

PAUL QUINN

Office of Information Technology
Request for Proposal RFP
Sound/Audio System
RFP No.: PQC-AV-2025-SOUND
1.9.2026

Proposal Due Date & Time: 11.17.2025

Contact: IT Department, ITSupport@pgc.edu, 214-3749-5450

1. Introduction & Background

1.1 College Overview

Paul Quinn College (PQC), located in Dallas Texas is issuing this RFP to procure professional audio (sound) systems for four key facilities:

- The **Chapel**
- The **Student Union Building (SUB)**
- The **Auditorium**
- The **Tigers Den Gym**
- The **Health Wellness Center (New Gym)**

These spaces host worship services, lectures, musical performances, student events, Games and community gatherings. PQC seeks a vendor to provide design, equipment, installation, testing, training, and ongoing support.

1.2 Purpose

The purpose of this RFP is to identify a qualified vendor to deliver high-quality, integrated, reliable, maintainable, and scalable sound systems for these facilities, meeting or exceeding best practices in acoustics and audiovisual integration.

2. Scope of Work

The selected vendor will be responsible for the following tasks (but not limited to):

2.1 Site Survey & Design

- Conduct physical site visits to all four facilities

- Review architectural drawings, mechanical and structural plans
- Perform acoustic analysis and modeling (e.g. using EASE, CATT, or equivalent)
- Propose a design addressing reflections, reverberation, sound isolation, and intelligibility

2.2 System Design & Equipment Specification

- Provide full system design (block diagrams, signal flow, rack layouts)
- Specify all major equipment (speakers, amplifiers, DSP, mixers, microphones, monitors, cabling, connectors, controllers)
- Include redundancy and failover paths where appropriate
- Plan for future growth/expansion

2.3 Installation & Infrastructure

- Mounting of speakers, trusses, cabinets, racks
- Cable pathways, conduits, trays, junction boxes
- Rack builds, termination, patching, labeling
- Electrical work (power circuits, surge protection, grounding)
- Structural considerations (points of attachment, load limits)

2.4 Testing, Commissioning & Calibration

- Perform thorough testing, measurements, and calibration
- Provide proof-of-performance reports
- Walk-through and acceptance testing with *PQC staff or third parties vendors that are familiar with PQC buildings.*

2.5 Training & Documentation

- Provide on-site training for PQC technical staff (operation, basic troubleshooting)
- Deliver as-built drawings, O&M manuals, user guides, firmware/software files

2.6 Support & Warranty

- Provide warranty for equipment and labor (minimum 2 or 3 years)
- Offer remote and onsite technical support
- Provide recommended spare parts list
- Offer preventive maintenance proposals

3. Technical & Performance Requirements

Include (but are not limited to) the following:

- **Acoustic Goals:** Clear speech intelligibility (e.g. STI metrics), uniform coverage, controlled reverberation
- **Loudspeakers:** High quality line arrays, point sources, fills, zones
- **Amplification & Processing:** DSP with flexible routing, zone control, EQ, delays; redundant pathing
- **Mixing / Input Devices:** Digital console(s) with adequate I/O, submixing, remote I/O if needed
- **Microphones:** Wired and wireless (handheld, lapel, podium) with reliable RF systems
- **Monitoring:** Stage monitors or in-ear systems where necessary
- **Network & Audio over IP:** Dante, AES67, or equivalent for routing and integration
- **Control Interfaces:** Touch panels, presets, wall panels, remote control
- **Integration:** Tie-ins to video, presentation, recording, streaming systems
- **Cabling:** Use of shielded, high quality cables and proper routing; termination practices
- **Power & Grounding:** Proper scheme to minimize noise; dedicated circuits
- **Resilience & Redundancy:** Backup paths, redundant power, equipment failover
- **Scalability:** Headroom for expansion, spare ports, modular upgrades

4. Proposal Submission Requirements

Proposals must include the following:

4.1 Administrative / General

- Cover letter and executive summary
- Company profile, years in business, organizational structure
- Relevant projects and references (at least 3) with contact information
- Key staff résumés, certifications, and roles
- Proof of insurance, bonding capacity
- Statement of compliance with local, state, and federal regulations
- W-9 or tax ID documentation

4.2 Technical Proposal

- Narrative of system design, approach, and reasoning
- Diagrams: block, signal flow, racks, mounting, connectivity
- Detailed equipment list: make, model, quantity
- Installation approach and methodology
- Assumptions, constraints, alternate options
- Commissioning strategy, quality assurances
- Training plan

4.3 Cost Proposal

- Detailed, line-item price breakdown (equipment, labor, travel, incidental costs)
- Installation labor rates, overtime, escalation
- Warranty cost (if separately priced)
- Contingency (if applicable)
- Payment schedule (milestones, retainage)

4.4 Exceptions & Alternatives

- Statement of any exceptions to RFP requirements
- Alternative proposals or enhancements (optional)

4.5 Appendices / Supporting Documents

- Insurance certificates
- Vendor financial statements or proof of stability
- References, case studies, testimonials
- Proposal compliance checklist

5. Evaluation Criteria

Proposals will be evaluated against these criteria (in descending priority):

Criterion	Weight / Importance
Technical quality of design, adherence to requirements	30%
Experience, references, staff qualifications	20%
Total cost, value, completeness	20%
Warranty, support, maintenance plan	15%
Implementation schedule, risk mitigation	10%
Scalability, integration capacity	5%

PQC reserves the right to negotiate with the top proposer(s), accept or reject any or all proposals, and request clarifications or best-and-final offers.

6. RFP Schedule & Key Milestones

- RFP Issue Date: 1.09.2026
- Pre-proposal site visit / walkthrough (mandatory): 01.28.2026, email itsupport@pgc.edu before 11.18.2025 requesting to attend the visit site. You will receive a detailed email with invitation details.
- Deadline for vendor questions: 02.06.2026
- Proposal submission deadline: 02.13.2026
- Proposal review & shortlist: 02.20.2026
- Vendor presentations / demos (if requested): 03.06.2026
- Award & contract negotiation: 03.13.2026
- Notice to proceed: Estimated 03.20.2026
- Testing, commissioning, training, acceptance: 04.22.2026

7. Contractual Terms & Conditions

Include or reference the following:

- Contract form (fixed-price, lump sum, etc.)
- Payment terms and schedule, retainage
- Change orders, modifications
- Liquidated damages or penalties for delay

- Confidentiality and proprietary rights
- Warranty, maintenance obligations
- Insurance and indemnification
- Compliance with codes, ADA, NEC, FCC, local law
- Termination for default or convenience
- Dispute resolution, governing law
- Ownership of deliverables and intellectual property (firmware, control scripts)
- Audit and record-keeping rights

8. Appendices

Provide relevant attachments:

- **Appendix A:** Architectural drawings, mechanical and electrical plans for the four facilities
- **Appendix B:** Existing AV/sound system inventory (if any)
- **Appendix C:** Site constraints, mounting locations, structural load data
- **Appendix D:** RFP question & response form
- **Appendix E:** Proposal submission checklist
- **Appendix F:** Definitions & acronyms