working on this project.
- Additional disclosures and information that the Subcommittee may determine to be appropriate for the procurement involved.

5.2 GENERAL INFORMATION

Vendor shall submit any additional information for consideration such as specialized services, staffs available, or other pertinent information the Vendor may wish to include.

5.3 DISCLOSURE OF LITIGATION

A Vendor shall include in its Proposal a complete disclosure of any civil or criminal litigation or indictment involving such Vendor. A Vendor shall also disclose any civil or criminal litigation or indictment involving any of its joint ventures, strategic partners, prime contractor team members, and subcontractors. This disclosure requirement is a continuing obligation, and any litigation commenced after a Vendor has submitted a Proposal under this RFP must be disclosed to the BLR in writing within five (5) days after the litigation is commenced.

5.4 EXECUTIVE SUMMARY

A Vendor must provide a summary overview for provision of the services being proposed. The intent of this requirement is to provide the Subcommittee with a concise but functional summary of the discussion of the Vendor's plan for providing the services. While the Subcommittee expects a Vendor to provide full details in each of the sections in other areas of the RFP relating to its plan, the Executive Summary will provide a "map" for the Subcommittee to use while reviewing the Proposal.

A Vendor may use graphics, charts, pre-printed reports, or other enhancements as a part of this section to support the proposal or add to the presentation. Any such materials must be included in the original and each copy of the Proposal.

5.5 VENDOR'S QUALIFICATIONS

A Vendor shall provide resumes or short biographies and qualifications of all management, supervisory, and key personnel to be involved in performing the services contemplated under this RFP. The resumes shall present the personnel in sufficient detail to provide the Subcommittee with evidence that the personnel involved can perform the work specified in the RFP. A Vendor shall provide a brief history of its company, to include the name and location of the company and any parent/subsidiary affiliation with other entities. If a Vendor is utilizing the services of a subcontractor(s) for any of the service components listed, the Vendor shall include in its proposal response a brief history of the subcontractor's company to include the information requested herein.

A Vendor shall provide:

- A brief professional history, including the number of years of experience in providing the services required under this RFP or related experience and any professional affiliations and trade affiliations.
- A listing of current accounts and the longevity of those accounts.
- An organizational chart highlighting the names/positions that will be involved in the contract, including the individual who will be primarily responsible for managing the account on a day-to-day basis.
- A detailed description of the plan for assisting the BLR in meeting its goals and objectives, including how the requirements will be met and what assurances of efficiency and success the proposed approach will provide.
- An indication of the timeframe the Vendor would require to assist the BLR in meeting its goals and objectives.
- A detailed, narrative statement listing the three (3) most recent, comparable contracts (including contact information) that the Vendor has performed and the general history and experience of its organization.
- At least three (3) references from entities that have recent (within the last three (3) years) contract experience with the Vendor and are able to attest to the Vendor's work experience and qualifications relevant to this RFP.
- A list of every business for which Vendor has performed, at any time during the past three (3) years, services substantially similar to those sought with this solicitation. Err on the side of inclusion; by submitting an offer, Vendor represents that the list is complete.
- List of failed projects, suspensions, debarments, and significant litigation.
- An outline or other information relating to why the Vendor's experience qualifies in meeting the specifications stated in Section 3 of this RFP.

A Vendor shall provide information on any conflict of interest. Failure to disclose any such conflict may be cause for Contract termination or disqualification of the response.

A Vendor or its subcontractor(s) must list all clients that were lost between May 2022 and the present and the reason for the loss. The Subcommittee reserves the right to contact any accounts listed in this section. A Vendor must describe any contract disputes involving an amount of thirty-five thousand dollars (\$35,000) or more that the Vendor, or its subcontractor(s), has been involved in within the past two (2) years. Please indicate if the dispute(s) have been successfully resolved.

5.5.1 BACKGROUND INVESTIGATION

Vendors must allow the BLR to perform an investigation of the financial responsibility, security, and integrity of a Vendor submitting a bid, if required by the Subcommittee.

SECTION 6. EVALUATION CRITERIA FOR SELECTION

6.0 GENERALLY

The Vendor should address each item listed in this RFP to be guaranteed a complete evaluation. After initial qualification of proposals, selection of the Successful Vendor will be determined in a meeting of the Subcommittee by evaluation of several factors.

The Subcommittee has developed evaluation criteria that will be used by the Subcommittee and that is incorporated in Section 6.1 of this RFP. Other agents of the Subcommittee may also examine documents.

Submission of a proposal implies Vendor acceptance of the evaluation technique and Vendor recognition that subjective judgments must be made by the Subcommittee during the evaluation of the proposals.

The Subcommittee reserves, and a Vendor by submitting a Proposal grants to the Subcommittee, the right to obtain any information from any lawful source regarding the past business history, practices, and abilities of Vendor, its officers, directors, employees, owners, team members, partners, and/or subcontractors.

6.1 EVALUATION CRITERIA

The following evaluation criteria are listed according to their relative importance; however, the difference between the importance assigned to any one criterion and the criteria immediately preceding and following is small:

- Directly related experience;
- Pricing;
- Availability to perform the work;
- Plan for providing services;
- Proposed personnel and the credentials of those assigned;
- Compliance with the requirements of the RFP; and
- Past performance.

PROPOSAL SIGNATURE PAGE

Type or Print the following information:

Prospective Contractor Contact Information

Contact Person: _____ Title: _____

Phone: _____ Alternate Phone: _____

Email: _____

Confirmation of Redacted Copy

YES, a redacted copy of proposal documents is enclosed.

NO, a redacted copy of submission documents is not enclosed. I understand a full copy of non-redacted submission documents will be released if requested.

Note: If a redacted copy of the proposal documents is not provided with the Vendor's proposal, and neither box is checked a copy of the unredacted documents will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA).

Illegal Immigrant Confirmation

By signing and submitting a response to this RFP and by certifying online at <https://www.ark.org/dfa/immigrant/index.php/disclosure/submit/new>, the Vendor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Vendor certifies that they will not employ or contract with illegal immigrants during the aggregate term of the contract.

Israel Boycott Restriction Confirmation

By checking the box below, the Vendor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.

Vendor does not and will not boycott Israel.

Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction Confirmation

By checking the box below, the Vendor agrees and certifies that they do not boycott energy, fossil fuel, firearms, or ammunition industries, and if selected, will not boycott energy, fossil fuel, firearms, or ammunition industries during the aggregate term of the contract.

Vendor does not and will not boycott energy, fossil fuel, firearms, or ammunition industries.

An official authorized to bind the Vendor to a resultant contract shall sign below.

The Signature below signifies agreement that any exception that conflicts with the requirements of this RFP will cause the Vendor's proposal to be disqualified.

Authorized Signature: _____ **Title:** _____

Printed/Typed Name: _____ **Date:** _____

ATTACHMENT A
OFFICIAL PROPOSAL PRICE SHEET

1. Bids should provide at least a 180-day acceptance period.
2. By submission of a proposal, the proposer certifies the following:
 - A. Prices in this proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition;
 - B. No attempt has been made nor will be by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition;
 - C. The person signing this proposal is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this RFP; and
 - D. Prices in this proposal have not been knowingly disclosed by the proposer and will not be prior to award to any other proposer.

The Official Price Proposal Sheet must be submitted in substantially the following form, allowing for the inclusion of specific information regarding positions, goods, services, etc., and signed by an official authorized to bind the Vendor to a resultant contract.

Vendors may attach a more detailed listing of equipment and personnel costs to this OPPS, but shall still sign and include the OPPS with the submitted proposal.

DESCRIPTION	PRICE PER HOUR	NUMBER OF POSITIONS
Supervisor		
Other Professional Staff (List by Position)		
Support Staff		
DESCRIPTION	PRICE PER UNIT (IF APPLICABLE)	TOTAL PRICE
Subcontractors (if any)		
Travel		
Any Additional Goods & Services (List Individually)		
TOTAL MAXIMUM AMOUNT OF BID:		

Signature, Title

Date

**STATE OF ARKANSAS
BUREAU OF LEGISLATIVE RESEARCH
RFP NUMBER: BLR-240001**

**PREPARED FOR:
BUREAU OF LEGISLATIVE RESEARCH**

500 WOODANE ST.
ROOM 315
LITTLE ROCK, AR 72201
THAYERJ@BLR.ARKANSAS.GOV

PREPARED BY:

JONATHAN PARKER
11653 ADIE ROAD
1419 WESTPARK DRIVE SUITE A
LITTLE ROCK, AR 72204
501-404-7807
MARCH 25, 2024



CONFIDENTIAL NOTICE

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The information may not be used, disclosed, or reproduced without the prior written authorization of Conference Technologies, Inc.®

PROFILE AT A GLANCE

Corporate Name:	Conference Technologies, Inc.®
D.B.A.	CTI
Date of Establishment:	October 11, 1988
Type of Organization:	Privately Held Corporation (S-Corp)
Headquarter Address:	11653 Adie Road, Maryland Heights, MO 63043
Website:	www.CTI.com
Locations:	34 offices in 22 states
Number of Employees:	875+ full and part-time
Armed Forces Veterans:	47+
Founder(s):	Jane & Dennis Woodhouse (1988-2011)
Owner(s):	Mary Laughlin (51%) / John Laughlin (49%) (2011-Present)
Industry:	Audiovisual/Technology/Telecommunications/B2B
NAICS	334290
CSI:	Division 27 (10,11,13,15,40,41,42,51) — Communications Division 28 — Electronic Safety and Security
Contracts Vehicles Approved:	GSA (GS-03F-0124Y)/NAICS

2023 Largest Contract \$1,627,395

Completed more than 3,150 projects in 2023.

Average Contract for 2023 \$53,048

Completed more than 11,000 Projects Worldwide

St. Louis Office had the most projects in 2023

Completed projects in over 25 different countries.

CTI added over 1,189 New Clients in 2023

Supporting more than 1,750 Service Contracts

2023 Box Sales more than \$80,000,000

58% of Fortune 100 Companies are our clients.

2023 End of year projects in progress 1391 (WIP)

43% of Fortune 500 Companies are our clients.

TABLE OF CONTENTS

Profile At A Glance	2
Table of Contents	3
SECTION 1: RFP RESPONSE	5
Vendor Profile.....	7
General Information.....	8
Disclosure of Litigation	8
Executive Summary.....	8
Vendor’s Qualifications.....	10
Proposal Signature Page.....	29
Attachment A: Official Proposal Price Sheet.....	31
SECTION 2: COMPANY OVERVIEW	33
About Us.....	33
History & Milestones.....	34
Locations	35
Corporate Social Responsibility.....	36
Professional Associations.....	38
Network & Partnerships.....	39
Solutions.....	40
Services.....	42
Rack Fabrication Center.....	43
Clientele	44
Credentials/Certifications.....	49
Contract Vehicles	50
SECTION 3: FINANCIAL & PROJECT INFORMATION	51
Financial Information	51
Project Information	51
Litigation Statement.....	51
Safety Information	51
Insurance Information.....	51
Business Identification/Registration.....	52
Bank Reference.....	53
Surety Reference.....	54
APPENDIX	55
Appendix A: Company Leadership Team.....	56
Appendix B: Sample Drawings.....	58
Appendix C: Sample Project Schedule.....	61
Appendix D: Past Projects	62

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SECTION 1: RFP RESPONSE


State of Arkansas
Bureau of
Legislative Research

Marty Garrity, Director
Kevin Anderson, Assistant Director
 for Fiscal Services
Matthew Miller, Assistant Director
 for Legal Services
Jessica Whittaker, Assistant Director
 for Research Services
Eric Sanders, Assistant Director
 for Information Technology Services

REQUEST FOR PROPOSAL

RFP Number: BLR-240001	
Commodity: Audio-Visual System and Services	Proposal Opening Date: March 26, 2024
Date: February 20, 2024	Proposal Opening Time: 4:00 P.M. CST

PROPOSALS SHALL BE SUBMITTED IN HARD COPY AND ELECTRONIC FORMAT AND WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL ENVELOPE MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND HOUR OF PROPOSAL OPENING, AND VENDOR'S RETURN ADDRESS. THE ELECTRONIC SUBMISSIONS SHOULD BE CLEARLY MARKED AS A PROPOSAL IN RESPONSE TO RFP NO. BLR-240001. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE BUREAU OF LEGISLATIVE RESEARCH.

Vendors are responsible for delivery of their proposal documents to the Bureau of Legislative Research prior to the scheduled time for opening of the particular proposal. When appropriate, Vendors should consult with delivery providers to determine whether the proposal documents will be delivered to the Bureau of Legislative Research office street address prior to the scheduled time for proposal opening. Delivery providers, USPS, UPS, FedEx, and DHL, deliver mail to our street address, 500 Woodlane Street, State Capitol Building, Room 315, Little Rock, Arkansas 72201, on a schedule determined by each individual provider. These providers will deliver to our offices based solely on our street address.

MAILING ADDRESS: 500 Woodlane Street State Capitol Building, Room 315 Little Rock, Arkansas 72201 E-MAIL: thayerj@blr.arkansas.gov TELEPHONE: (501) 683-0720	PROPOSAL OPENING LOCATION: Bureau of Legislative Research Director's Office State Capitol Building, Room 315
---	--

Company Name: Conference Technologies, Inc. d.b.a. CTI
 Name (type or print): Jonathan Parker
 Title: Branch Director
 Address: 1419 Westpark Drive Suite A Little Rock, AR 72204
 Telephone Number: (501) 375-2800
 Fax Number: (855) 329-2844
 E-Mail Address: jonathan.parker@cti.com

Identification:	
43-1501713	
Federal Employer ID Number	Social Security Number

FAILURE TO PROVIDE TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN PROPOSAL REJECTION

Business Designation (check one):	Individual <input type="checkbox"/>	Sole Proprietorship <input type="checkbox"/>	Public Service Corp <input type="checkbox"/>
	Partnership <input type="checkbox"/>	Corporation <input checked="" type="checkbox"/>	Government/ Nonprofit <input type="checkbox"/>

GENERAL DESCRIPTION:	Audio-Visual System and Services
TYPE OF CONTRACT:	Term

MINORITY BUSINESS POLICY

Participation by minority businesses is encouraged in procurements by state agencies, and although it is not required, the Bureau of Legislative Research ("BLR") supports that policy. "Minority" is defined at Arkansas Code Annotated § 15-4-303 as "a lawful permanent resident of this state who is: (A) African American; (B) Hispanic American; (C) American Indian; (D) Asian American; (E) Pacific Islander American; or (F) A service-disabled veteran as designated by the United States Department of Veteran Affairs". "Minority business enterprise" is defined at Arkansas Code Annotated § 15-4-303 as "a business that is at least fifty-one percent (51%) owned by one (1) or more minority persons". The Arkansas Economic Development Commission conducts a certification process for minority businesses. Vendors unable to include minority-owned businesses as subcontractors may explain the circumstances preventing minority inclusion.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Vendor shall submit a copy of the Vendor's Equal Opportunity Policy. EO Policies shall be submitted in hard copy and electronic format to the Bureau of Legislative Research accompanying the solicitation response. The Bureau of Legislative Research will maintain a file of all Vendor EO policies submitted in response to this solicitation. The submission is a one-time requirement, but Vendors are responsible for providing updates or changes to their respective policies.

EMPLOYMENT OF ILLEGAL IMMIGRANTS

The Vendor shall certify prior to award of the contract that it does not employ or contract with any illegal immigrants in its contract with the Bureau of Legislative Research. Vendors shall certify on the Proposal Signature Page and online at <https://www.ark.org/dfa/immigrant/index.php/disclosure/submit/new>. Any subcontractors used by the Vendor at the time of the Vendor's certification shall also certify that they do not employ or contract with any illegal immigrant. Certification by the subcontractors shall be submitted within thirty (30) days after contract execution.

RESTRICTION OF BOYCOTT OF ISRAEL

Pursuant to Arkansas Code § 25-1-503, a public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel. This prohibition does not apply to a company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.

By checking the designated box on the Proposal Signature Page, the Vendor agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

VENDOR PROFILE

Business Name: Conference Technologies, Inc. d.b.a CTI
Business Address: 11653 Adie Rd. Maryland Heights, MO 63043
Alternate Business Address: 1419 Westpark Drive Suite A Little Rock, AR 72204
Primary Contact Name: Jonathan Parker
Title: Branch Director
Telephone: (501) 375-2800
E-mail Address: jonathan.parker@cti.com

How many years this company has been in this type of business;

Response:

CTI has been in business since Oct. 11, 1988; more than 35 years.

Proof that the Vendor is qualified to do business in the State of Arkansas;

Response:

CTI's sales tax number for the State of Arkansas is 267225-76-001

A disclosure of the Vendor's name and address and, as applicable, the names and addresses of the following: If the Vendor is a corporation, the officers, directors, and each stockholder of more than a ten percent (10%) interest in the corporation. However, in the case of owners of equity securities of a publicly traded corporation, only the names and addresses of those known to the corporation to own beneficially five percent (5%) or more of the securities need be disclosed; if the Vendor is a trust, the trustee and all persons entitled to receive income or benefits from the trust; if the Vendor is an association, the members, officers, and directors; and if the Vendor is a partnership or joint venture, all of the general partners, limited partners, or joint venturers;

Response:

51% Mary Laughlin 11653 Adie Rd. Maryland Heights, MO 63043
49% John Laughlin 11653 Adie Rd. Maryland Heights, MO 63043

A disclosure of all the states and jurisdictions in which the Vendor does business and the nature of the business for each state or jurisdiction;

Response:

CTI does business in all 50 states. CTI has 34 offices and more than 875 employees nationwide.

A disclosure of all the states and jurisdictions in which the Vendor has contracts to supply the type of services requested under this RFP and the nature of the goods or services involved for each state or jurisdiction;

Response:

Currently CTI has similar contracts in at least 22 states where we have offices located. In addition, at time of this submission we also have contracts in 4 additional states (MS, AL, FL, NY)

A disclosure of the details of any finding or plea, conviction, or adjudication of guilt in a state or federal court of the Vendor for any felony or any other criminal offense other than a traffic violation committed by the persons identified as management, supervisory, or key personnel;

Response:

-None-

A disclosure of the details of any bankruptcy, insolvency, reorganization, or corporate or individual purchase or takeover of another corporation, including without limitation bonded indebtedness, and any pending litigation of the Vendor;

Response:

-None-

A disclosure of any conflicts of interest on the part of the Vendor or its personnel that will be working on this project.

Response:

-None-

Additional disclosures and information that the Subcommittee may determine to be appropriate for the procurement involved.

Response:

-None-

GENERAL INFORMATION

CTi has provided additional information about our company in this response packet. This information begins in [Section 2: Company Overview](#) and give a thorough overview of who we are as well a brief financial information etc.

DISCLOSURE OF LITIGATION

At time of this submission CTi does not have any civil or criminal litigation or indictments involving any of its joint ventures, strategic partners, prime contractor team members, and subcontractors.

EXECUTIVE SUMMARY

Good Faith Collaboration: In our approach to delivering a turn-key design and proposal for the audio-visual system, we emphasize the importance of fostering good faith collaboration with the owner. While our comprehensive solution provides a complete framework for the project, we recognize the value of the owner's input and expertise. Specifically, we welcome collaboration on aspects such as selecting manufacturers for equipment and refining the user interface design. By working together in this manner, we aim to ensure that the final system not only meets but exceeds the owner's expectations, resulting in a solution that is tailored precisely to your needs and preferences.

