



Request for Information (RFI) # 2002

Governor Nelson A. Rockefeller Empire State Plaza Art Collection - Interactive Signage

1. INTRODUCTION

1.1. GENERAL INFORMATION AND PURPOSE

The Office of General Services, Division of Financial Administration – Agency Procurement Office, is exploring the development of a solicitation for Curatorial Services who need to provide a more meaningful, participatory, and accessible educational experience to a broader audience surrounding the Governor Nelson A. Rockefeller Empire State Plaza Art Collection. The purpose of this Request for Information (RFI) is to acquire information that should be considered in developing a procurement solicitation to procure hardware and software that will enable visitors of the art collection to have a more fulfilling experience, as well as provide Curatorial Services with data pertaining to their guests.

OGS believes that a portion of the solution may be accomplished utilizing an existing centralized contract. This RFI is being released to all vendors with a current contract under NYS Contract Award Number 22802 (Group 73600) Information Technology Umbrella Contracts – Manufacturer Based (Statewide), whose award includes Lot 1 and 2, Statewide.

Vendors interested in participating in any possible future opportunities are encouraged to respond to this RFI.

1.2. PROJECT BACKGROUND / CURRENT CONDITION

Curatorial Services needs to provide a more meaningful, participatory, and accessible educational experience to a broader audience surrounding the art collection: The challenges of the current signage are that:

- it is static
- it exists in only one language
- it is inaccessible for an array of physical disabilities
- it is inaccessible for learning disabilities
- it can only support a very narrow educational range
- it can only support a narrow age range or audience group
- it cannot effectively capture our audience in both numbers and demographics

1.3. BRIEF PROJECT OUTLINE / VISION

It is Curatorial Services' belief that the implementation of interactive signage will allow for a broader audience to engage, interact, and to have a more meaningful learning experience from our collection. We want to accomplish this by replacing the existing paper labels with interactive tablets. With this tool, the user will be able to experience a deeper meaning of the art by being able to:

- choose and learn in their preferred language
- customize the learning experience to accommodate disabilities (visual, physical, etc.)
- choose their learning level (e.g. pre-k, k-4, 5-8, 9-12, college level, graduate and above) so that the information provided correlates to the intellectual level of the user

Additionally, the tool should allow for the collection of data, which may include user participation in a survey allowing Curatorial Services to:

- have a deeper understanding of our visitors' demographic
- how many visitors we have / what exhibits are most popular
- address our entire visitor base in a more relevant and fulfilling manner.

Currently, it is planned that both scripts and programming will have to be written, and 9-16 stationary tablets enclosed in tamper-proof housings will need to be purchased, installed, and maintained.

2. DESIRED KNOWLEDGE

OGS seeks to gain a comprehensive understanding of technology and equipment that could be used to meet our needs to provide a more meaningful, participatory, and accessible educational experience to a broader audience surrounding the art collection.

Vendors are encouraged to be both comprehensive and creative when providing information related to this RFI. The State understands there are a host of potential solutions and it expects equal consideration be given to other options available in the marketplace. As such, vendors are permitted to submit responses, either in whole or in part, and / or in collaboration with other vendors.

3. CONTENT OF RESPONSE

OGS requests that vendors include the following types of information in their written responses:

- **Company Background** – Provide general background information regarding your company, including a summary of previous experience in similar types of projects.
- **Contract Information** - Include your NYS Contract Number (PTXXXXX) if applicable, and indicate what products and services may be available under the contract as well as what products and services may not be available under the contract.
- **Potential Solutions** – Provide examples of potential strategic and/or tactical approaches which will improve visitor experiences and data collection for Curatorial Services.
- **Product Background** – Provide information regarding products and/or equipment/technology that you envision could be implemented for a project of this scope, including any applicable names, manufacturers, specifications and relevant information, such as products used in similar situations.
- **Proposed Work Plan** – Provide a general approach to a project of this size, equipment /technology expectations, milestones and a project plan and/or timeline.
- **Issues and Concerns** – Provide information regarding any potential issues or concerns that should be considered. Responses may include strength and weakness comparisons of known potential solutions from the vendor's point of view.
- **Additional Information** – Provide any additional information and/or any other parameters that should be considered or required in order for bidders to respond to a formal Request for Proposal (RFP).

Please respond to the information above and provide the name of your company, its location, a contact person, phone number, and email address when replying to this RFI. A response does not bind or obligate the vendor to any agreement of provision or procurement of services referenced.

Since this RFI is designed as a tool to collect information and shall not result in a procurement contract, it does not fall under the requirements of State Finance Law §§139-j and 139-k (the Procurement Lobbying Law) and there is no restricted period. However, we ask that you direct your questions and responses in writing to the OGS point of contact listed below.

Please respond with 3 hard copies by January 20, 2017 by 2:00pm to:

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