

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. Amendment 0001		3. EFFECTIVE DATE 01/10/17	4. REQUISITION/PURCHASE REQ. NO.		1 3
6. ISSUED BY National Endowment for the Arts, Grants & Contracts Ofc., Third Floor, Constitution Center 400 7th Street, SW, Washington, DC 20506		CODE	7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code) Prospective Offeror				9A. AMENDMENT OF SOLICITATION NO. RFQ 17-04	
				9B. DATED (SEE ITEM 11) X 12/23/16	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor is required to sign this document and return 1 copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of SF30 Amendment 0001 is to extend the proposal deadline to 6:00 PM EST, January 11, 2017 and to incorporate Questions and Answers on pages 2 and 3.

Please see additional page for complete details.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Latonca M. Harris Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>Latonca M. Harris</u> (Signature of Contracting Officer)	16C. DATE SIGNED 01/10/17
_____ (Signature of person authorized to sign)			

AMENDMENT 0001 Questions and Answers (Q & A'S)
Solicitation RFQ 17-04 Audio Video Web Conferencing

Please acknowledge receipt of the Amendment via email so that the Contracting Officer knows the paperwork was delivered and received. In accordance with the Standard Form 30 (SF30), Amendment of Solicitation the Contractor is required to sign the SF30 document and return 1 copy to the issuing office at the time proposals are due.

Q1. The RFQ did not provide usage estimates. Could you provide?

- a. Estimated minutes per month or per year for reservationless audio conferencing
- b. Estimated minutes per month or per year for operator-assisted events (or number of events, length and number of participants)
- c. Estimated minutes per month for web conferencing

A1. The following are estimates based on current usage:

- a. Reservationless audio conferencing: Approximately 45,000 minutes per month
- b. Operator-assisted events: 2 per month/2-4 hours duration/50-75 participants
- c. Web conferencing: 3 (4 hour sessions) per month
NEA anticipates an increase in video and web conferencing after the staff is trained on the currently installed equipment/capabilities.
- d. International audio conferencing: 500 minutes monthly
- e. Record/replay audio conferencing: 75 per month

Q2. Does RFQ expect respondent to supply video telecommunications lines and usage for the Video Conferencing rooms or is NEA buying this telecom service directly from a carrier?

- a. If so, estimated number of minutes of conferencing and number of legs.
- b. Any international legs? What countries?
- c. What portion of video usage will be Skype interconnections?
- d. What portion of video usage will be via web browsers and other desktop interconnections?

A2. Currently, NEA's telecommunication system is VOIP. There is an IP address for each POLYCOM in the respective Conference/Meetings rooms.

- a. The rooms are equipped with audio and video capabilities including adjustable camera and microphone.
- b. International calls are used on a regular basis. The list of countries is numerous worldwide.
- c. Currently Skype is used approximately 2 times per week through Crestron. But we expect the usage to increase with this contract. If the vendor suggests another source other than Skype, NEA would be agreeable.
- d. The Agency has not permitted video usage except in limited instances. The point of this contract is to enhance video conferencing usage and make it available to all 163 employees.

Q3. Estimated host (account holder) counts?

Audio-only
Video
Web

A3. Currently,

- a. Audio only: 30
- b. Video: 0
- c. Web: 1

Q4. How many webinars are run per year?

A4. Approximately 50

NEA anticipates that this number will increase as the Program Offices are trained on the capabilities provided in the contract.

Q5. Are web options always collaborative, or presentations (one too many)?

For collaborative sessions, what is the range of participant counts?

For presentations, what is the range of participant counts?

A5. a. NEA wants web options to be collaborative in which we can join in presenters who are remote. Some presenters may be out of CONUS. NEA needs the capability to upload and share presentations during webinars.

b. Minimum: 10 Maximum: 500

NEA Program Offices use the video functionality with multiple presenters during Program Panel meetings.

c. NEA utilizes the webinar capability for the triannual NEA National Council meeting which is open to the public. The announcement is made in the Federal Register and participants call in nationwide.

Q6. Who are the incumbent contractors and what are the products in use today

for audio conferencing?

for video conferencing?

for web conferencing?

A6. a. Audio Conferencing: Global Meet

b. Video conferencing: Not available. Skype has been used upon occasion

c. Web conferencing: Adobe Connect

Q7. In C.3, Audio; the requirement “Ability to host multiple Audio Conferences concurrently”.

Is the ability required the capability for multiple concurrent conferences by the NEA or is it the ability for each conference host to host multiple concurrent conferences?

A7. NEA has 23 Conference/Meeting rooms equipped with audio conferencing equipment. It is unlikely that all rooms would be used concurrently. A conference host would not be hosting multiple concurrent conferences.

Q8. In C.3, Video; the requirement “Ability for each user to schedule, record and host hybrid meetings that combine audio and video services”.

Can we assume that “user” refers to the conference host only?

A8. Yes.

Q9. In C.3, Video; the requirement “Provide complete solution requiring minimal software downloads for meeting host or guests”.

Could you define “minimal”?

A9. Many of the participants of the Program Panel meetings have very limited/outdated equipment capability or they may be on international travel during the meetings. NEA desires that those participants be able to participate through audio if video is not feasible.

Q10. Will this RFQ be extended?

A10. Yes.

END OF DOCUMENT