Executive Summary: Our proposal outlines a comprehensive upgrade for the Bureau of Legislative Research's audio-visual infrastructure. This initiative aims to significantly enhance the Bureau's communication, collaboration, and information dissemination capabilities. The proposed system encompasses various components:

Audio System: We recommend the implementation of the QSC Q-Sys Ecosystem. This includes an overarching audio and control processor, integrated amplifiers, recessed ceiling speakers, and gooseneck microphones, ensuring high-quality sound reproduction and seamless control over audio elements.

Video System: Our proposal includes the integration of high-definition displays, HDMI inputs, and an IPTV Video and Digital Signage over IP system with a robust Content Management system. This setup promises unparalleled visual clarity and flexibility in content distribution and management.

Control System: A central aspect of our proposal is the deployment of custom-programmed 10" user interfaces, providing intuitive control over the entire AV ecosystem. These user-friendly interfaces ensure ease of operation and maximize user experience across various functions.

Broadcast System: The heart of our broadcasting solution lies in the NewTek TriCaster TC1 and TC2, each supplemented by 2STRIPE Control Interfaces. An NDI ecosystem complements this setup, integrating PTZ Cameras and external video compatibility. Features like recording, streaming, graphics overlay, and remote participant integration are a few of the features included in this system which will significantly enhance broadcasting capabilities.

Chamber Conferencing System: Our proposal includes a state-of-the-art multimedia conference system, offering individual screens and speakers for every non-witness seat in the chambers. Touchscreen interfaces enable intuitive document-sharing and hybrid meeting applications, facilitating the next era in the conferencing experience.

Conference Rooms: Conference Rooms A and B will receive completely new AV systems with video conferencing. This includes 65" Displays, a touchscreen user interface, and HDMI connections for displays and sharing content.

Chamber Monitoring: Non-chamber areas will have simplified single-gang wall plate controllers to select between Chamber A or Chamber B and control the volume.

AV Network: To ensure robust connectivity and future expansion, our proposal features a sophisticated AV network comprising a core switch with a 20-gig backbone extending to edge switches across three IDF locations. This infrastructure forms the backbone of the entire AV ecosystem, facilitating seamless integration and communication between various components.

Service Agreement: This agreement serves as a framework to ensure both parties understand their respective rights, responsibilities, and obligations throughout the duration of the service engagement.

Scope of Services: All labor and equipment installed by CTi are guaranteed free of defect for the duration of the Service Agreement. Disposable items, such as batteries, are not covered. On-demand and routine health checks, additional training, bug fixes, minor programming changes, and critical meeting support (requires 10 business days of notice) are all included in the service agreement.

Service Duration: The agreement, as quoted, will start on the agreed date of substantial completion and end 1 year later. Substantial completion is defined as the date in which the owner can begin using the systems and spaces for regular day-to-day operation and all areas are free of debris from the installation. This includes all scrap cabling, empty boxes, and any other remnants of the installation. It is common for there to be “punch list” items (typically related to programming and configuration) remaining at the time of substantial completion.

Renewing the service agreement year by year will incur a 3%-7% increase each year. Multiple years may be purchased at the time of the original installation for the price of year one multiplied by the numbers of years desired.

Areas Included:

1. Chamber A
 - Full AV System
2. Chamber A IDF
 - Equipment Rack
3. Chamber B
 - Full AV System
4. Chamber B IDF
 - Equipment Rack
5. Control Room
 - Broadcast and Control Equipment
6. Conference Room A
 - Full AV System with Video Conferencing
7. Chamber Monitoring
 - Conference Room B
8. Full AV System with Video Conferencing
 - Chamber Monitoring
9. Break Room
 - Display
10. Chamber Monitoring
 - Coffee Sign-In
11. Chamber Monitoring
 - Men’s Restroom
12. Chamber Monitoring
 - Back Hallway A
13. Chamber Monitoring
 - Back Hallway B
14. Chamber Monitoring
 - Lobby
15. Displays
 - Chamber Monitoring
16. Future Full AV Conference Room Infrastructure for 2+ Conference Rooms
 - Lobby Desk
17. Control Interface for Lobby
 - Video Input

VENDOR'S QUALIFICATIONS

PROFESSIONAL HISTORY

A brief professional history, including the number of years of experience in providing the services required under this RFP or related experience and any professional affiliations and trade affiliations.

Response:

CTI, the largest privately held AV integration and events provider in the United States, provides audiovisual, IT, and UCC solutions, including engineering, design, installation and integration, maintenance, and service. Headquartered in St. Louis, Missouri, CTI serves customers in the US from 34 locations nationwide and worldwide through the PSNI Global Alliance. CTI has served clients in the corporate, education, higher-ed, healthcare, house of worship, government, sports, and broadcast markets since 1988 (35+ years). From a single room to the largest Fortune 100 companies, the team at CTI has the experience and expertise you need for a successful event or integration. CTI is part of several industry affiliations such as Avixa, NSCA, PSNI, IFMA and several more.

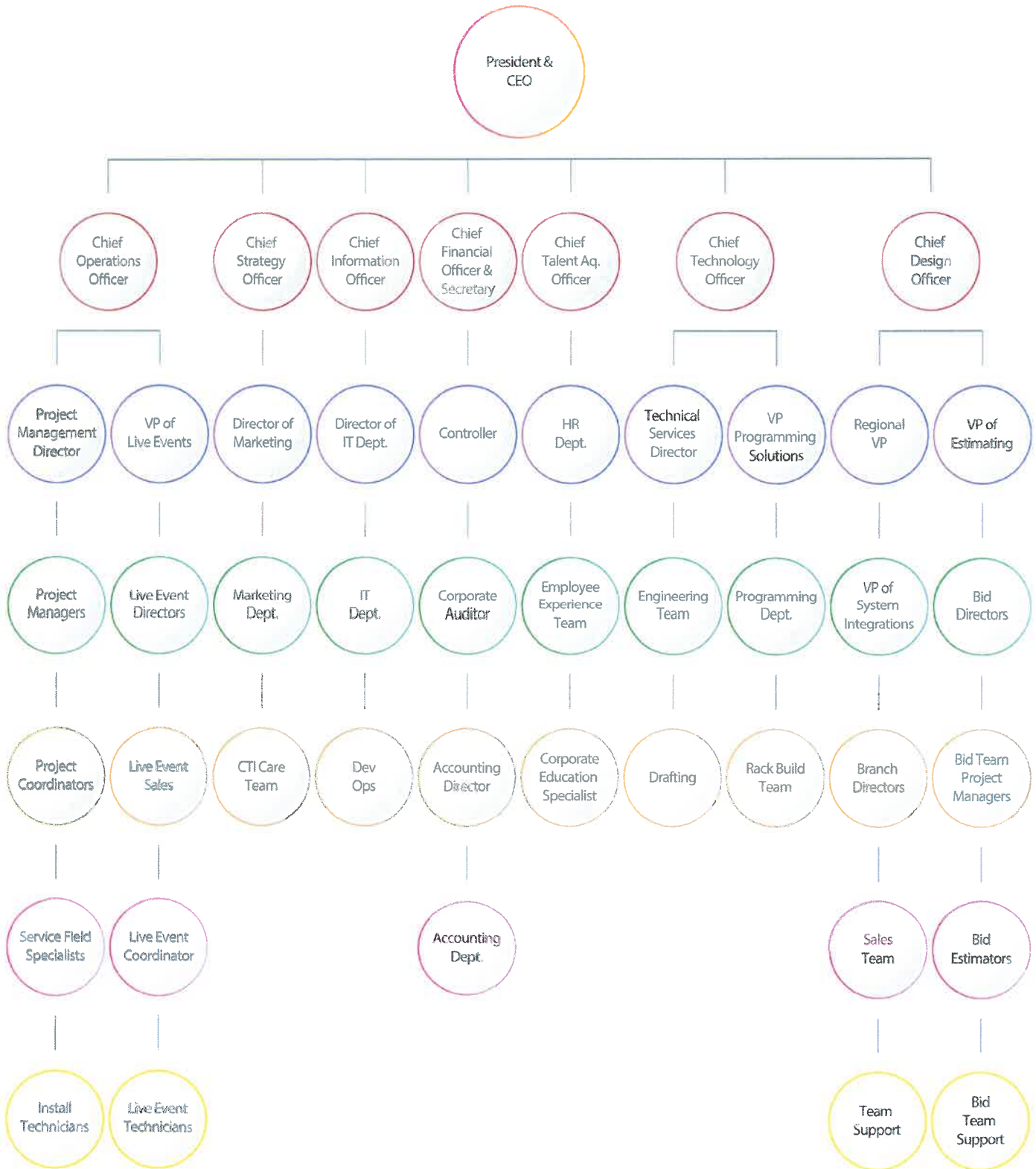
CURRENT ACCOUNTS

A listing of current accounts and the longevity of those accounts.

Response:

With 34 offices nationwide CTI has thousands of active accounts each year and cannot possibly list all current accounts in this document. However, in a good faith effort we have listed several of our major accounts below. The longevity of our accounts typically runs from 8 months to 1 year during a project cycle, however CTI has a vast list of repeat clients some of which have been clients for more than 20 years.

- 16th Judicial Circuit Court Kane County
- American Royal
- Baptist Health Sciences University
- Baylor University
- Central Hudson
- Cheniere Energy, Inc.
- Chicago White Sox
- Corewell Health
- Dominion Energy
- Edward Jones
- Illinois State University
- Iowa Judicial Branch
- Michigan State University
- Powers Management
- Purdue University
- Rocket Ball, Ltd. d/b/a Houston Rockets
- San Bernardino County
- SEPTA - Headquarters
- University of Michigan
- University of Southern California- Athletics
- US District Court ND Chicago, IL
- Waukesha County Circuit Court
- Whiting-Turner
- Wisconsin Center District
- Xcel Energy

ORGANIZATIONAL CHART


PRELIMINARY PROJECT TEAM

Regional Vice President
John Holland

Branch Director
Jonathon Parker

Design Consultant
Jonathon Parker

Project Manager
Luke Johnson

Project Engineer
Richard Malott

Project Programmer
Andy Ramsey

Project Support Teams

Service/Field
Specialist
Nick Risner

Commissioning
Technician
Andy Simpson

Purchasing/
Accounting

CTI Care Team

Technician
Greggory Simpson

PROJECT TEAM RESUMES
LUKE JOHNSON
 PROJECT MANAGER


Luke has been with CTI since 2023. As a project manager he plans, organizes, directs, and controls project activities required to ensure the effective execution of audiovisual, communications and electronic systems installation, integration, and service projects. Supervises union and non-union installation labor and subcontractors. Luke is responsible for project management in our Little Rock office but is also utilized as an additional team resource for nationwide projects.


CONTACT INFORMATION

 Office: Little Rock
 Address: 1419 Westpark Drive Suite A
 Little Rock, AR 72204

 Phone: (501) 340-0957
 Email: luke.johnson@cti.com

AV EXPERIENCE

 12+ years
 CTI Member since 2023

EDUCATION

N/A


CERTIFICATIONS

- Audinate Dante Level 1
- Audinate Dante Level 2
- Audinate Dante Level 3
- Audinate - Dante Domain Manager
- Avixa CTS
- Avixa CTS-I
- Biamp Audia
- Biamp Tesira
- Biamp VoIP
- Crestron DMC-D-4K
- Crestron - CTI-P101
- QSC Q-SYS
- SynAudCon


PROJECT EXPERIENCE

- Arkansas Blue Cross and Blue Shield
- Cancer Institute
- Emergency Operations Center
- Grand Praire Performing Arts Center
- Hempstead Hall Performing Arts Center
- Hot Springs Village - Fountain Lake School
- Jack T Stephens
- Jones Eye Institute
- Little Rock Convention Center
- Simmons

RICHARD MALOTT
ENGINEER



Richard has been with CTI since 2022. As an av engineer he plays a central role in designing a solution that fits the budget and technical requirements to building, testing, and operating the installation on site. Richard is responsible for engineering in our Little Rock office but is also utilized as an additional team resource for nationwide projects.



CONTACT INFORMATION

Office: Little Rock
Address: 1419 Westpark Drive Suite A
Little Rock, AR 72204

Phone: (501) 232-8921
Email: richard.malott@cti.com



AV EXPERIENCE

35+ years
CTI Member since 2022



EDUCATION

McClellan High School, Little Rock, AR - 1984
UA Little Rock, 1992 - Electrical and Computer Engineering



CERTIFICATIONS

Audinate Dante Level 1	Crestron DMC-E
Audinate Dante Level 2	Crestron DMC-T
Audinate Dante Level 3	Crestron DM-NVX-N
Avixa CTS	Crestron Fusion
Avixa CTS-D	Crestron CTI-IVC-D
Avixa CTS-I	Extron EAVA
Biamp Audia	Extron ECS
Biamp Tesira	QSC Q-SYS Control 101
Biamp VoIP	QSC Q-SYS Level 1
Crestron CCP	QSC Q-SYS Video 101
Crestron DMC-D	



PROJECT EXPERIENCE

Arkansas Blue Cross and Blue Shield
Grand Prairie Performing Arts Center
Hempstead Hall Performing Arts Center
Simmons Bank Executive Boardroom
Southwest Power Pool
Southwestern Energy
The Stephen Group
University of Arkansas for Medical Sciences

ANDY RAMSEY
PROGRAMMER

Andy joined CTI in 2023. He brings over 20 years of audiovisual programming experience to CTI. Andy is responsible for AV programming projects nationwide as a corporate resource.

**CONTACT INFORMATION**

Office: Corporate
Address: 11653 Adie Rd.
Maryland Heights, MO 63043

Phone: (919) 205-4894
Email: andrew.ramsey@cti.com

**AV EXPERIENCE**

37+ years
CTI Member since 2023

**EDUCATION**

N/A

**CERTIFICATIONS**

Audinate Dante Level 1
Audinate Dante Level 2
Audinate Dante Level 3
Biamp TesiraForte
Biamp TesiraLux
Biamp Tesira Server I/O
Biamp Tesira Vocia
Biamp VoIP Level 1
Crestron CCP
Crestron DMC-D-4K
Crestron DMC-E-4K
Crestron DMC-T-4K
Crestron Fusion

Crestron NVX Designer
Crestron NVX-N
Extron EAP
Extron ECP
Extron ProDSP
Extron XTPT
OSHA 10
QSC Q-SYS Control 101
QSC Q-SYS Control 201
QSC Q-SYS Level 1
QSC Q-SYS Level 2
Top Secret/Sensitive Compartmented Information Clearance (TS/SCI)

**PROJECT EXPERIENCE**

Atticus HQ
Avalara
Avaya
Bandwidth HQ
Blackboard, Headquarters
Burt's Bees/Clorox
Carolina Arbors
Catawba County Justice Center
Dare County Commission
Durham Technical and Community College
ECU
IALR

Intuitive Surgical Inc.
NC Medical Board
NC Treasury Dept.
NCSU Hill Library
NCSU McKimmon Center
NetApp RTP
PENDO HQ
Shearon Harris Nuclear Plant, Duke Energy
UNC-P
USMC MARSOC Training Center
Vetrica HQ

ANDY SIMPSON
PROGRAMMER



Andy joined CTI in 2008. He brings over 20 years of audiovisual programming experience to CTI. Andy is responsible for AV programming projects nationwide as a corporate resource. Andy also had 5 years rental & staging experience doing large scale corporate banquets and events plus 3 years working in home automation and AV integration.



CONTACT INFORMATION

Office: Corporate
Address: 11653 Adie Rd.
Maryland Heights, MO 63043

Phone: (314) 993-1400
Email: andy.simpson@cti.com



AV EXPERIENCE

21+ years
CTI Member since 2008



EDUCATION

University of Memphis
Communications



CERTIFICATIONS

Audinate Dante Level 1
Audinate Dante Level 2
Audinate Dante Level 3
Avixa CTS
Biamp Tesira
Biamp TesiraForte
Biamp TesiraLux
Biamp Tesira Vocia
Crestron CCP

Crestron CTI-Fusion-P
Extron EAP
Extron ECS
Harman HCCP-P
OSHA 10
QSC Q-SYS Control 101
QSC Q-SYS Level 2
QSC Q-SYS Quantum Level 1
QSC Q-SYS Video 101



PROJECT EXPERIENCE

Amsted Rail
Boeing
Bunge North America
Citigroup
City of Memphis – City Hall
eBay
Federal Reserve Bank of STL
Hilton Worldwide
Kansas City UMB – Joplin
Kiewitt
Lewis Rice
LinkedIn

MasterCard
Milwaukee Tools
Monsanto
Nestle Purina
Nevada Supreme Court
PayPal
Peabody Energy
Pfizer
Q2E Banking
Raymond James
Smith and Nephew

Stifel
United States Air Force
University of Memphis
US Bankruptcy Court – W. Dist. of TN
US District Court – Jackson, TN
US District Court – Omaha, NE
US District Court – S. Dist. of MS
US District Court – Tucson
Washington University
Wells Fargo
World Wide Technology

NICK RISNER
SERVICE/FIELD SPECIALIST



Nick has been with CTI since 2023. As a field specialist Nick handles various aspects to ensure that all equipment operates smoothly and manage systems relating to the audio-visual tech requirements of a project. Nick's job responsibilities are primarily performed for our Little Rock office but may be utilized as an additional team resource for nationwide projects.



CONTACT INFORMATION

Office: Little Rock
Address: 1419 Westpark Drive Suite A
Little Rock, AR 72204

Phone: (501) 621-8357
Email: nick.risner@cti.com



AV EXPERIENCE

21+ years
CTI Member since 2023



EDUCATION

Bellevue University
Arkansas General Contractors (Electrical Apprenticeship)



CERTIFICATIONS

BICSI Technician
Extron EAVA
OSHA 10



PROJECT EXPERIENCE

1st Marine Expeditionary Force HQ
Microsoft
Welspun Inc.
United States Strategic Command HQ
University of Arkansas for Medical

GREGGORY SIMPSON
SERVICE & INSTALLATION TECHNICIAN

Greggory joined CTI in 2019 He brings over 19 years of audiovisual experience to CTI, particularly service and installation. Greggory is responsible for installing equipment per the engineered design for projects in Little Rock but is also utilized as an additional team resource for nationwide projects.



CONTACT INFORMATION

Office: Little Rock
Address: 1419 Westpark Drive Suite A
Little Rock, AR 72204

Phone: (501) 375-2800
Email: greggory.simpson@cti.com



AV EXPERIENCE

20+ years
CTI Member since 2019



EDUCATION

Pulaski Technical Institute, North Little Rock, AR
Information Technology



CERTIFICATIONS

Manufacturer Training



PROJECT EXPERIENCE

Abermearl Hospital
Arkansas Education Association
Baptist Hospital
Children's Hospitals
Marshall Tucker Bank
Pine Bluff Arsenal Hospital
St. Vincent's Hospital

PLAN

A detailed description of the plan for assisting the BLR in meeting its goals and objectives, including how the requirements will be met and what assurances of efficiency and success the proposed approach will provide.



