

Amendment 0001  
Combined Synopsis/Solicitation: N00014-12-Q-0017  
“Simultaneous Language Interpretation (SLIS) Services & Audio Visual Support”  
Date: (27 August 2012)

The purpose of Amendment 0001 is to respond to submitted questions.

Combined Synopsis/Solicitation N00014-12-Q-0017 is hereby amended as follows:

1. Questions and Answers are provided as follows:

**Question 1:**

The solicitation requirement states, “Preferential treatment given to those firms that propose a Bosch system with PTZ camera”. From our understanding of the solicitation requirement, there are equally competitive products that will meet NATO’s standards.

**Answer 1:**

The Combined Synopsis/Solicitation states that “Preference will be given to a contractor who utilizes a SLIS comprised of the integrated Bosch digital IR with Bosch Next Generation Microphones and PTZ Camera with Audipak Booths or an industry standard equivalent”. This effort requires a wireless system, which must allow conference attendees the ability to freely move about the conference venue. Additionally, potential offerors will not be allowed to patch into the hotel sound system. The Bosch system will allow for this functionality.

Contractors that propose equally comparable equipment with the same functionality as noted above will receive equal consideration to the name brand items mentioned above.

**Question 2:**

How many push-to-talk microphones are required?

**Answer 2:**

The following push-to-talk microphones are required:

Plenary Sessions:

- 6 microphones at the head of the table (1 for each attendee seated at the head table)
- 36 microphones around the table (1 for every two attendees at the tables)

Bilateral Meetings:

- 30 to 50 microphones (based on number of people per room)

**Question 3:**

Are the push-to-talk microphones only for the plenary session?

**Answer 3:**

No, please refer to question 2 above.

**Question 4:**

How many conventional microphones are needed?

**Answer 4:**

Plenary Sessions – 1 lapel microphone and 1 wireless Hand Held (HH)

Bilateral Meetings – 1 lapel microphone and 1 wireless Hand Held (HH)

**Question 5:**

Are diagrams and dimensions available for the meeting rooms?

**Answer 5:**

Diagrams are not available, however the following dimensions are provided:

Plenary Session:

- 76x120x16 = 6,232 sq. ft.

Bilateral Meetings:

- 54x43x16 = 2,322 sq. ft
- 76x38x16 = 2,888 sq. ft.

**Question 6:**

Are breakout session room's and bilateral meeting room's one in the same?

**Answer 6:**

Yes, breakout session rooms and bilateral meeting rooms are one in the same.

**Question 7:**

What is required of each desktop computer?

**Answer 7:**

Desk top computers should possess the following capabilities:

- Windows XP operating system at a minimum with updated antivirus software (English version)
- Office 2003 with compatibility pack for Office 2007 or Office 2007
- USB ports
- CD-read/write/DVD

**Question 8:**

What is required in s high-speed copier??

**Answer 8:**

The high speed copier should be able to do basic copying, sorting and stapling. The copier should also be able to print front/back.

**Question 9:**

By what date will the selected contractor be notified??

**Answer 9:**

It is anticipated that the selected contractor will be notified no later than COB, Wednesday, 5 September 2012.

**Question 10:**

Is this requirement for equipment only, or is the contractor expected to provide the French interpreters as well?

**Answer 10:**

This requirement is for equipment only. The selected contractor will not be expected to provide French interpreters.

**Question 11:**

Is there a conference schedule available that could be uploaded to FBO?

**Answer 11:**

This conference is a closed venue and is not open to the public. The conference schedule is not available for public release.

**Question 12:**

Is there a floor plan giving dimension of all four (4) rooms to be utilized at the event that could be uploaded to FBO? If not, could the dimensions nonetheless be provided?

**Answer 12:**

Please refer to question 5 above.

**Question 13:**

What is the seating arrangement for the Plenary?

**Answer 13:**

The seating for Plenary is a “U” shape configuration.

**Question 14:**

Will all 150 people be seated around a table and each require a conference microphone?

**Answer 14:**

Please refer to question 2 above.

**Question 15:**

How many microphones are expected per table and/or per person?

**Answer 15:**

Please refer to question 2 above.

**Question 16:**

Can you be more specific as to the audio visual needs for this event per room, such as how many screens are required?

**Answer 16:**

The event will require the following audio visual needs:

Plenary Sessions

- LCD Projector and Dual Screens

Bilateral Sessions

- LCD Project and Screen

**Question 17:**

Are pipe and drape requested?

**Answer 17:**

No, pipe and drape are not requested.

**Question 18:**

Are lights required for the stage?

**Answer 18:**

No, lights are not required for the stage.

**Question 19:**

Aside from conference microphones, will any other microphones be required (e.g. clip-on)?

**Answer 19:**

Please refer to question 4 above.

**Question 20:**

Will the contractor need to provide a podium for the presenter?

**Answer 20:**

No, the contractor will not need to provide a podium for the presenter.

**Question 21:**

Section 3.1: please clarify what is meant by “consecutive interpretation equipment”.

**Answer 21:**

Consecutive Interpretation Equipment should allow for immediate translation during the plenary sessions. There will not be an opportunity to translate from audio feeds post session.

**Question 22:**

Section 3.3: Is it acceptable to provide laptop instead of desktop computers?

**Answer 22:**

Yes, laptop computers vs. desktop computer may be provided.

**Question 23:**

Section 3.3: Instead of two separate printers and a separate copier (3 items total), might it be acceptable to provide an all-in-one color/black-and-white/copier (1 item total)?

**Answer 23:**

No, the requested equipment will be located in separate rooms.

**Question 24:**

Section 3.3: “Digital IR will facilitate successful interpretation as there is limited and sometime no line-of-sight between interpreters and all conference speakers.” Is this meant to indicate a requirement of video assist for the interpreters?

**Answer 24:**

Yes, video assist if required for the interpreters.

**Question 25:**

Is it anticipated that the interpreters will be in the same room as the conference speaker for the Plenary?

**Answer 25:**

Yes, interpreters will be in the same room as the conference speaker for the Plenary Sessions.

**Question 26:**

Section 3.3.2: It is stated in Section 3.1 that interpretation equipment will not be needed concurrently. However, in Section 3.3.2 it is listed that there will be two (2) breakout session rooms. Please confirm that interpreters will only be needed to interpret in one (1) room at any given time.

**Answer 26:**

Interpreters will only be need to interpret in one (1) room at any given time.

**Question 27:**

What is the format for the breakout sessions?

**Answer 27:**

The seating for the breakout sessions is a “U” shape configuration.

**Question 28:**

Will all 150 participants be in each breakout session together?

**Answer 28:**

No, approximately 50-75 participants will be in each room.

**Question 29:**

What are the audiovisual requirements in the breakout meeting rooms?

**Answer 29:**

Please refer to question 16 above.

**Question 30:**

Are the PTZ cameras to be used for the interpreters as a means to provide them a view to the podium?

**Answer 30:**

Yes, cameras will need to provide a constant view of the speaker whether at the podium or at the tables.

**Question 31:**

Is the contractor also expected to provide IMAG to the projection screens?

**Answer 31:**

The contractor is not expected to provide Image magnification (IMAG) to the projection screens.