CTI has developed a proven four-step process called EDGE designed to streamline audiovisual projects.

Engage

The highly trained staff will conduct a comprehensive consultation to discover any specific needs. We work within any budget to bring full alignment and viability to ensure complete success.

Design

By synergizing the efforts between consultants and the client, CTI can tailor a unique AV solution that matches all requirements and exceeds expectations. Accountability will be enforced through the executive summary, a projected timeline, and designated responsibilities.

Game Plan

All clients will receive detailed drawings that outline exactly how a customized AV system will integrate into their facility. CTI will provide a thorough labor plan to meet all financial expectations and engineer a solution that works.

Execute

Every CTI project is overseen by a project manager who leverages commissions, user training, and real-time communications to meet timelines. Companies will get the latest technology in audio and visual with full training, so anyone on the team can successfully operate the advanced tech system.



CTI employs a team of highly experienced, industry certified project managers. For this project, CTI will assign a design consultant (POC), engineer, and a Project Manager to oversee the successful delivery of the AV solution. Utilizing industry standard Project Management practices, and working in concert with relevant stakeholders, our team will ensure that all tasks related to the project are completed on time and within scope of the stated project objectives.

The Project Manager will manage the day-to-day activities of the installation team and will work closely with stakeholders from the design consulting firm and general contractor to ensure fluent communication of dependent activities and timely completion of all tasks. The Project Manager will also direct all procurements related to the project as well as all rack integration and pre-installation activities. The Project Manager will maintain oversight of all project milestones and will ensure satisfactory completion of all project deliverables.

Engineering

The Project Design Engineer develops the overall design scope, is responsible for ensuring the integrity of all architectural and signal flow drawings and will provide Tier III support and guidance to all other engineers during the entire project. Prior to deployment for commissioning activities, the Design Engineer will meet with the PM, and Field team to review the overall design intent and functionality of the system and discuss any potential issues or difficulties that may arise during commissioning activities. This will ensure both a smooth handoff to the Field team and that all commissioning deliverables are fully understood prior to deployment.

Once the installation of the technology has progressed to the point that we may efficiently commission the systems, the team of Field team will deploy to site to complete these activities. This may happen in concert with technology installation activities should the project schedule accommodate. CTI will assign supplemental resources that will remain on standby for deployment should the needs of the project dictate.

Integration

CTI will use its own integration technicians to build the racks to the known industry standards. The racks will be quality checked at mandatory points during build, commissioning, and testing. A rack cannot leave the shop without the approval of the Integration Manager. Approved racks will be easily identified and isolated from racks that are in non-conformance. CTI have a fully fitted out, dedicated, and maintained space solely for Integration and Engineering within its integration workshop in St Louis. This space will be used for the shop staging, pre-engineering, and off-site commissioning tasks. Once complete all racks and equipment will be sent to the local CTI office. This would be the ideal staging point for client/consultant led rack inspections and QA.

Installation

CTI will assign an onsite Site Supervisor for the duration of all installation activities to direct and oversee the daily work, manage the day-to-day tasks and communication related to the successful completion of the installation. Staff levels will flow with the needs of the project. Our locality will allow easy control to surge and recede as necessary with the schedule.

TIMEFRAME

An indication of the timeframe the Vendor would require to assist the BLR in meeting its goals and objectives.

Response

To complete the work outlined in the project scope, we will need approximately 6 weeks from proposal acceptance. A project manager will be assigned to communicate with you at critical milestones. Upon notice to proceed, we will begin your project plan immediately.

PHASE	WEEK(S)
Notice to Proceed & Project Kickoff	1
Engineering	2-3
Procurement	4-7
Programming & Rack Fabrication	5-6
Onsite Installation	7-11
Commissioning & Training	12

COMPARABLE CONTRACTS

A detailed, narrative statement listing the three (3) most recent, comparable contracts (including contact information) that the Vendor has performed and the general history and experience of its organization.

Response

CTI has answered this question on the following pages. It is here that we have listed a few client projects from the last three years with similar contracts. Additional information about the projects is also included on these pages.

PROJECT REFERENCES

At least three (3) references from entities that have recent (within the last three (3) years) contract experience with the Vendor and are able to attest to the Vendor’s work experience and qualifications relevant to this RFP.

US NAVY - NAVAL NUCLEAR POWER TRAINING COMMAND (NNPTC)



Project Name: P99 Nuclear Power Training Facility (2017) / Upgrades/Repairs (2023)
 Contract Amount: \$1,258,228 (2017)/ \$363,000 (2023)
 Location: Goose Creek, SC
 Start Date: 11/2017 & 4/2023
 Completion Date: 11/2019 & Ongoing Through 2023
 Category: Government/Military
 Owner: Naval Facilities Engineering Command
 Primary Contact: Steve Riley
 Phone: (843) 794-5803
 Email: steven.riley@unnpp.gov
 CTI Representative: Steve Martin
 Project Manager: Jeremy Smith
 Project Engineer: John Barbour
 Design Consultant: Burns & McDonnell
 General Contractor: Caddell Construction
 Project Description: In November of 2017, CTI was awarded a contract for multiple training spaces at the P99 Nuclear Power Plant Training Facility in Goose Creek, South Carolina including the following audiovisual systems:

Additional Information:

- 300 Seat Auditorium
- Multiple Standard and Dividable Classrooms
- Multiple Conference Rooms and Seminar Rooms

******2023 Update******

CTI working on facility upgrades and minor repairs on previous projects as well as a few additional buildings. Approximate cost is \$363,000 and the estimated completion is 6/2024.



COBB COUNTY COURTS

Project Name: Cobb County Courts Technology Refresh
Contract Amount: \$3,500,000
Location: Cobb County, GA
Start Date: 7/2020
Completion Date: 3/2021
Category: Government/Judicial
Owner: State of Georgia
Primary Contact: David Tyler
Phone: -Confidential-
Email: David.Tyler@cobbcounty.org
CTI Representative: Andrew Pearson
Project Manager: Cheri Parker
Project Engineer: Stewart Estes
Lead Software Programmer: Chris Noland
Project Description: CTI designed and installed a networked audiovisual system across 38 courtrooms in the Cobb County Justice Facility.



**IOWA HOMELAND SECURITY**

Project Name: Emergency Operations Center
Contract Amount: \$585,500
Location: 6100 NW 78th Ave Johnston, IA 50131
Start Date: 11/25/2019
Completion Date: 3/1/2020
Category: Government/Judicial
Delivery Method: Hard Bid
Owner: Homeland Security
Primary Contact: Jonathan Paoli
Phone: -(Confidential)-
Email: -(Confidential)-
CTI Representative: Tim Wright
Project Manager: Mitch Brown
Project Engineer: Tim Kersting
Lead Software Programmer: N/A
Architect: N/A
Design Consultant: N/A
Project Description: CTI integrated a direct view LED wall by modify an existing space and connected to existing video switcher. CTI also modified the control system to allow the user to select pre-determined user defined "window" configuration.
Additional Information: 3 Direct-View LED Displays
pixel pitch of 1.5mm
REFID: J19100123



5TH JUDICIAL DISTRICT POLK COUNTY, IA

Project Name: Criminal Court Building
Contract Amount: \$1,000,000
Location: Polk County, IA
Start Date: June 2017
Completion Date: January 2019
Category: Government/Judicial
Delivery Method: Hard Bid
Owner: State of Iowa
Primary Contact: Jessica L. Hiatt
Phone: (402) 233-7503
Email: jhiatt@ipdesigngroup.com
CTI Representative: Adam Lofredo
Design Consultant: IP Design Group
Project Description:
10 Courtrooms
10 Jury Deliberation Rooms
2 Conference Rooms
1 Training Room
1 Jury Assembly
1 ADR Room
Digital Docket Systems



BUSINESS LIST

A list of every business for which Vendor has performed, at any time during the past three (3) years, services substantially similar to those sought with this solicitation. Err on the side of inclusion; by submitting an offer, Vendor represents that the list is complete.

Response

We do apologize that it is virtually impossible for us to include **every** business that we have performed similar services to in this document as this would include over a thousand names in the list. However, in a good faith effort we have listed several of our major accounts below.

- | | | | |
|-----------------|-----------------|-----------------|-----------------|
| Appleinc | Douglasbuilding | Kentcorporation | Q2ebanking |
| Arbluecrossblue | Drivecentric | Kilpatricktowns | Raymondjames |
| Argusconsulting | Dtn | Lanierlawfirm | Rockislandarsen |
| Atlantajournalc | Ebay | Lennoxinternati | Sargentofoodsin |
| Autowners | Edwardjones | Lincolnelectric | Sc Johnson |
| Autozone | Elliemae | Linkedin | Sgvinternationa |
| Baird | Entergy | Lucidmotorsusa | Shapecorp |
| Bankerstrust | Eurekafireprote | Lummustechnolog | Simmonsbank |
| Barrywehmiller | Eurofins | Magnainter | Slalom |
| Bayer | Fayettevillepub | Magnapowertrain | Smithnephew |
| Berkeleyresearc | Federal Bureau | Marelli | Somersetcpasand |
| Brookfieldprope | Engraving | Marsinc | Sprint |
| Centerpointener | Federalhomeloan | Mdfoundation | Stifelnicolaus |
| Cityofmarionia | Fedex | Meijer | Synechron |
| Cityofmemphis | Fentonfiredistr | Metalcraftofmay | Terminixcorpora |
| Cityofoverlandp | Firstnationalba | Microtech | Texasbankersass |
| Cityofwestdesmo | Galluporg | Milwaukeetool | Theboldtcompany |
| Cityofwichita | Garmininternati | Montcntytn | Thredup |
| Claassinc | Greenstateccu | Motivaenterpris | Tysonfoods |
| Clarksonplatou | Helena Chemica | Nar | Upsoasiscorp |
| Collinsaerospac | Hjhinvestments | Nestlepurina | Valmont |
| Conocophillips | Hntb | Netapp | Vmware |
| Corefirstbanktr | Hrblock | Newamericanfund | Wkkelloggco |
| Coservelectric | Immanuelcommuni | Papajohnsintern | Wrightserviceco |
| Crbusa | Indianalawenfor | Paypal | Xclresources |
| Crossoverconsul | Kansasturnpikea | Perrigo | |

FAILED EXECUTIONS

List of failed projects, suspensions, debarments, and significant litigation.

Response

CTI has not had any failed projects, suspensions, debarments, or significant litigation.

ADDITIONAL INFORMATION

An outline or other information relating to why the Vendor’s experience qualifies in meeting the specifications stated in Section 3 of this RFP.

Response

CTI has provided additional information in this package to show our experience and qualifications.

BILL OF MATERIALS
AUDIO/CONTROL SYSTEM

Manufacturer	P/N	Description	Qty
Audio-Technica	AT8699R	Microphone desk stand, XLR3F-type in and XLR3M-type out connectors, with local muting and LED control	8
Listen Technologies	LA-140-GY	STATIONARY IR RADIATOR	4
Earthworks	FMR600	23.5" Cardioid Podium Microphone	8
Listen Technologies	LT-82-01	LISTENIR 1-CHANNEL TRANSMITTER	2
Denon	DN-900R	Network SD/USB Audio Recorder with Dante 2 x 2 Interface	2
Listen Technologies	LP-51-IR-01	ADVANCED INTELLIGENT DSP IR RE	1
QSC	CORE 110f-v2	QSC Q-Sys Audio and Control Processor	2
QSC	SLMST-110-P	Required Licenses for QSC Q-Sys Core 110 Audio and Control Processor	2
QSC	SLDAN-32-P	Q-SYS Software-based Dante 32x32 Channel License, Perpetual.	2
QSC	TSC-101-G3	10" Control Touch Panel	7
QSC	TSC-710t-G3	Tabletop mounting accessory for TSC-101-G3	7
QSC	C1	Single gang, Wall Controller, LCD Screen and Push Button Volume Knob, Custom Programmable	18
QSC	I/O USB Bridge	Q-SYS PoE bridging endpoint for AV-to-USB Bridging. Delivers driverless USB 2.0 connection. Includes dual LAN connections.	2
QSC	AD-C6T-WH	6.5" Ceiling Recessed Premium 2-Way Speaker	136
QSC	CX-Q 4K8	8-Channel 500W/CH Q-SYS Network Amplifier, Lo-Z, 70V	4

BROADCAST SYSTEM

Manufacturer	P/N	Description	Qty
NewTek	2STRIPE	2 Stripe Control Panel - Rooms A and B	2
Startech	ARMPIVOT	Single Monitor Desk Mount - Height Adjustable Monitor Arm - Up To 34in	2
JBL	305PMKII	S/M, 305PMKII	4
PTZ Optics	PT20X4KPRODUCER SJOY	This bundle features three (3) PT20X-4K-GY-G3 cameras, one (1) PT-SUPERJOY-G1 IP & Serial joystick controller and the PTZOptics Camera Management Platform ("CMP"). - PT20X4K-PRODUCER-SJOY	2
NewTek	PTUNRSNL16-32TB	ProTek Ultra for NRS16 Nearline 32TB with 2 x 10 GbE	1
Beyerdynamic	DT 770 PRO 80	Studio headphones, closed systems, straight single sided cable 3 m (9.8 ft.) with stereo mini-jack / 1/4" adapter	2
Kiloview	KVW-N6	HDMI NDI Bi-Directional Converter	30
TouchWo	TWTD270WB	27" touch screen with windows embed	2
AVPro Edge	AC-EX100-444-KIT	HDBaseT (CAT6) Extender Kit. ICT 18G, 100m 4K (100m HD) Extender with I-Pass, Bi-Directional Power, RS232, IR - ICT for full HDR/HDMI Pass-Through. Full HDR, 4K60 4:4:4. PLUS - ARC & Host/Device USB 2.0 (KVM); Has bi-directional USB host.	6
NewTek	PTUTC1P2RU	Required Service ProTek Ultra for TC1 - Room B	1
PTZ Optics	PTPM3WH	PTZ Camera Large Pole Mount For use with 1" Pipe Universal Design (White) - PT-PM-3-WH	6
NewTek	NRSNL16-32TB	NRS16 Nearline Network Remote Storage Powered by SNS 16-bay / 32TB with 2 x 10 GbE	1
NewTek	PTUTC13RU	Required Service ProTek Ultra for TC2 - Room A	1
NewTek	PSP-50HOUR	50 Hour Professional Services Plan - A minimum of 3 weeks-notice required; PSPs are prepaid and will be invoiced upon receipt of the order. Bundled blocks of time for Professional Services including, Training, Product Commissioning, Workflow Design and Commissioning, Installation Oversight, Interface Customization, System Automation, and Solution Support. Currently, services are being delivered remotely. A PSP has a 12-month expiration date. A minimum of 3 weeks-notice required.	1
Kiloview	KVW-PRO	NDI Core: A Core System for NDI Sources to Control, Organize, Route, etc.	1
NewTek	TC1P2RU	NewTek Tricaster 1 Pro - Room B	1
NewTek	PTU2STRIPE	Required Service ProTek Ultra for 2STRIPE	2
NewTek	TC2E3RU	NewTek Tricaster 2 Elite - Room A	1
PTZ Optics	PTWM3BK	Camera Large Ceiling Mount Universal Design (Black) - PT-WM-3-BK	12
PTZ Optics	PT30X4KWHG3	Move 4K, a third generation PTZ camera, featuring 30X Optical Zoom, 4K Resolution at 60fps & a 60.7 HFOV in White. Supports simultaneous IP Video (NDI HX3, SRT, RTMP, RTSP), USB2.0 and 3G-SDI or HDMI2.0 as outputs with Auto-Tracking capabilities. - PT30X-4K-WH-G3	12
Sharp	E558	55" Commercial Grade Display	6
Chief	AS3LDP7	Display Wall Mount with Pullout, Device Mounting Plates, and Slim Profile Power Strip	6

CONFERENCE ROOMS A AND B

Manufacturer	P/N	Description	Qty
Logitech	960-001225	Logitech Rally Plus Conferencing System	2
FSR	DR-EDID2	EDID Manager / Learner	2
Logitech	939-001644	Mounting Hardware for Rally Plus Kit	2
Chief	AS3LDP7	TEMPO FP WALL MOUNT SYSTEM, PDU BUNDLE	2
Logitech	TAPZOMBASEINT	Logitech TAP Solution for Zoom	2
Sharp	E658	65" Commercial Grade Display (Conference Room A)	1
Sharp	E758	75" Commercial Grade Display (Conference Room B)	1

CHAMBER CONFERENCING SYSTEM

Manufacturer	P/N	Description	Qty
Televic	99.06.0003 TTC Onsite	<p>****3 WEEKS NOTICE IS REQUIRED TO SCHEDULE ONSITE TRAINING****</p> <p>A member of Televic will travel to the location of a new system installation to confirm proper configuration and operation. Includes travel expenses. (Remote locations may require additional travel costs.) Additionally, training can be provided to the end users to ensure smooth hand-off with minimal downtime.</p>	1
Televic	71.98.0054 D-MIC 40 SL	GSM immune gooseneck microphone of 40 cm with screwlock. Bi-color led ring indication (red / green). Windscreen included. Not to be used with Confidea FLEX G4	127
Televic	71.98.2915 Plixus NEXT PS	Power supply for Plixus NEXT Device where larger Plixus PS is not needed.	22
Televic	71.98.2905 Plixus MME + Dante	The Plixus Multimedia Engine is a 19" rack-mountable device that provides all the processing and signal handling required for a multimedia system. *Dante on board*	2
Televic	71.98.1150 CoCon Meeting Suite	CoCon Meeting Suite Combined bundle containing CoCon Discussion, Voting & Signage Modules. Requires: A Windows PC. Possibly two PCs depending on the use of the Signage Application.	2
Televic	99.06.0003-1 TTC Onsite 2nd Day	<p>****3 WEEKS NOTICE IS REQUIRED TO SCHEDULE ONSITE TRAINING****</p> <p>A member of Televic will travel to the location of a new system installation to confirm proper configuration and operation. Includes travel expenses for the extended 2nd day. (Remote locations may require additional travel costs.) Additionally, training can be provided to the end users to ensure smooth hand-off with minimal downtime.</p>	4
Televic	71.98.2920 Plixus V-IN	<p>Video input box to inject video content to the Plixus network through an HDMI connection.</p> <p>A video channel injected through the box is routed to one of the six video channels available on the Plixus network (CoCon Video Routing required).</p> <p>Content sharing functionality available through the optional video request panel (Plixus V-REQ) or dry contacts.</p> <p>HDMI cable not included.</p>	4
Televic	71.98.2003 uniCOS T/MM10	<p>A touch screen tabletop station that can be configured both as a delegate or chairman unit including:</p> <ul style="list-style-type: none"> - Microphone activation button - Screw lock microphone connector - Loudspeaker - 10" capacitive touch screen with adjustable tilt (0° to 90°) - Anti-fingerprint coating - Microphone and request list control when configured as chairperson - USB for charging - Additional USB for connection to nameplate - Integrated camera - Mifare card reader for authentication - Headphone connector <p>Can be powered over Plixus network or externally D-MIC type microphone to be ordered separately.</p>	127
Televic	71.98.2911 Plixus NEXT	The Plixus Network Extender is a device used to increase the number of ports available on the Plixus network and to create a redundant system design. Requires: Additional power from either a Plixus MME, Plixus PS or NEXT PS.	22

DISPLAYS

Manufacturer	P/N	Description	Qty
Chief	XCM1U	XL, SINGLE COLUMN, CEILING MOUNT	18
Chief	AS3LDP7	Display Wall Mount with Pullout and Device Mounting Plates and power	4
Chief	CMA330	OFFSET FIXED CEILING PLATE 1-1/2 NPT	18
Chief	FCAC1XB	FUSION BACK COVER, SINGLE XCM, BLK	16
Chief	CMS0305	ADJ. PIPE 36" TO 60"	18
Sharp	E558	55" Commercial Grade Display	16
Sharp	E658	65" Commercial Grade Display	6

EQUIPMENT RACKS

Manufacturer	P/N	Description	Qty
Middle Atlantic	LL-VP2110	LEVER LOCK VERTICAL PLATE 17.1"H 10"W	4
Middle Atlantic	D2	2SP ANODIZED DRAWER	2
Middle Atlantic	BGR-276FT-FC	Fan Top 276 CFM w/Controller BGR Series	2
Middle Atlantic	LF-HD	Leveling Feet Heavy Duty	2
Middle Atlantic	PD-2415SC-NS	24 OUTLET, 1X15A CIRC. W/	2
Middle Atlantic	CBS-BGR	BGR CASTER KIT W/Hardware	2
Middle Atlantic	VBK-BGR	BGR VENT BLOCKER	2
Middle Atlantic	UPX-RLNK-2000R-2	2000VA 120V UPS RLNK BANK CONTROL	2
Middle Atlantic	BGR-4532LRD	45 RU BGR Series Rack, 32 Inches Deep without Rear Door	2
Middle Atlantic	BGR-RDC45	45 RU Cable-Entry Rear Door for BGR Racks	2
Middle Atlantic	BSPN-45-32	45SP 32DP BGR SIDE PANELS	2

IPTV SYSTEM

Manufacturer	P/N	Description	Qty
ViTec	VIT-18373	Video End-Point Media Player	75
ViTec	VIT-16211	Travel Expenses for Onsite Commissioning	3
ViTec	VIT-6025	Mounting Bracket for Media Player	75
ViTec	VIT-16439	3 Days of Onsite Commissioning by Manufacturer	3
ViTec	VIT-18323	Remote Control for Media Player	75
ViTec	VIT-18341-US	Avedia Platform Server C1520	1
ViTec	VIT-18349	Artio View and ArtioSign Software Module	1
Kiloview	E1-S NDI	3G-SDI to NDI Video Encoder	1
ViTec	VIT-18944	Video Encoder for NDI Feeds	3

LAPTOP TABLE BOXES

Manufacturer	P/N	Description	Qty
Extron	60-1883-01	USB-C HD 101	8
Extron	70-678-00	RETRACTOR-HORIZONTAL BRACK	8
Extron	70-1065-55	Retractor USB-C Pro	8
Extron	70-1065-04	Retractor HDMI	8
Extron	70-1184-02	Cable Cubby 1202 Black, No AC	8
AVPro Edge	AC-MX-42	18Gbps True 4K60 4:4:4, 4x2 Matrix & Auto Switch/AVR Bypass	8
Extron	70-1065-35	Retractor Filler Module w CP	8
Extron	60-1891-01	AC+USB 314 US, Cord	8

NETWORK

Manufacturer	P/N	Description	Qty
Netgear	AXM762P10-10000S	10GBASE-LR SFP+ AXM762 PK10 BNDL	4
Netgear	AXC761-10000S	1M SFP+ DIRECT ATTACH CABLE PASSIVE	6
Monoprice	27501	Cat6A 10ft Blue Patch Cable, Double Shielded (S/FTP), 36AWG, 10G	100
Netgear	XSM4328FV-100NES	M4350-24F4V MANAGED SWITCH	1
Liberty	12 Strand	12 Strand distribution fiber	1
Monoprice	27483	Cat6A 5ft Blue Patch Cable, Double Shielded (S/FTP), 36AWG, 10G	100
Netgear	GSM4352-100NES	M4350-48G4XF MANAGED SWITCH	7
Netgear	APS600W-200NES	600W 100-240VAC MODULAR PSU	14

PROPOSAL SIGNATURE PAGE**PROPOSAL SIGNATURE PAGE**

Type or Print the following information:

Prospective Contractor Contact Information

Contact Person: Jonathan Parker Title: Branch Director
Phone: (501) 375-2800 Alternate Phone: _____
Email: jonathan.parker@cti.com

Confirmation of Redacted Copy

- YES, a redacted copy of proposal documents is enclosed.
- NO, a redacted copy of submission documents is not enclosed. I understand a full copy of non-redacted submission documents will be released if requested.

Note: If a redacted copy of the proposal documents is not provided with the Vendor's proposal, and neither box is checked a copy of the unredacted documents will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA).

Illegal Immigrant Confirmation

By signing and submitting a response to this RFP and by certifying online at <https://www.ark.org/dfa/immigrant/index.php/disclosure/submit/new>, the Vendor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Vendor certifies that they will not employ or contract with illegal immigrants during the aggregate term of the contract.

Israel Boycott Restriction Confirmation

By checking the box below, the Vendor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.

- Vendor does not and will not boycott Israel.

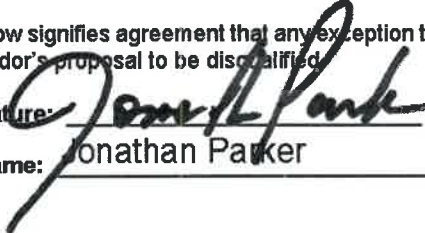
Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction Confirmation

By checking the box below, the Vendor agrees and certifies that they do not boycott energy, fossil fuel, firearms, or ammunition industries, and if selected, will not boycott energy, fossil fuel, firearms, or ammunition industries during the aggregate term of the contract.

- Vendor does not and will not boycott energy, fossil fuel, firearms, or ammunition industries.

An official authorized to bind the Vendor to a resultant contract shall sign below.

The Signature below signifies agreement that any exception that conflicts with the requirements of this RFP will cause the Vendor's proposal to be disqualified.

Authorized Signature:  Title: Branch Director

Printed/Typed Name: Jonathan Parker Date: 3/26/2024

ATTACHMENT A: OFFICIAL PROPOSAL PRICE SHEET

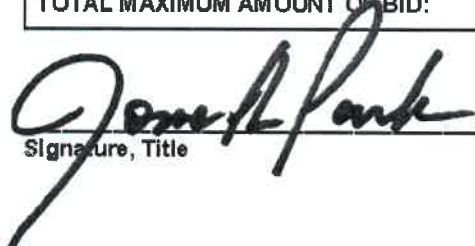
ATTACHMENT A
OFFICIAL PROPOSAL PRICE SHEET

1. Bids should provide at least a 180-day acceptance period.
2. By submission of a proposal, the proposer certifies the following:
 - A. Prices in this proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition;
 - B. No attempt has been made nor will be by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition;
 - C. The person signing this proposal is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this RFP; and
 - D. Prices in this proposal have not been knowingly disclosed by the proposer and will not be prior to award to any other proposer.

The Official Price Proposal Sheet must be submitted in substantially the following form, allowing for the inclusion of specific information regarding positions, goods, services, etc., and signed by an official authorized to bind the Vendor to a resultant contract.

Vendors may attach a more detailed listing of equipment and personnel costs to this OPPS, but shall still sign and include the OPPS with the submitted proposal.

DESCRIPTION	PRICE PER HOUR	NUMBER OF POSITIONS
Supervisor/PM	\$125	2
Other Professional Staff / Engineering & Programming	\$125	3
Support Staff / Technicians	\$95	6
DESCRIPTION	PRICE PER UNIT (IF APPLICABLE)	TOTAL PRICE
Subcontractors (if any)	\$20,000 (elec.)	\$20,000
Travel	N/A	N/A
Any Additional Goods & Services (List Individually)	CTI Services	\$296,291
	Equipment	\$1,096,753
TOTAL MAXIMUM AMOUNT OF BID:		\$1,413,044



 Signature, Title

3/25/2024

 Date

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SECTION 2: COMPANY OVERVIEW

ABOUT US

IT IS ALL ABOUT OUR PEOPLE.

Since we began in 1988, our goal has been to provide custom, superior technology services. These include design, engineering, training, and support for professional audio, video, visual, and control systems. Our model has also evolved to develop IP network design, video conferencing, web casting, collaborative systems, and unified communications as technology continues to advance.

Our executive leaders are committed to the relationships they have formed throughout the industry with vendors, clients, and trade partners. Everyone on the CTI team understands that they are a network of professionals whose purpose is to provide AV solutions while utilizing the experience and training from their respective backgrounds. The result is a diverse team with rich knowledge from all aspects of technology in engineering design, IT, media, and installation, located all over the country.

WHY CHOOSE US?

We understand that there are other AV integrators who you can call. What we have learned along the way from our loyal customers is that they are not all created equal. We are specialists who ensure our technology, processes, and staff are the most knowledgeable and efficient resource to serve you. We have a pulse on the present and an outlook to the future. We are not content to be idle and react to the industry trends but are driven to steer the direction of AV-IT convergence and embrace the vast changes ahead in the field. As you will see from our solutions and services in this guide, we are a comprehensive provider for all your AV, IT, and Communication needs. Please contact us to learn more about the information found here or any other technology questions you may have. We are here to help.

OUR PEOPLE

WE ELEVATE INDUSTRY TALENT AND PLEDGE TO BE YOUR AV AUTHORITY

At CTI we take great pride in our commitment and investment in our people. As an APEX certified company, we are proud to stand behind AVIXA standards for the audiovisual industry. These standards, for system design and coordination, and system verification, show that our company can facilitate communication on all levels of a project, and most importantly, deliver a verified system that meets the client needs. Our specialists are bound not only to the technical proficiency of these certifications but a code of ethics, professionalism, and practice, to the highest standards. Our technical personnel also earn multiple manufacturer certifications through AMX, Crestron, Polycom, and Biamp to name a few, and maintains continuous career training to remain highly ranked in our advancing field. We value the importance of professional development and invest heavily in our employees to empower them for success as top-notch solutions providers to you.

OUR PURPOSE

Our goal is to be the AV specialist you trust. We are dedicated to building on our experience and providing you the most skilled engineers, integrators, and advisors. We invest in quality resources and planning because you do too. We are worldwide AV experts that you can count on.

OUR PROMISE

Your investment in technology is significant and analyzed with diligence at CTI. We will guide your plan with thoughtful, innovative action. We work to know your systems inside and out and will be here to help them evolve for years to come.

HISTORY & MILESTONES

- 1988** CTI Founded in Saint Louis, Missouri by Jane, and Dennis Woodhouse.
- 1991** CTI formally establishes company Headquarters in Saint Louis, Missouri.
- 1997** Winners of the Saint Louis Regional FAST 50 Technology Award.
- 1998** Presentations Magazine awards Conference Technologies, Inc. with Best Presentation Room Award.
- 1998** Winners of the Saint Louis Regional FAST 50 Technology Award.
- 1999** Winners of the Saint Louis Regional FAST 50 Technology Award.
- 2000** Winners of the Saint Louis Regional FAST 50 Technology Award.
- 2001** Office opens in Overland Park, Kansas.
- 2001** Winners of the Saint Louis Regional FAST 50 Technology Award.
- 2003** Office opens in Memphis, Tennessee
- 2004** Office opens in Omaha, Nebraska
- 2004** Expanded operations to Wichita, Kansas / Acquired Visual Works' Assets Wichita, Kansas
- 2005** Office opens in Peoria, Illinois
- 2006** Office opens in Wichita, Kansas.
- 2007** Omaha office relocates to larger facility.
- 2008** Acquired VMI's assets - Saint Louis, Missouri
- 2009** Headquarter relocated to larger facility in Saint Louis, Missouri
- 2009** John Laughlin named President, Chief Executive Officer (CEO).
- 2009** Office opens in Little Rock, Arkansas
- 2010** Expanded operations to Brookings, South Dakota
- 2011** Expanded operations to San Jose, California
- 2011** Mary and John Laughlin named Owners of Conference Technologies, Inc.
- 2012** Office opens in Brookings, South Dakota.
- 2012** Overland Park, Kansas office relocates to larger facility.
- 2012** Recognized by the NSCA for Excellence in Business - Growth Strategies
- 2012** Acquired Media Images, increasing capabilities of our Live Event Team
- 2012** Conference Technologies, Inc. refreshes company logo
- 2013** Acquired Pratt AV assets, expand operations in Iowa (Des Moines, Cedar Rapids, Quad Cities)
- 2013** Acquired Dascom assets, expand operations in Milwaukee, Wisconsin
- 2013** Acquired United Visual assets, expanding operations in Chicago, Illinois
- 2013** San Jose, California office opens
- 2013** Chicago, Illinois and Cedar Rapids, Iowa offices relocate to bigger facilities.
- 2013** Acquired Saint Louis AV, increasing the size and inventory of our sales & event production department
- 2014** San Jose, CA office relocates to more centralized location for San Francisco Bay area.
- 2014** Expanded capabilities to Phoenix, Arizona
- 2015** Acquired Industrial Audio/Video Inc. (IAV) expanding into Houston, Texas
- 2015** Acquired assets of Universal Audio Video Productions increasing capabilities of our LE Team
- 2016** Expanded capabilities / Office opens in Austin, TX
- 2017** Winners of the NSCA 2017 Excellence in Business Award
- 2017** Acquired TVS communications assets expanding operations in Detroit, Michigan
- 2017** Acquired assets of ECS Technologies / Quad cities offices merged/relocated to bigger facilities.
- 2017** Expanded capabilities / Office opens in Nashville, Tennessee
- 2018** Expanded capabilities / Office opens in Dallas, Texas
- 2018** Expanded capabilities / Office opens in Grand Rapids, Michigan
- 2018** Acquired Digital Meeting Solutions expanding operations in Indianapolis, Indiana
- 2019** Acquired Techteriors expanding into residential AV (Wisconsin only)
- 2019** Acquired Comprehensive Technical Group, expanding operations in Atlanta, Georgia
- 2020** Expanded capabilities in Denver, Colorado and Seattle, Washington
- 2021** Expanded capabilities in Columbus, Ohio, and Oklahoma City, Oklahoma
- 2021** Acquired AVPG, increasing the size and inventory of our event production department in Houston, TX
- 2022** Acquired ProVideo, increasing our capabilities in the Ohio Valley region
- 2022** Expanded operations in the New York region with an office in Lyndhurst, New Jersey
- 2022** Expanded capabilities / Office opens in SoCal
- 2022** Expanded operations in Charlotte, North Carolina
- 2023** Expanded capabilities / Office opens in Bentonville, AR
- 2023** Expanded capabilities / Office opens in Raleigh, North Carolina
- 2023** Expanded operations in Washington, D.C.
- 2023** Conference Technologies, Inc. rebrands as CTI and launches new website under cti.com domain



CORPORATE HQ	11653 Adie Rd. Saint Louis, MO 63043 Office: 314.993.1400			
ALLENTOWN	COLUMBUS	INDIANAPOLIS	OKLAHOMA CITY	SEATTLE
1902 Vultee St. Allentown, PA 18103 Office: 610.791.9081	7063 Huntley Rd. Worthington, OH 43229 Office: 380.900.7429	5783 Park Plaza Ct. Indianapolis, IN 46220 Office: 317.360.0636	330 W Gray St. Ste. 217 Norman, OK 73069 Office: 405.546.4080	1455 NW Leary Way Ste. 400 Seattle, WA 98107 Office: 360.602.6030
ATLANTA	DALLAS	KANSAS CITY	OMAHA	SOCAL
1230 Kennestone Cir. Ste. 140 Marietta, GA 30066 Office: 404.352.3000	3794 Arapaho Rd. Addison, TX 75001 Office: 469.941.4130	13228 W 99th St. Lenexa, KS 66215 Office: 913.894.2500	14990 Shepard St. Suite 600 Omaha, NE 68138 Office: 402.593.6750	15300 Valley View Ave. Ste. A13 La Mirada, CA 90638 Office: 800.743.6051
AUSTIN	DES MOINES	LITTLE ROCK	PEORIA	TOLEDO
11525 Stonehollow Dr. Ste. 155A Austin, TX 78758 Office: 512.584.8275	333 Southwest 9 th St. Ste. N Des Moines, IA 50309 Office: 515.280.9800	1419 Westpark Dr. Ste. A Little Rock, AR 72204 Office: 501.375.2800	884 N. Main Street Morton, IL 61550 Office: 309.698.8150	6953 McNerney Dr Northwood, OH 43619 Office: 800.743.6051
BENTONVILLE	DENVER	MEMPHIS	PHOENIX	QUAD CITIES
1211 SE 28th St. Ste. 1 Bentonville, AR 72712 Office: 479.434.1342	6950 S. Tucson Way Ste. E Centennial, CO 80112 Office: 800.743.6051	2013 Fletcher Creek Memphis, TN 38133 Office: 901.360.8332	15915 S 46th St. Phoenix, AZ 85048 Office: 480.816.7526	3513 Vine Court Davenport, IA 52806 Office: 563.359.1825
CEDAR RAPIDS	DETROIT	MILWAUKEE	RALEIGH	WICHITA
820 North 15th Ave. Hiawatha, IA 52233 Office: 319.363.8144	1307 East Maple Rd. Troy, MI 48083 Office: 248.362.3335	4508 West Burnham St. W. Milwaukee, WI 53129 Office: 262.790.1130	633 Hutton St. Ste. 101 Raleigh, NC 27606 Office: 984.308.0291	248 North Cleveland Ave. Wichita, KS 67214 Office: 316.651.0119
CHARLOTTE	GRAND RAPIDS	NASHVILLE	SAINT LOUIS	WASHINGTON D.C.
Coming Soon! Charlotte, NC Office: 704.593.6392	3883 Linden Ave SE Ste. A&B Wyoming, MI 49548 Office: 616.258.2858	1420 Donelson Pike Ste. A9 Nashville, TN 37211 Office: 615.913.3289	11687 Adie Rd. Saint Louis, MO 63043 Office: 314.993.1400	1900 Reston Metro Plaza Ste. 600 Reston, VA 20190 Office: 800.743.6051
CHICAGO	HOUSTON	NEW JERSEY	SAN FRANCISCO	
1501 Ardmore Ave. Itasca, IL 60143 Office: 630.467.1500	4464 W 12th St. Houston, TX 77055 Office: 713.524.1956	1099 Wall St. W Lyndhurst, NY 07071 Office: 800.743.6051	25509 Industrial Blvd Ste. 5 Hayward, CA 94545 Office: 415.849.9369	

CORPORATE SOCIAL RESPONSIBILITY

At Conference Technologies, we feel it is our responsibility to operate with the awareness and respect for ethics, the environment, and a commitment to our community. We believe this leads to a better community, stronger business environment, individual development of employees, and promotion of philanthropy.

ETHICAL BUSINESS PRACTICES

We are committed to serving our customers, employees, vendors, and our communities with integrity and professionalism. Our employees are encouraged to commit to conducting business in a manner that is fair, ethical, and responsible. We believe that complying with the highest standards of ethical conduct is vital to sustaining trust and credibility with customers, manufacturers, and employees, and is crucial to our company's long-term future and success.

CONFIDENTIAL NATURE OF OUR WORK/TRADE SECRETS PROTECTION

CTI considers and treats as confidential (subject to protection by the Missouri Trade Secrets Act) among other things, information regarding its customers and prospective customers, (including but not limited to their needs, preferences, requirements, standards, etc.), costs, pricing policies, profitability, sales and marketing strategies, operational methods, strategic plans, system designs and drawings, control system programs, training materials, internal financial information, customer order entry system (including CTI's software), research and development plans and activities. All individuals employed by Conference Technologies are required to sign a Non-Compete Agreement. Violation of any trade secrets will be grounds for legal action.

DIVERSITY PROGRAM

CTI is a non-certified woman owned company (51%) committed to creating a workplace that is respectful and engaging for all employees, with opportunities for personal and professional development.

EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION PLAN

CTI is an Equal Employment Opportunity and Affirmative Action Employer. It is the policy of CTI from recruitment through employment and promotion, to always provide equal opportunity without regard to race, religion, sex, age, disability, or national origin.

It is the employment policy and practice of CTI to recruit and to hire employees regardless of race, color, religion, national origin, sex, handicap, sexual orientation or because such applicant is forty (40) years of age or older, and to treat all employees equally with respect to compensation; opportunities for advancement, including upgrading, promotion and transfer, and all other terms and conditions of employment.

In furtherance of these policies and practices, this company has designed and agreed to implement an Affirmative Action Program in accordance with the provisions or Civil Rights Ordinance, Code of General Ordinances.

This company has agreed to assert leadership within the community and to put forth the maximum effort to achieve full employment plus the utilization and development of the capabilities and productivity of all our citizens.

This company further recognizes that the effective application of this policy of merit employment involves more than just a policy statement and will, therefore, implement this Affirmative Action Program in a positive and aggressive manner and will make known our commitment to this effort and that equal opportunities are available within our company based on individual merit. We will solicit and encourage all persons to seek opportunities within this company, and to take advantage of advancement possibilities.

EMPLOYEE CITIZENSHIP AND IMMIGRATION VERIFICATION

CTI routinely runs background checks on job applicants during the hiring process and participates in the E-Verify program in certain locations as required by law.

E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce.

DRUG FREE WORKPLACE STATEMENT

CTI is a drug-free workplace. We are committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. Employees are prohibited from the unlawful possession, manufacturing, distributing, dispensing, possessing, using, or being under the influence of illegal drugs, inhalants, or controlled substances on CTI premises and/or client worksites. Violation of this policy may result in the imposition of employment discipline as defined for specific employee categories by existing company policies, statutes, rules, regulation, employment contracts, and labor agreements.

SAFETY & HEALTH PROGRAM

The Safety & Health program that we developed meets OSHA standards and requirements. Our employees are trained and accountable for following safe work practices such as identifying and controlling hazards, investigating near-miss incidents or accidents. Managers review the program regularly to ensure safe practices.

TRAINING PROGRAM

We strive to hire the best talent in the industry. However, employment is only the first step into maintaining an expert staff. CTI believes in investing in the future of its employees and deploys strategies to keep staff members educated and trained in the areas that deemed appropriate. Most technicians in this field receive on-the-job training, as true as that may be our company goes to great lengths to train our staff rookie or veteran. Our training program teaches and/or refreshes our staff's knowledge about audiovisual industry standards and practices. We maintain our training daily through industry certifications or classes. Having a relationship with hundreds of manufacturing partners allows us to train and certify our staff on a variety of equipment including service and repair knowledge.

ENVIRONMENTAL AWARENESS / ENVIRONMENTAL SUSTAINABILITY

We are also committed to a sustainable approach to protecting the environment. We have several programs in place to reduce our carbon footprint.

Reduced Travel/Use of Video Conferencing

We do our best to minimize our impact on the environmental by utilizing our own collaborative solutions from the same products we design, sell, and install for our clients, thus creating a smarter, more efficient workplace.

- Voice or video conference is how we handle meetings internally, with customers, partners, and suppliers.
- Reduced travelling by using video conferencing; employees must justify a trip when travel is requested.
- Video conference used for recurring meetings between office locations.
- We sell and promote greener products and services daily.

Energy

CTI is not officially LEED certified; however, we do employ the technology in all our facilities to manage lighting, and air conditioning. i.e., Our boardrooms, warehouse additional spaces are equipped with motion sensors and timing mechanisms that turn lights on when needed and off when not in use.

Recycle

- Recycle shipping and receiving packaging supplies and wooden pallets for shipping products.
- Return all used copier toners in recycle boxes.
- Recycle paper, plastic, and aluminum products.



COMMUNITY OUTREACH PROGRAM

We are proud to provide professional and financial contributions to charities that our employees actively assist. Every year our offices take part in supporting a variety of local programs benefiting education, performing arts, special development programs, and youth athletics. Aside from financial support, we donate time and equipment like Smartboards to help improve teaching capabilities. In a more traditional fashion, we contribute to major charities like St. Jude Children's Research Hospital, Special Olympics, United Way, MS Society, YMCA. We also encourage our employees to work with our clientele and their charitable fundraisers, tournaments, and other functions that benefit a variety of organizations locally and around the world.

In addition to the charities and programs mentioned above, our company works hard every year helping local food banks. Every November and December, CTI initiates our annual food drive companywide. Once the food and money are collected, CTI matches all the donations and send the donations to a local food bank in each one of our local markets.

VETERAN AFFAIRS

CTI recognizes the enormous contributions of men and women who have served their country in uniform. We are committed to supporting and honoring our active military personnel and veterans, as well as their families.

We also hire military veterans and support reserve component members when they are called to active duty. CTI currently employees 8 veterans that have honorably served our country from different branched of the Armed Forces.



UNION LABOR AFFILIATION(S)

CTI has long-standing, successful, and positive working relationships members of some of the largest labor unions in the United States. We know a project involving union labor can get complicated due to numerous factors such as costs, rules, jurisdictions, and last-minute complications that always happen at the wrong time. Because of our experience and relationships with numerous unions over the years, we have learned the proper guidelines and procedures to get the project finished right.

COMMUNICATIONS WORKERS OF AMERICA (CWA)

The Communications Workers of America represents 700,000 workers in private and public sector employment in the United States, Canada, and Puerto Rico. CWA members work in telecommunications and information technology, the airline industry, news media, broadcast and cable television, education, health care and public service, law enforcement, manufacturing, and other fields.



THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES (IATSE)

IATSE represents theatrical stage employees, moving picture technicians, artists, and allied crafts. This union has evolved to embrace the development of new entertainment mediums, craft expansion, technological innovation, and geographic growth.

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)

IBEW represents approximately 675,000 members who work in a wide variety of fields, including utilities, construction, telecommunications, broadcasting, manufacturing, railroads and government. The IBEW has members in both the United States and Canada and stands out among the American unions in the AFL-CIO because it is among the largest and has members in so many skilled occupations.



(IBT) TEAMSTERS

International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers of America (IBT), the largest private-sector labor union in the United States, representing truck drivers and workers in related industries (such as aviation).



PROFESSIONAL ASSOCIATIONS

AMERICAN INSTITUTE OF ARCHITECTS (AIA)

The American Institute of Architects is a professional organization for architects in the United States. Headquartered in Washington, D.C., the AIA offers education, government advocacy, community redevelopment, and public outreach to support the architecture profession and improve its public image. The AIA also works with other members of the design and construction team to help coordinate the building industry. As a registered CES provider with the American Institute of Architects, we offer a course for architects to earn credits toward their AIA certification and are recorded with AIA.



AVIXA / APEX

Avixa is the industry leader when it comes to professional collaboration, information, and community, leading the world with all the necessary resources: AV standards, certification, training, market intelligence, and thought leadership.



As an APEX Company we are proud to stand behind AVIXA standards for the audiovisual industry. These standards, for system design and coordination, and system verification, show that our company can facilitate communication on all levels of a project, and most importantly, deliver a verified system that meets the client needs.



INTERNATIONAL FACILITY MANAGEMENT ASSOCIATION (IFMA)

The world's largest and most widely recognized international association for facility management professionals.



NATIONAL SYSTEMS CONTRACTORS ASSOCIATION (NSCA)

The National Systems Contractors Association (NSCA) is the leading not-for-profit association representing the commercial integration industry. The National Systems Contractors Association is a powerful advocate for all who work in the integration industry, including systems contractors/integrators, product manufacturers, consultants, sales representatives, architects, specifying engineers and other allied professionals.



CHAMBER OF COMMERCE/CONVENTION VISITORS BUREAU

All our offices are members and participate in the local chamber of commerce, while some also participate in the local convention and visitor's bureau.

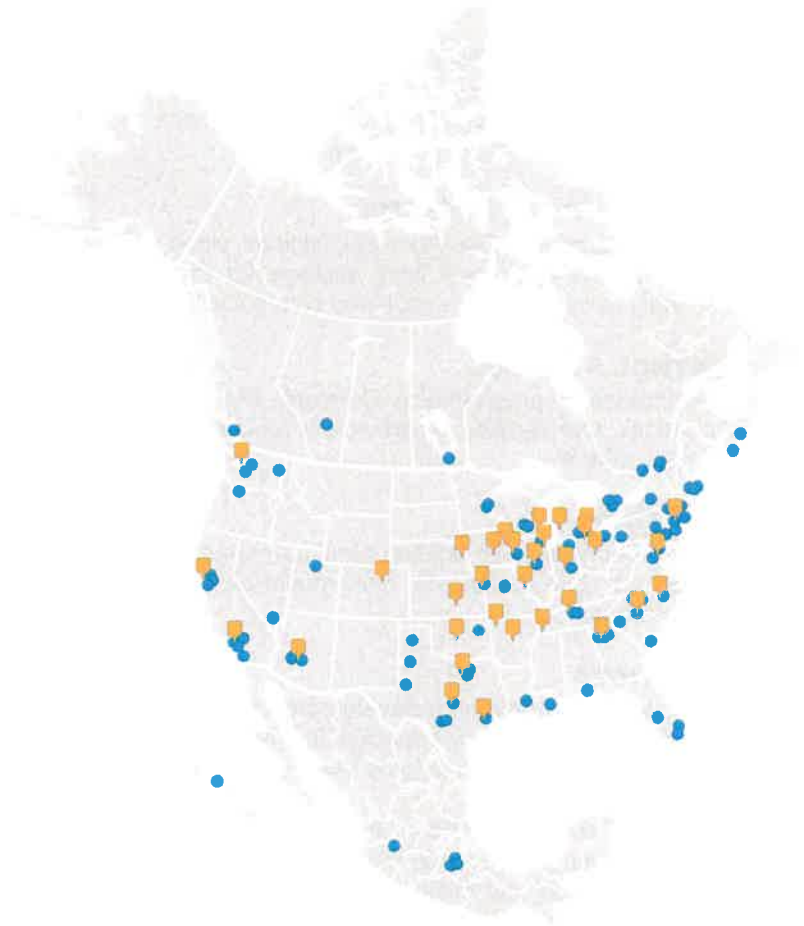
NETWORK & PARTNERSHIPS



PSNI NETWORK

Founded in 1986, Professional Systems Network International (PSNI) is the leading organization of independent audiovisual and broadcast communications systems integrators. CTI is a proven resource and member of PSNI with access to forward thinking education, collaboration and support that benefits our clients and raises the integrity of the industry through our partnerships.

PSNI is a one-of-a-kind solution network comprised of a select group of award-winning technology companies throughout North America. Collectively, the members of PSNI are supported by over 1,900 employees nationwide. This ensures a highly qualified cooperative that is skilled in the design, integration, programming, service, and repair of AV-IT systems.



GLOBAL AV PARTNERSHIP

Global communications and networks are essential in today's marketplace and CTI is your leading resource for international AV-IT exchange. Through our partnerships abroad, we can provide consistent, high-level solutions that are reliable and maintain quality, certified international standards.

When you work with your local CTI specialist and need global deployment of any AV or IT system you will experience agile, trusted expertise and a direct connection to our established network and consortium on an international level to ensure your solutions converge with a qualified resource.

Our relationships with global AV-IT integrators ensure your systems speak a universal language of design, installation, programming, and support. Work directly with your local experts and gain access to international resources for integration, maintenance services, or event deployment through Worldwide AV.

CTI offers a variety of great audiovisual solutions for several different industries. Below is a list of our solutions we offer.

AUDITORIUM & THEATERS

Big spaces need big sounds. Auditoriums present a unique set of requirements, including sound systems, lighting setups, video screens, projectors and more. In addition to equipment design, our team will analyze acoustics, sound pressure, and reverberation.



COLLABORATION SYSTEMS

With the combination of software applications, video conferencing, documents, and workflow management, we can design and implement work systems for value chains, organization networks, web-based and cross-functional teams with information and communication technology.



CONTROL SYSTEMS

We specialize in programming Crestron, AMX, and Extron control systems for a variety of markets and applications. Our certified programmers regularly maintain professional training from AMX, Crestron, Extron, and many others.



FURNITURE

We have partnered with leading furniture manufacturers to ensure your AV/IT hardware is incorporated into precisely configured cabinets, multi-media carts, conference tables, podiums, lecterns, and digital signage display stands.



IT SERVICES

Our software engineers can develop creative solutions when off the shelf software is not an option. When building access control and surveillance design and implementation come calling, our team leverages strategic partnerships and experience to deliver the perfect experience.



NETWORK OPERATION CENTERS

With a NOC you can monitor environments, provide alerts, and detect device issues, ensuring any negative impact is identified and minimized quickly. We have the knowledge for design, hardware requirements, and support tools to keep threats at bay and keep your systems running smoothly.



PROFESSIONAL VIDEO

With CTI you get complete system design with fully integrated HD production, multichannel automation, and server-based technologies. We examine your production workflow to account for master control, tech support, and ensure efficiencies are maximized.



SECURITY

When building access control and surveillance design and implementation come calling, our team can leverage our strategic partnerships and years of experience to deliver the perfect experience.



STRUCTURED CABLING

Structured cabling provides the critical backbone of a communication system. We can design, install and service a structured cabling system for you.



STADIUM SOUND

Sports fans want the ability to hear what's going on no matter where they are in the stadium. Technology makes that easier than ever and we can show you how.



TELEMEDICINE

Integrate Polycom and AudioCodes Gateways, conference phones, video phones, and video conferencing system to provide extremely rich, cost-effective communications systems.



TELEPHONY

The merger of voice and data, video, and text over your internet provider network is an effective, low-cost solution to advance your communication needs.



TRAINING ROOMS

Our team of designers, and technicians can create an effective media conference system to connect workers by video and audio, to fast-track productivity and communication on meetings, conferences, team updates, and brainstorming.



UNIFIED COMMUNICATIONS

Complex communications become unified with the integration of a single enterprise solution. For a consistent collaborative experience, put the power of our partners together.



VIDEO CONFERENCING

We design, engineer, and install a complete system for your needs and budget, as a permanent basis in a conference room, classroom, or office, or as a rental application for an upcoming event.



VIDEO WALL

We can design a video wall system and service package for your application that includes remote support, content development, content management, data storage, and network management. This comprehensive plan will help broadcast your messages quickly and efficiently, all from a central location.



SERVICES

CTI offers a wide range of audiovisual services related to professional audio, video communication applications, computer and video display systems, video projection, integrated control systems, acoustics, sound reinforcement, theatrical lighting, broadcast, and video conferencing.

CONSULTING AND NEEDS ANALYSIS

We realize that planning for technology improvements can be a challenge when faced with the complex options available. We can help explain these solutions. We will perform a thorough analysis of the system requirements and work with you to define your project goals.



CREATIVE SERVICES

Whether it's a press event, product roll-out, corporate retreat, or training, your audience will feel the impact through coordinated visuals, interactive displays, and immersive technology with the help of our team of experienced event planners and technicians.



DIGITAL COMMUNICATION

We have the experience and skill to merge your digital media and information systems and help your IT department integrate the next generation of network communication.



ENGINEERING

We design, integrate, and support collaborative systems that can simplify teamwork and provide your organization resources for productivity.



INSTALLATION AND INTEGRATION

CTI specializes in programming intuitive touch panel interfaces that simplify the interaction between the user and a complex AV or IT system.



MAINTENANCE AND SERVICE

We enhance virtual meetings with room rentals, concierge services, 24/7 bridging, recording, testing, and monitoring services for a custom communication solution.



PROCUREMENT AND ADMIN SUPPORT

Digital signage is an interactive visual display that delivers adaptable content to maximize user engagement and heighten experiences in your facility in a custom, timely application.



SOUND REINFORCEMENT

Sound reinforcement can amplify and distribute audio that spans to large or distant groups and improve overall sound quality.



TRAINING

We have the experience and skill to merge your digital media and information systems and help your IT department integrate the next generation of network communication.



RACK FABRICATION CENTER

WHAT WE DELIVER

AV Racks are a crucial component for any audio-visual project. They house various technology that control the function of room(s) from a centralized, and concealed location. Rack systems are systematically deployed to centralize and organize a great deal of key equipment, it is vital they are properly designed so they operate correctly, can be easily accessed, maintained, and any future removal/replacement of equipment is hassle free. Important factors when designing and building a rack are cable management, labeling, equipment security, power management, heat management, and overall build consistency. Additional tasks we perform are software/firmware upgrades, programming, testing, and final system commissioning assessments.

AV Racks simplify processes once fully operational, however through our years of experience we have identified systematic and critical issues during the rack build process. One of the more commonplace issues we have identified is requisite space and location. Most audio-visual projects will call for multiple racks, this in turn requires ample space to stage, store, and layout equipment before and during the rack building process. Space can be limited, especially while our client's day to day operations remain open. Another paramount consideration is our reliance on third parties to deliver our client's equipment in an expeditious manner. Lastly and always, it is of utmost importance that CTI maintain an efficient and timely project schedule. We understand how this can be frustrating to our clients, especially if space and time is limited.

To better serve our clients CTI built an AV Rack Fabrication Center at our headquarters location in St. Louis, MO where we pre-build all our AV racks ahead of installation, reducing the time and costs associated with building each rack onsite. By centralizing inventory, construction, quality control, programming and testing we can complete these racks ahead of time waiting to be installed according to project schedule timeframe.



BENEFITS OF AV RACK FABRICATION CENTER

- Reduces the number of equipment shipments directly to the customer site.
- Network and switching devices are staged and integrated prior to shipment to site.
- Reduces onsite installation intervals.
- Provides a controlled environment for rack fabrication.
- Ensures capture of equipment serial numbers
- All software and firmware upgrades installed.
- Reduces onsite delays associated with defective equipment or DOAs.
- Basic equipment configurations and internal rack connectivity testing prior to shipment to site
- Ability to load and test initial touch panel controls.

RACK BUILD STAGES



CORPORATE

Adecco	Emprise Bank	MS Society
AFLAC	Energizer	Mutual of Omaha
AIA Kansas City	Enterprise Rent-a-Car	Nestle Purina PetCare Company
AIG, Inc.	Ernst & Young	Northrop Grumman
Airbus Americas Inc.	Eventbrite	Northwestern Mutual
Alberici Corporation	Express Scripts	Pacific Life
Aldi Inc.	Farmers Insurance Group	Peabody Energy
Alliant Energy	Fed Ex	Pepsi
Ameren	FGM Architects	Pfizer
American National Bank	Fleishman-Hillard	Polsinelli Shughart
Amsted Rail	Funeral Directors Life Insurance	Principal Financial Group
Anheuser-Busch Companies, Inc.	Gallup Organization	Proctor & Gamble
Arch Coal	Garmin International	Purina Farms
Archer Daniels Midland Company	GE Energy	Ralcorp Holdings, Inc.
Arcturus	General Mills	Raymond James
Assurant	Georgia Pacific	Ricketts Bank
Aventine	Girl Scouts of Eastern Missouri	Regional Chamber of Growth Assoc.
Black & Veach	GKN Aerospace Services	Reinhart Boerner & Van Deuren
Black Hills Energy	Graybar	RGA Insurance Company
BLDD Architects	Grinnell Mutual Reinsurance Company	Ross & Barruzini
Blue Beacon International Inc.	H&R Block	Safety National Casualty Corp.
Boeing	Hallmark	Sara Lee
Bombardier	Harley-Davidson	Savvis, Inc.
Boy Scouts of America	Hewlett Packard Enterprise	Scottrade
Brown Shoe	Home Depot	Shook, Hardy & Bacon, L.L.P.
Burns & McDonnell	Home Depot	Sigma Aldrich
Cargill	Honeywell Corporation	Spirit Aero Systems
Caterpillar	IBM	State Farm Insurance
Centene	Imperial PFS	Stereotaxis, Inc.
Cerner Corporation	Ingersoll-Rand	Stupp Bros., Inc.
Cessna Aircraft Company	JE Dunn	Swiss Re Insurance
Cintas Corporation	Jockey International	Thomson Reuters
Citi Group	John Deere	Thyssen Krupp
Citizens Bank	Johnson & Johnson	Union Pacific Railroad
Clifton Gunderson LLP	Jones Lang LaSalle	United Airlines
Coca-Cola	JP Morgan Chase Bank	United Way
Coleman Company	Kiewit	US Bank
Dell Corporation	Laclede Gas Company	Valmont
Deloitte and Touche	LinkedIn	Value Act Capital
Des Moines Register	Lockheed Martin	Verizon Wireless
Digital Insight	Major Brands	Von Maur
Dillard's Corporation	Mars, Incorporated	Wells Fargo
DLR Group	MasterCard	Woodmen of the World
Donald Danforth Center	Midwest Public Risk	World Agricultural Forum
Dow Chemical Company	Millard Refrigerated Services	World Wide Technology
eBay/PayPal	Moosylvania	Xceligent, Inc.
Edward Jones	Monsanto	YMCA
Emerson Electric	Motorola	Youth Villages

BROADCAST

Adult Swim	Georgia Institute of Technology	The Ohio State University
Atlanta Hawks	Houston Rockets	The Weather Channel
Bank of America Stadium	Hudson Alpha Institute for Biotechnology	Toronto Blue Jays
Boston Consulting Group	Interface, Inc.	Toyota Center
Carolina Panthers	Memphis Grizzlies	Troy University
Cartoon Network	Memphis Redbirds	Turner Broadcasting
Center for Combat Readiness	Milwaukee Bucks	United Parcel Service (UPS)
Charlotte Hornets	Nashville Predators	US Military Academy West Point
Chicago White Sox	Nashville Sounds	University of Arkansas
Clemson University	New Orleans Saints	University of California San Diego
Cleveland Cavaliers	North Carolina State	University of Georgia
Coca-Cola Company	Orlando Magic	University of North Carolina
Corning, Inc.	Papa John's International	University of South Carolina
Cox Media Group	Philadelphia Union	University of Virginia
Delta Airlines	RFD TV	US Air Force Academy
Detroit Pistons	Rocket City Trash Pandas	Virginia Polytechnic
Drug Enforcement Administration	Rocket Mortgage Fieldhouse (Cavaliers)	Virginia Tech
Federal Aviation Administration	Samaritan's Purse	WGLT Channel 22
Florida Panthers	San Diego State University	World Changers Church International
Florida State University	Spirit Communications Park,	
Georgia Aquarium	The Georgia Aquarium	

STADIUMS/ARENAS & HOSPITALITY/ENTERTAINMENT

9 Bar	Hotel Phillips	Pinnacle Entertainment
AEG Live	Hyatt	Potawatomi Hotel & Casino
AMC Entertainment	IHO	Renaissance Hotel
Ameristar Casinos, Inc.	Intrust Bank Arena	River City Casino
Argosy Casino	Isle of Capri Casino	Rococo Theatre
Bally's Casino Tunica	Jumer's Casino & Hotel	Santikos Theatres
Bellerive Country Club	Kansas Aviation Museum	Science Center of Iowa
Best Western	Kansas Speedway	Scotch & Sirloin
Biggest Loser Resorts	Kauffman Stadium	Sheraton
Bill Snyder Stadium	KC Sports Commission	Sierra Suites
Buffalo Wild Wings	Kohl's Department Stores, Inc.	South Side Country Club
Busch Stadium	Lawrence Dumont Stadium	St. Louis Cardinals HOF & Museum
Challenger Learning Center	Lego Land Discovery Ctr. KC	St. Charles Convention Center
Coterie Theatre	Little Rock CVB	St. Louis Art Museum
Crowne Plaza	Lumiere Place	St. Louis Blues Hockey
Cubby's Sports Bar and Grill	Macy's	St. Louis Cardinals, LLC
Delta Rivers Nature Center	Maggiano's Little Italy	St. Louis Country Club
Drone & Mueller	Marriott	St. Louis Science Center
Drury Hotels	McDonalds Corporation	St. Louis Symphony
Eaglewood Resort & Spa	Memphis Grizzlies	St. Louis Zoo
El Dorado Convention Center	Memphis Redbirds/Autozone Park	Swiftel Center
Embassy Suites	Memphis Zoo	The Wildwood Hotel
Foot Locker Inc.	Museum of Fine Arts Houston	Union Station Kansas City
Four Seasons Hotel	Nebraska Furniture Mart	Union Station St. Louis
Gateway Arch	Oakwood Country Club	University of Missouri Aquatic Ctr.
Harbor Center-716 Restaurant/Bar	Opera Theatre of St. Louis	Walmart
Hilton	Overland Park Soccer Complex	Wichita Art Museum
Holiday Inn	Par-A-Dice Hotel & Casino	Wisconsin Center
Hotel at Old Town	Payless Shoe Source	World Chess Museum
Hotel Lumiere	P.F. Chang's	Wrigley Field

GOVERNMENT & MILITARY

36th Judicial District Court, MI	Illinois Emergency Mgt. Agency	State Of Idaho
Air National Guard	Illinois House of Representatives	State Of Iowa
American Embassy - Brussels	Illinois State Police	State of Missouri
Ames Public Library	Jefferson City Fire Department	State of Nebraska
Arkansas State Crime Laboratory	Kansas Air National Guard	US Air Force
Arkansas State Police	Kansas City Public Library	US Army
Bluford Branch Library	Kansas Dept. of Transportation	US Army Corps of Engineers
Camp Robinson	Little Rock Air Force Base	US Attorney's Office
City of Austin, TX	Little Rock Fire Department	US Bankruptcy Court
City of Baton Rouge, LA	Marine Corps Community Services	US Census Bureau
City of Blue Springs, MO	Maxwell Air Force Base	US Coast Guard
City of Brookings, SD	McConnell Air Force Base	US Department of Agriculture
City of Cedar Rapids, IA	McLean County Government	US Court of Appeals
City of Champaign, IL	MO Department of Conservation	US DEA - El Paso Intelligence Center
City of Charleston, SC	MO Department of Transportation	US Department of Commerce
City of Clive, IA	MO National Guard	US Department of Defense
City of Independence, MO	Montana Army National Guard	US Department of Education
City of Lawrence, KS	National Geospatial Intelligence	US Department of Energy
City of Lincoln, NE	NASA	US Dept. Health & Human Resources
City of Little Rock, AR	Naval Special Warfare Dev Group	US Department of Homeland Security
City of Marion, IA	Naval Support Activity Mid-South	US Department of Interior
City of Maryland Heights, MO	NCIS	US Department of Justice
City of Memphis, TN	Nebraska National Guard	US Department of Labor
City of Olathe, KS	Nevada Supreme Court	US Department of State
City of Overland Park, KS	Nuclear Regulatory Commission	US Department of the Treasury
City of Peoria, IL	Office of Naval Intelligence	US Department of Veteran Affairs
City of Stafford, TX	Offutt Air Force Base	US District Court, IL
City of West Des Moines, IA	Olathe Court House	US District Court, IN
City of Wichita, KS	Olathe Fire Administration	US District Court, KY
City of Windsor Heights, IA	Olathe Police Department	US District Court, KS
Civil Corps of Engineers	Papillion Police Station	US District Court, PA
Clerk US District Court WV	Papillion Fire Department	US District Court, WV
Davenport Police Department	Patrick Air Force Base	US District Court Office of the Clerk
Eureka Fire Department, MO	Polk County Courts	US Environmental Protection Agency
FAA Aeronautical Center	Peoria Park District	US Farmers and Ranchers Alliance
FBI	Rock Comm. Fire Protection District	US Marine Corps
Federal Aviation Administration	Rock Island Arsenal	US Marine Corps JAG
Federal Railroad Administration	Schriever Air Force Base	US Navy
Federal Reserve Bank	Scott Air Force Base	US Postal Service
FEMA	Sedgwick County	US Secret Service
Fort Campbell	Smithsonian Institute	US Stratcom
Fort Leavenworth	Social Security Administration	Washington Fire Department
Fort Leonard Wood	State of New York	Webster County Law Enforcement
Fort Riley	St. Charles County Government	Whiteman Air Force Base
General Services Administration	St. Louis County Library	Wichita Chamber of Commerce
Great Lakes Naval Base	Starved Rock State Park	Wright-Patterson AFB
Hutchinson Public Library	State of Arkansas	Wynne Fire Department

EDUCATION

Alverno College	Knox College	St. Ambrose University
A.T. Still University	Lewis & Clark Community College	Sauk Valley Community College
Arkansas State University	Lewis University	St. Charles Community College
Arkansas Tech University	Lindenwood University	St. Louis Univ. School of Medicine
Augustana College	Logan College of Chiropractic	Texas Southern University
Avila University	Loyola University	Trinity International University
Baptist College of Health Sciences	Marquette University	University Of Arkansas
Barstow School	Maryville University Saint Louis	Univ. Of Arkansas Medical Sciences
Baylor College of Medicine	McKendree University	University of Central Arkansas
Baylor University	Memphis City Schools	University of Central Missouri
Black Hawk College	Memphis University School	University of Chicago Medical
Blue Valley North High School	Methodist College	University of Colorado
Bradley University	Middle Tennessee State University	University of Dubuque
Briarcrest Christian School	Milbank Public Schools	University of Florida
Central College	Millikin University	University of Georgia
Colorado State University	Milwaukee Public Schools	University of Houston
Columbia College	Missouri State University	University Of Illinois
Concordia University Chicago	Missouri University of S&T	University of Iowa
Creighton Prep	Missouri Western State University	University of Kansas
Creighton University	Monmouth College	University of Kansas Medical
Danville Area Community College	Moraine Valley Community College	University of Memphis
DePaul University	Mt. Mary University	University of Missouri - Columbia
Des Moines Area Community College	Naval War College	University of Missouri - KC
Douglass High School	Northeast Iowa Community College	University of Missouri - Rolla
Drake University	Northern Illinois University	University of Missouri - St. Louis
Eastern Illinois University	Northwest Missouri State University	University of NE Medical Center
Elmhurst College	Northwestern University	University of Nebraska - Lincoln
Emporia State University	Oklahoma State University	University of Nebraska - Omaha
Evangelical Christian School	Olathe School District No.233	University of Northern Iowa
Fort Hays State University	Ozark Technical Community College	University of St. Mary
Frontier School of Innovation	Park University	University of St. Francis
Grand View University	Parkland College	University of Tennessee
Greenville College	Peoria School District 150	Univ. of Tennessee Health Science
Harding Academy	Philander Smith College	University of Texas at Austin
Harding University	Pittsburgh State University	University of Texas at Tyler
Heartland Community College	Principia College	University of Texas Medical
Henderson State University	Pulaski County Special School Dist.	University of Texas Rio Grande Valley
Hendrix College	Pulaski Technical College	University of Wisconsin
Hutchison School	Richland Community College	Upper Iowa University
Illinois Central College	Rockhurst University	USD 396 Douglass Public Schools
Illinois State University	Roosevelt University	Wartburg College
Indiana State University	Rosalind Franklin University M&S	Washington University
Iowa State University	Saint Louis University	Waukesha County Technical College
Iowa State Univ. College of Design	Saint Xavier University	Wayne State College
Iowa Wesleyan College	South Arkansas Community College	Webster University
Johnson County Community College	South Dakota State University	Western Illinois University
Kansas State University	Southeast Missouri State University	Wichita State University
KC Univ. of Medicine & Bioscience	Southeastern Illinois College	William Jewell College

HOUSE OF WORSHIP

Abundant Life Baptist Church	First Assembly of God of Aberdeen	Kirk of the Hills
Aldersgate United Methodist Church	First Assembly of God N. Little Rock	Lenexa Baptist Church
Antioch Family Worship	First Baptist Church Blue Springs	Liberty United Methodist Church
Ark of Safety Christian Church	First Baptist Church Harvester	Lord of Life Lutheran Church
Ascension Lutheran Church	First Central Congregational Church	Matthias Lot Church
Bellevue Baptist Church	First Evangelical Church	Mt. Olive Lutheran church
BreakPointe Community Church	First Presbyterian Church	Northland Baptist Church
Christ Community Church	First United Methodist Church	Peine Ridge Church
Church of the Resurrection	Forest Park Baptist Church	Racine Christian Church
Church on the Rock	Gateway Christian Church	Riverside Church
Church of the Savior	Good Shepherd Lutheran - Fremont	St. Charles Borromeo Church
Church of the Shepherd	Grace Church	St. John's Lutheran Church
Community of Christ World-HQ	Grace Evangelical Church	St. John's United Church of Christ
Country Club Christian	Grace-St. Luke's Episcopal Church	St. Louis Family Church
DeSoto Hills Baptist Church	Greater Grace Church	St. Patrick Presby. Church
Eastminster Presbyterian Church	Greek Orthodox Church of Omaha	St. Robert Bellarmine Parish
Eastside Baptist Church	Hope Church	Temple Israel
Elkton United Parish	Houston First Baptist Church	Trinity United Methodist Church
Faith Church	Immanuel Baptist Church	Village Presbyterian
Faith Lutheran Church	Immanuel United Methodist Church	Wesley United Methodist Church
Faith Reformed Church	Independent Presby. Church	Windsor Crossing Comm. church
Fellowship Baptist Church	James River Assembly	Zion Lutheran Church

HEALTHCARE

Abraham Lincoln Memorial Hospital	Centene	Methodist Hospital
Alegent Health	Children's Clinic of Jonesboro	MetLife
Alexian Brothers Health System	Children's Mercy Hospital	Naval Hospital Pensacola
Allen Memorial Hospital	Columbia/St. Mary's	Nebraska Medical Center
American Assoc. of Orthodontists	Covenant Medical Center	Proctor Hospital
Arkansas Children's Hospital	Creve Coeur Animal Hospital	Salina Family Healthcare Center
Ascension Health care	Family Cancer Center PLLC	Salix Pharmaceuticals, Inc.
Baptist Lutheran Medical Center	Graham Hospital	Seton Medical Center Hays
Barnes Jewish Hospital	Greenville Regional Hospital	SSM Health Care
Baxter Regional Medical Center	Hannibal Regional Healthcare Sys.	St. Luke's Hospital
BJC Health Care	Hillcrest Health and Rehabilitation	St. Mary's Good Samaritan Hospital
Blue Cross Blue Shield	Kansas University Medical	St. Vincent Hospital
Carle Foundation Hospital	Labette Health	Truman Medical Center
Castlewood Treatment Center	Lawrence Memorial Hospital	United Health Care
Catholic Health Association	Loyola Medical	Via Christi Health Systems Inc
CDC	MedPointe Pharmaceuticals	

CREDENTIALS/CERTIFICATIONS

CTi's technical staff has a variety of certifications and designations that set us apart as one of the most qualified audio-visual integration partners available. Some of our designations include:

Certification	Qualifications/Industry Certifications/Manufacturer Certifications
Avixa	Apex / Certified Technology Specialist / Design / Install (CTS, CTS-D, CTS-I)
IT	MCITP, MCTS, CompTIA A+, CompTIA Network+
Project Management	NSCA PM
Control Systems	Crestron, Harman (AMX), Extron
Audio DSP	Biamp, BSS, ClearOne, Crown, Peavey, Gentner
CAD	AutoCAD, Autodesk, Revit
Sound Modeling	SynAudCon

NUMBER OF EMPLOYEES CERTIFIED

AVIXA			BIAMP CERTIFICATION						
CTS	CTS-D	CTS-I	AUDIA	VOCIA	VOIP	TESIRA	TESIRAFORTE	TESIRALUX	TESIRA SERVER/SERVER-IO
			audia.	vocia.	biamp VOIP	TESIRA	TESIRAFORTE	TESIRALUX	TESIRA SERVER/SERVER-IO
93	16	19	8	8	10	11	24	5	4

CRESTRON CERTIFICATION												
MASTER PROGRAMMER MCP	MASTER PROGRAMMER MCP-P	MASTER PROGRAMMER MCP-G	MASTER PROGRAMMER MCP-S	CCP	DMC-D-4K	DMC-E-4K	DMC-T-4K	DMC-D	DMC-E	DMC-S	DMC-T	DM-NVX-N
8	0	1	3	16	25	6	5	18	7	3	2	6

CRESTRON CERTIFICATION											
MASTER TECH ARCH	CSS-T	AUDIO TECH AUD	CTI-TCT-C	CTI-TCT-R	CTI-DCT-C	CTI-DCT-R	CTI-SCT-C	CTI-SCT-R	CORE CTI-CCT	FLEX	FUSION PROGRAMMER (CTI-FUSION-P)
1	1	1	1	1	2	2	1	1	3	1	8

AUDINATE - DANTE					EXTRON CERTIFICATION							
LEVEL 1	LEVEL 2	LEVEL 3	DOMAIN MANAGER	DANTE AV	EAP	EAVA	ECP	ECS	NETWORK SPEC.	PRODSP	XTPSE	XTPST
				Dante AV								
28	24	14	1	19	3	9	7	8	0	1	3	2

QSC CERTIFICATION								COMPTIA CERTIFICATION					
Q-SYS	Q-SYS LEVEL 1	Q-SYS LEVEL 2	Q-SYS CONTROL 101	Q-SYS CONTROL 201	Q-SYS QUANTUM LEVEL 1	Q-SYS VIDEO 101	Q-SYS ENTERPRISE MANAGER	Q-SYS ARCHITECT	A+	NETWORK+	SECURITY+	SECURITY+ CE	IT FUNDAMENTALS+
27	22	8	10	2	2	4	1	1	2	3	1	1	1

AQAV CERTIFICATION				BICSI CERTIFICATION					SDVoE CERT.	OSHA CERT.		
AQAV CQD	AQAV CQL	AQAV CQT	AQAV 9000	BICSI	BICSI INSTALLER 1 (INST1)	BICSI INSTALLER 2 COPPER (INSTC)	BICSI INSTALLER 2 OPTICAL FIBER (INSTF)	BICSI TECHNICIAN (TECH)	BICSI RCDD	SDVoE	OSHA 10	OSHA 30
27	22	8	10	2	0	0	0	1	1	2	74	14

CONTRACT VEHICLES

GENERAL SERVICES ADMINISTRATION (GSA)



CTI is proud to have been awarded a General Services Administration (GSA) Federal Supply Schedules for selected audio-visual products and design and installation services. You are eligible if you are a part of any federal government department or agency, or an entity that has funding through the federal government, such as grant money.

Contract Number: GS-03F-0124Y
 Period Covered by Contract: June 15, 2012, through June 14, 2027
 Schedule Item Number: 58-I Professional Audio/Video Telemetry/Tracking, Recording/Reproducing and Signal Data

58-1	Recording and Reproducing Video and Audio Equipment
58-2	Monitors and Monitors/Receivers
58-3	Television Cameras
58-4	Audio Equipment
58-6	Telecommunications Equipment
58-8	Professional Audio/Video Assessment, Design, and Integration
58-9	Professional Audio/Video Production
219-3	Televisions
219-4	Television for Hospital, Hotels and Motel
219-9	VCRs, VCP, DVD, Blu-ray
219-11	Audio Components
219-13	Handheld Camcorders

Learn more at our website <http://www.cti.com/gsa>.

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

238210	Electrical Contractors and other Wiring Installation Contractors
333316	Photographic & photocopying equipment manufacturing
334111	Electronic computer manufacturing
334118	Computer terminal & other computer peripheral equipment manufacturing
334220	Radio and television broadcasting and wireless communications equipment manufacturing
334290	Other Communications Equipment Manufacturing
334310	Audio and Video Equipment Manufacturing
334419	Other Electronic Component Manufacturing
337212	Custom Architectural Woodwork and Millwork Manufacturing
337214	Office furniture (except wood) manufacturing
423410	Photographic Equipment and Supplies Merchant Wholesalers
423430	Computer & computer peripheral equipment & software merchant wholesalers
423610	Electrical apparatus & equipment, wiring supplies, and related equipment merchant wholesalers
423620	Household appliances, electric housewares, and consumer electronics merchant wholesalers
423690	Other Electronic Parts and Equipment Merchant Wholesalers
512110	Motion Picture and Video Production
517911	Telecommunications resellers
517919	All other telecommunications
519130	Internet Publishing and Broadcasting and Web Search Portals
532490	Other Commercial and Industrial Machinery and Equipment Rental and Leasing
541330	Engineering Services
541512	Computer Systems Design Services
541519	Other computer related services
541519	Information technology value added resellers
541990	All Other Professional, Scientific, and Technical Services

Learn more at our website <http://www.cti.com/naics>.

SECTION 3: FINANCIAL & PROJECT INFORMATION

FINANCIAL INFORMATION

REVENUE

Expected 2024 Revenue: \$300 MIL
 Past Revenue (5 years): 2022-\$180 MIL / 2021-\$141 MIL / 2020-\$141 MIL / 2019-\$127MIL / 2018-\$105MIL

BACKLOG

Current Backlog (12/31/2023) \$129 MIL

PROJECT INFORMATION

PROJECT SIZE RANGE

Typical Project Value \$25,000 TO \$5 MIL
 Total # Projects (Previous Year): 3,156
 Average Project Size (in dollars): \$53,048

BONDING

Maximum Bonding Capacity	\$150M	Single Project Bonding Capacity	\$50M
Current Open Bond Capacity	\$140M	Performance Bond ever exercised	No

LITIGATION STATEMENT

(Experiences Within the last 5 years)

Judgments	Zero	Arbitrations	Zero
Suits / pending Proceedings	Zero	Bankruptcy / Company	Zero
Bankruptcy / Principals	Zero	Bankruptcy / Officers	Zero
Project Related:	Zero incidents to claim	Non-Project Related:	Zero incidents to claim

SAFETY INFORMATION

EMR RATING

July '23 – July '24	.61%
July '22 – July '23	.69%
July '21 – July '22	.67%
July '20 – July '21	.65%
July '19 – July '20	.60%

INSURANCE INFORMATION

Producer: Marsh & McLennan Agency LLC
 Insurer A: Atlantic Specialty Inc.
 Insurer B: Hanover Insurance Company
 Coverage: 7/31/2023-7/31/2024

GENERAL LIABILITY

Coverage Limit: \$1,000,000.00 per claim
 \$2,000,000.00 aggregate

AUTOMOBILE

Coverage Limit: \$1,000,000.00

UMBRELLA

Coverage Limit: \$10,000,000.00

WORKERS COMPENSATION

Coverage Limit: \$1,000,000.00

ERRORS & OMISSIONS/PROFESSIONAL

Coverage Limit: \$2,000,000.00

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)	
				7/31/2024	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
(IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).)					
PRODUCER	J.W. Terrill, a Marsh & McLennan Agency LLC co 825 Mayville Centre Drive Suite 200 Chestersfield MO 63017	AGENT	Paul Montello PHONE: 314 554 2617 FAX: (314) 554 2616 EMAIL: pmontello@jwterrrill.com		
INSURED	Confidence Technologies, Inc. 11653 Adie Road Maryland Heights, MO 63045	INSURER A	Atlantic Specialty Insurance Company 27154	INSURER B	
COVERAGES		CERTIFICATE NUMBER: 55673726	REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
CLASS	TYPE OF INSURANCE	APPLICABLE	POLICY NO.	POLICY PERIOD	LIMITS
A	COMMERCIAL GENERAL LIABILITY		7101402-0005	7/31/2024	7/31/2024
	CLAIMS-MADE	X			EACH OCCURRENCE \$3,000,000 AGGREGATE \$6,000,000 MED EXP/ADV \$50,000/000 PERSONAL & ADVERTISING \$3,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS-COMMERCIAL \$3,000,000
	GEN AGGREGATE LIMIT APPLIED PER:				
	CLASS				
A	AUTOMOBILE LIABILITY		7101402-0005	7/31/2024	7/31/2024
	ANY AUTO	X			UNLIMITED SERVICE VEHICLES BODILY INJURY (per person) \$500,000 BODILY INJURY (per accident) \$1,000,000 PROPERTY DAMAGE \$50,000
	SCHEDULED AUTOS	X			
	UNLICENSED AUTOS	X			
	TRAILERS	X			
A	UMBRELLA LIAB	X	7101402-0005	7/31/2024	7/31/2024
	BACKUP LIAB	X			EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000
	EXCESS	X			
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY		40041020-0001	7/31/2024	7/31/2024
	Y/N				Y N N/A
	OFFICERS/DIRECTORS/KEY PERSONS EXCLUDED (indemnity in lieu)				
	IF any, describe under EXEMPTIONS ON POLICY ENDORSEMENT				
B	Crime		156 445023 04	7/31/2024	7/31/2024
	Fire/Theft/Burglary		7101402-0005	7/31/2024	7/31/2024
	Auto Theft		7101402-0005	7/31/2024	7/31/2024
	Each Occurrence Limit				\$1,000,000
	Aggregate Limit				\$2,000,000
	Sublimit				\$100,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
CERTIFICATE HOLDER		CANCELLATION			
Evidence of Coverage only		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
		AUTHORIZED REPRESENTATIVE 			
ACORD 25 (01/14/01)		© 1998-2014 ACORD CORPORATION. All rights reserved.			

BUSINESS IDENTIFICATION/REGISTRATION
TAX ID NUMBERS

Federal Tax ID Number: 43-1501713
 County Code (3 digit): 189
 Congressional District: 01
 MSA: 7040
 St. Louis District Office: SBA office code 0768
 Accepts GVT. Credit Card: Yes No


UNIFORM SALES & USE TAX CERTIFICATE MULTIJURISDICTIONAL

State	License #	State	License #	State	License #
AK - Alaska	21801285	LA - Louisiana	1701016-0001-400	OK - Oklahoma	STS-10284404-05
AL - Alabama	N/A	MA - Massachusetts	SLS-21296389-003	OR - Oregon	N/A
AR - Arkansas	267225-76-001	MD - Maryland	16014936	PA - Pennsylvania	67661107
AZ - Arizona	20584591	ME - Maine	N/A	PR - Puerto Rico	N/A
CA - California	103110055	MI - Michigan	U431501713	RI - Rhode Island	2-5076-4060
CO - Colorado	26790288-0001	MN - Minnesota	8160163	SC - South Carolina	115093415
CT - Connecticut	N/A	MO - Missouri	13647300	SD - South Dakota	1022-4773-ST
DC - District of Columbia	350-001727298	MS - Mississippi	083-38923-9	TN - Tennessee	104173397
DE - Delaware	N/A	MT - Montana	N/A	TX - Texas	32039849214
FL - Florida	78-8016767396-6	NC - North Carolina	601271997	UT - Utah	12601690-003-STC
GA - Georgia	175-958811	ND - North Dakota	N/A	VA - Virginia	12-431501713F-001
HI - Hawaii	N/A	NE - Nebraska	01-9367969	VI - Virgin Islands	N/A
IA - Iowa	200151118	NH - New Hampshire	N/A	VT - Vermont	N/A
ID - Idaho	5881511	NJ - New Jersey	431-501-713/000	WA - Washington	13647300
IL - Illinois	3508-0663	NM - New Mexico	N/A	WI - Wisconsin	456-000-3897944-02
IN - Indiana	136741304	NV - Nevada	NV20161089379	WV - West Virginia	N/A
KS - Kansas	004-431501713F-01	NY - New York	43-1501713	WY - Wyoming	N/A
KY - Kentucky	820398	OH - Ohio	99109291		

CONTRACTOR LICENSES

License	#	Expiration	Type	Class
Arkansas	0214590524	5-31-2024	Contractor	Communication, Computer or Sound Systems, Cabling
California	1072847	1-31-2025	Contractor	C-7 - Low Voltage Systems
Iowa	C000782	8-16-2024	Contractor	
Mississippi	18251-SC	2-12-2025	Contractor	Communication Systems & Low Voltage
Nebraska	34881-18	6-1-2024	Contractor	
City of St. Louis	LC9967889	5-31-2023	Contractor	General - C
St. Louis County	C-5033	12-31-23	Electrical	
Tennessee	00057713	9-30-24	Contractor	Class-CE-D CE-F

GOVERNMENT CONTRACTS & ID'S

(SAM) System for Award Management (formerly CCR)
 (DUNS) Data Universal Numbering System:
 (CAGE) Commercial and Government Entity:
 GSA Advantage Contract Number (Since 2012):

UEI: L6V8ZMLHQ436 Valid until 12/1/2022
 619503634
 OK420 (Valid until 01/29/2025)
 GS-03F-0124Y (Valid until 06/14/2032)

BANK REFERENCE

CARROLLTON BANK

January 16, 2024

John Laughlin
Conference Technologies, Inc.
11653 Adie Rd
Maryland Heights, MO 63043-3509

Re: Conference Technologies, Inc. Bank Reference Letter

Dear Mr. Laughlin,

This letter shall serve as Carrollton Bank's reference letter for Conference Technologies, Inc. Current relationship status with Carrollton Bank is outlined below:

- **\$8,000,000.00 Line of credit**
 - o Secured by all business assets of Conference Technologies, Inc.
 - o Amount available to borrow is \$8,000,000.00 and is governed by borrowing base report.
 - o Maturity of Line: July 19, 2025
 - o Covenants – Standard financial reporting requirements
- **Payment History** : All accounts paid as agreed
- **Average Deposit Account Balance**
 - o \$13,232,000.00

Conference Technologies, Inc is an outstanding client and held in high regard at the Bank.

If there are any other inquires on the above referenced client, please feel free to contact me.

Sincerely,



Randy M Russell | CARROLLTON BANK
Regional President | Commercial Banking
1925 Richardson Rd. Arnold, MO 63010
636.306.2225 O 636.591.1035 F
russell@carrolltonbanking.com | www.carrolltonbanking.com

1925 Richardson Road • Arnold, Missouri 63010

(636) 590-6040 • (636) 591-1035

SURETY REFERENCE



Marsh McLennan Agency
825 Maryville Centre Drive | Suite 200
Chesterfield | MO 63017
T +1 314 594 2700
MarshMMA.com

January 5, 2024

RE: Conference Technologies, Inc.

To Whom It May Concern:

Conference Technologies, Inc. is a valued Travelers Casualty and Surety Company of America surety customer. Travelers Casualty and Surety Company of America is one of the most financially sound insurance companies in the United States and enjoys a Best Rating of A+ + with financial strength category of XV.

Due to Conference Technologies, Inc.'s reputation, technical expertise, financial strength, quality equipment and experienced labor force, Marsh McLennan Agency is prepared to consider performance and payment bonds for single jobs in the \$50,000,000.00 range with an aggregate work program of \$150,000,000.00 subject to the conditions below.

Marsh McLennan Agency is proud to be associated with Conference Technologies, Inc. Should a project be awarded to and accepted by Conference Technologies, Inc., we are prepared to consider providing the required bonds on their behalf. Any bonds are subject to acceptable review of the contract terms and conditions, bond forms, confirmation of financing, and any other underwriting considerations at the time of the request. It should be understood that any arrangement for bonds is strictly a matter between Conference Technologies, Inc. and the Travelers Casualty and Surety Company of America. We assume no liability to third parties or to you if for any reason we do not execute said bonds.

Please feel free to contact me if you have any specific questions regarding Conference Technologies, Inc. or their surety bond program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'APT', with a long horizontal flourish extending to the right.

Andrew P. Thome,
Attorney-in-Fact, Travelers Casualty and Surety Company of America

A business of Marsh McLennan

Your future is limitless.™

APPENDIX

APPENDIX A: COMPANY LEADERSHIP TEAM

John Laughlin
President & Chief Executive
Office



Brandon Conick
Chief Operations Officer



Dan Bunyard
Chief Financial Officer



Ken Red
Chief Information Officer



Tobi Tungl
Chief Marketing Officer



Cathy Kelly
Chief Strategy Officer



Eric Snider
Chief Technology Officer



Matt McNeil
Chief Solutions Officer



Terry Bray
Chief Labor Officer



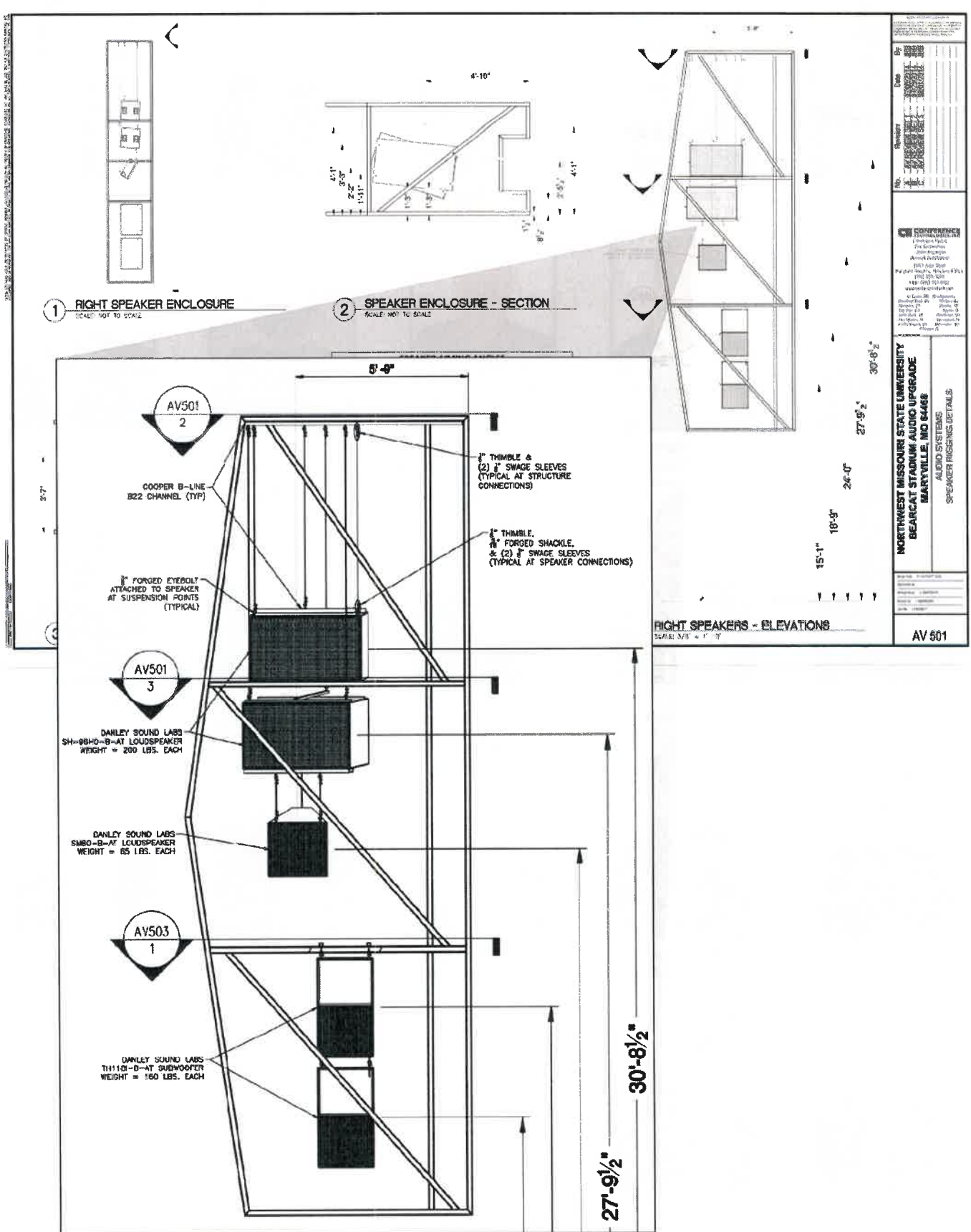
Tim Kersting
Chief Design Officer



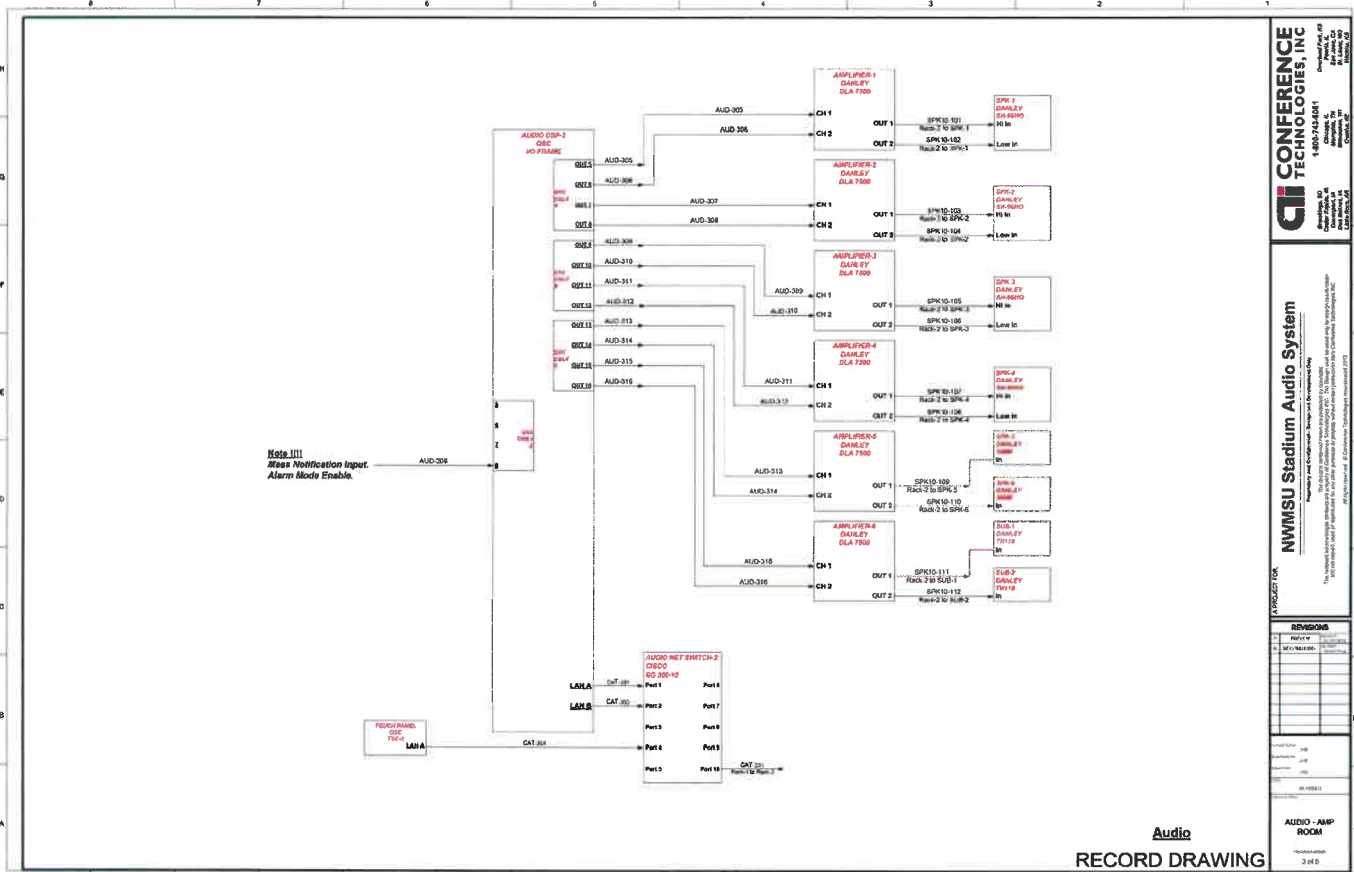
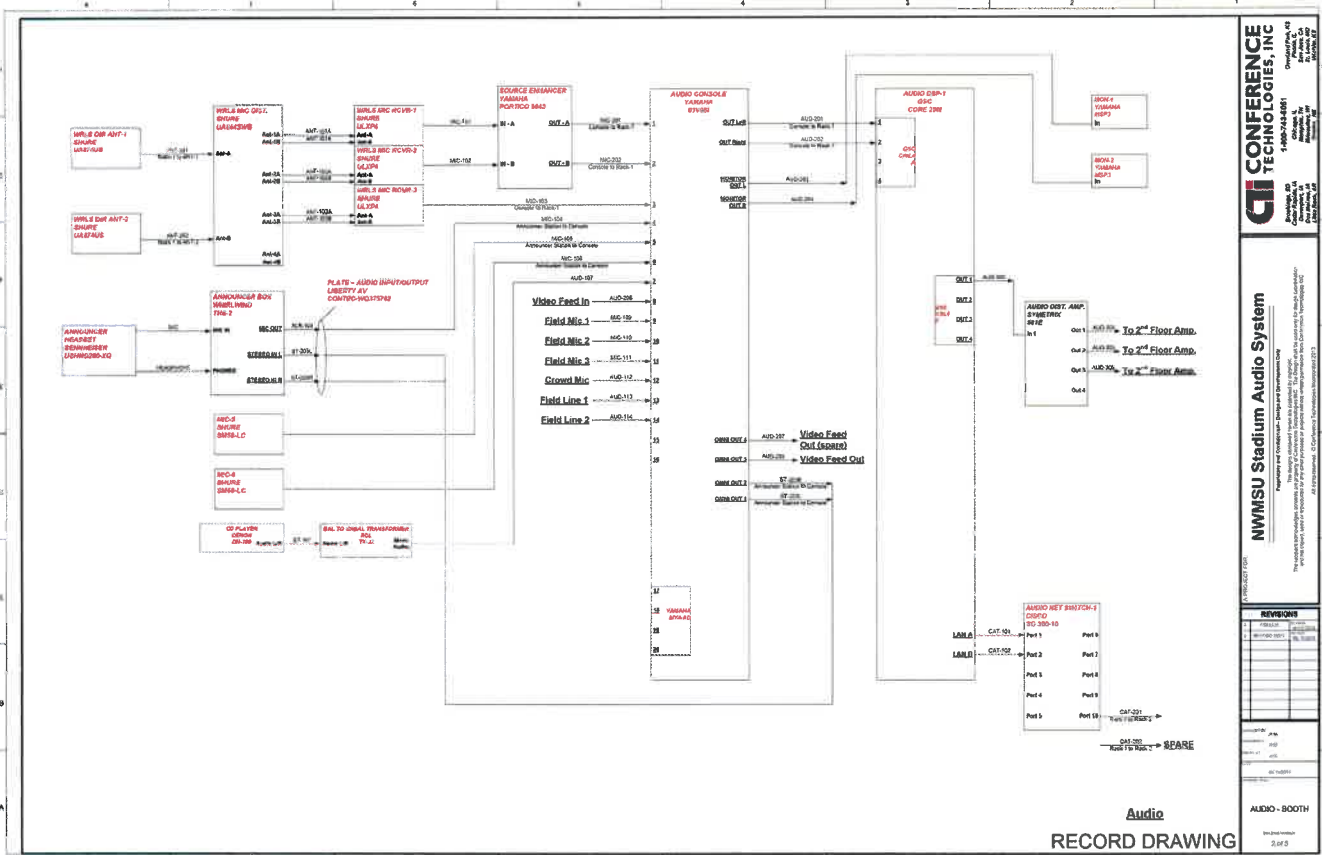
Jimmy LoMonaco
Chief Talent Acquisition Officer

COMPANY LEADERSHIP (Continued)**Tom Koch**
EVP Live Events**Ken Jaques**
EVP Programming**Brian Van Der Hagen**
Regional Vice President**Dan Szymanski**
Regional Vice President**David Ferlino**
Regional Vice President**David Walshe**
Regional Vice President**Doug Carnell**
Regional Vice President**George Sherman**
Regional Vice President**Jeff Rollins**
Regional Vice President**John Holland**
Regional Vice President**John Rios**
Regional Vice President**Travis Ellis**
Regional Vice President**Adam Rosenthal**
VP System Integration**Andrew Pearson**
VP System Integration**Dan Lumsden**
VP System Integration**Jim Wile**
VP System Integration**Jonathon Reany**
VP System Integration**Marek Walaszkowski**
VP System Integration**Keith Sandy**
VP System Integration**Patrick Wheelon**
VP System Integration**Tim Wright**
VP System Integration**Todd Callahan**
VP System Integration

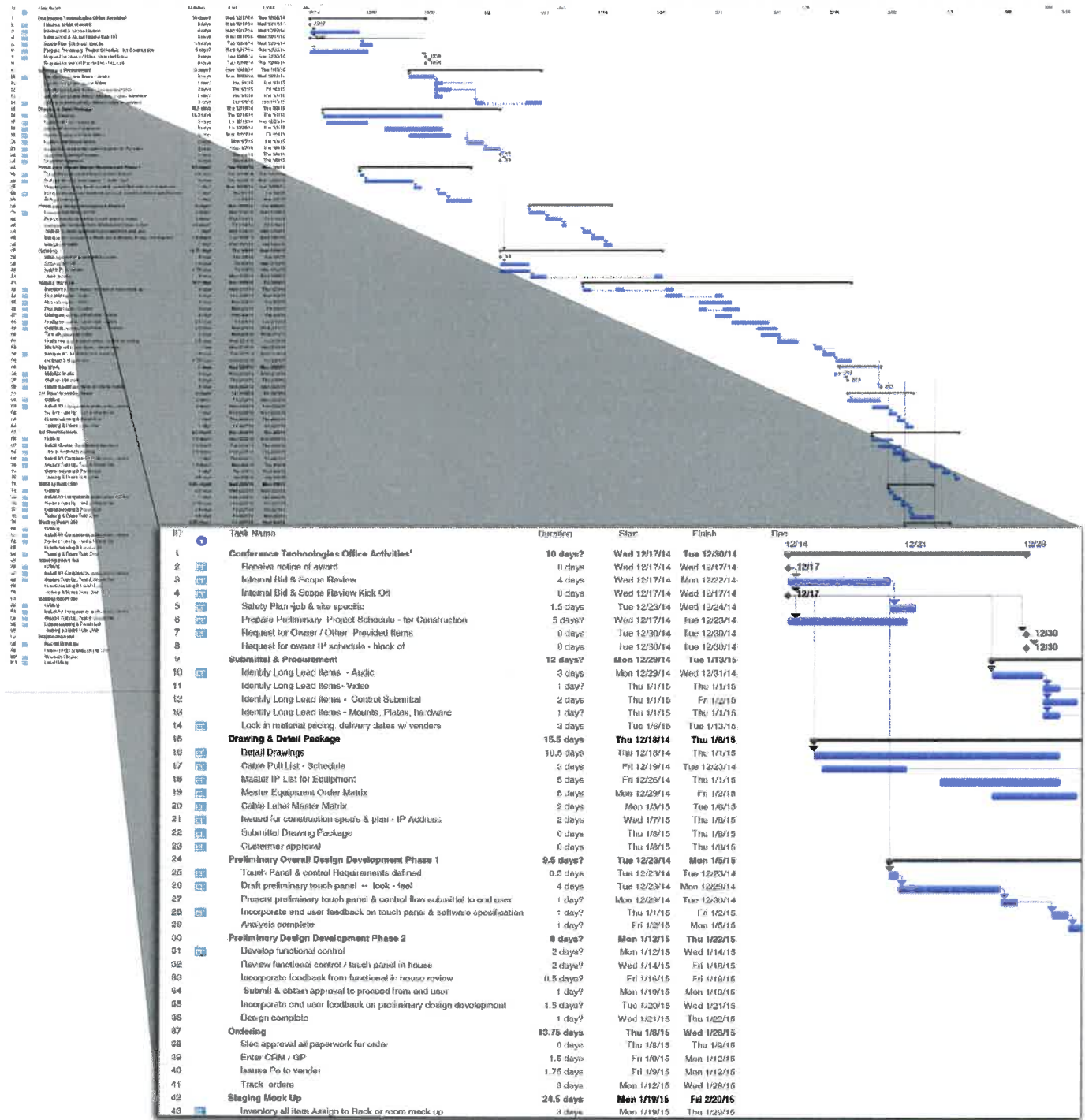
APPENDIX B: SAMPLE DRAWINGS



<p>CONFERENCE Engineering & Architecture Audio Engineering 1001 Ash Drive Portland, Oregon, 97208 TEL: 503.251.1000 WWW.CONFERENCE.COM</p>	<p>NORTHWEST MISSOURI STATE UNIVERSITY BEARCAT STADIUM AUDIO UPGRADE MARYVILLE, MO 64468</p> <p>AUDIO SYSTEMS SPEAKER FINISHING DETAILS</p>
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APPENDIX C: SAMPLE PROJECT SCHEDULE



APPENDIX D: PAST PROJECTS

FIRST NATIONAL BANK OF OMAHA



Project Name: FBO update
 Contract Amount: \$1,200,000
 Location: Omaha Nebraska
 Completion Date: 1/1/23
 Category: Corporate
 Owner: First National Bank of Omaha
 CTI Representative: Josh Keller
 Project Manager: Todd Laird
 Lead Software Programmer: Isaac Porter
 Project Description:

CTI installed a Background Audio System broken out into 5 zones, Ultra Stretch Displays with Digital Signage players, Charter and Map Wall with Ultra short throw projector that will be mapped to the wall based on the custom projection surface and Motion sensor for triggering playback of video clip, 98" Portrait Displays, LED Video Walls and Digital Signage where some where installed as a Corner wrapped video wall on a custom mount, Zoom Studios. Studio 1 got an electric green screen to be mounted into the ceiling Control will be through a LVC on the wall.



UNIVERSITY OF MICHIGAN

Project Name: Michigan Stadium
Contract Amount: \$6,595,104
Location: 500 S State St, Ann Arbor, MI 48109
Start Date: 2/20/2023
Completion Date: 8/31/2023
Category: Higher Education/Sports & Entertainment/Broadcast
Delivery Method: Hard Bid
Owner: University of Michigan
CTI Representative: Andrew Pearson
Project Manager: Cheri Parker
Project Engineer: David Watson
Design Consultant: WJHW
Project Description:

CTI was brought in to update the video production system, the core of a comprehensive project that included video boards, audio, and lighting systems on multiple sports facilities throughout the campus, including Michigan Stadium, the largest stadium in the US. CTI worked with the end user team to coordinate this centralized control room project and connect all the venues on the campus. CTI provided and installed cameras, switcher, routing core, graphics, slow motion, intercom, and supporting systems. The control rooms drive board shows at all campus venues including the new scoreboard at Michigan Stadium, "The Big House" which is the largest stadium in the country.



Additional Information:

[Sports Video Group Article](#)

KALAHARI RESORTS

Project Name: Kalahari Resorts Round Rock
Contract Amount: Non-Disclosed
Location: Round Rock, TX
Start Date: 3/1/18
Completion Date: 1/15/2021
Category: Hospitality/Entertainment
Delivery Method: Hard Bid
Owner: Kalahari Resorts
CTI Representative: David Lahey
Project Manager: Melissa Eggleston / Patty Richmond / Patrick Baum
Project Engineer: John Barbour
Lead Software Programmer: David Lockmiller
General Contractor: Hensel Phelps
Project Description:

CTI was hired by Kalahari Resort Round Rock to provide the design, engineering, and installation of all AV in the resort. The 350-acre mixed-use development consists of 200,000 ft² recreation facility, 150,000 ft² conference / convention center, and 990 room hospitality development. The resort is also outfitted with a fitness center, restaurants, and retail space.

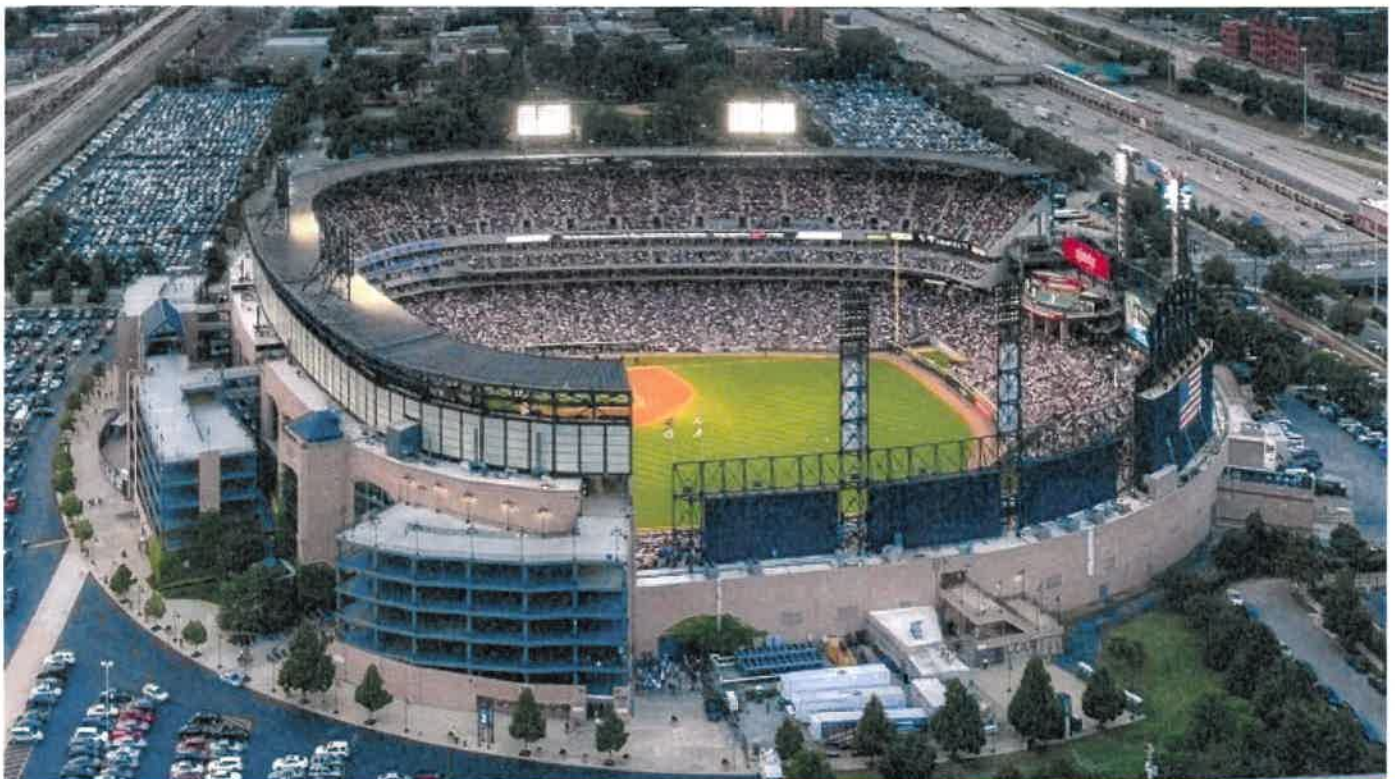


CHICAGO WHITE SOX

Project: Guaranteed Rate Field Scoreboard Control Room Upgrades
Contract Amount: \$705,663
Location: 333 W 35th St, Chicago, IL 60616
Start Date: August 2021
Completion Date: January 2022
Category: Sports & Entertainment/Hospitality/Broadcast
Delivery Method: Hard Bid
Owner: Illinois Sports Facilities Authority/Chicago White Sox
CTI Representative: Ry Alford
Project Manager: Cheri Parker
Project Engineer: Eddie Daniels
Project Description: CTI integrated a LED head end system comprised mainly of a



Ross Tessera system for the facility. A sizeable amount of Ross Rocket Surgery design services was incorporated in this project. This project had stringent MWBE requirements of at least 30% which was accomplished through our use of a local MWBE certified subcontractor.





Clients Nationwide



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