

## SPO ALERT

### ROUNDTABLE MEETING

#### CHANGE IN DATE AND TIME

**Date:** 7/13/2022  
**To:** State Agency, Chief Procurement Officers, and Cooperative Program Members  
**From:** State Procurement Office  
**Re:** Audio Visual and Presentation, New Equipment, Maintenance and Support Services

The Arizona State Procurement Office (SPO) is scheduling a roundtable meeting to discuss current and future requirements for Audio Visual Equipment and services. The discussion will include the scope of work for previous contracts, current eligible agency requirements, and any other pertinent discussion points. This is a collaborative effort so your input is very important.

Please complete the questionnaire that is provided upon RSVP and be prepared to discuss it at the meeting in addition to discussing the structure for the scope of work.

**LOCATION: Virtual Google Meets Meeting**

**DATE/TIME: July 18th, 2022 @ 2:00 pm MST**

**RSVP no later than July 15th, 2022**

Your expertise and opinions regarding Audio Visual and Presentation, New Equipment, Maintenance and Support Services including; new AV Equipment, Moves, Adds, Changes and Maintenance/Support Services are welcome and needed for the success of this focus group. Buyers and Procurement Professionals please forward this notice to your subject matter experts and encourage their participation as well.

To RSVP or have any questions regarding this announcement, please contact both Rana Schultz, Statewide IT Procurement Manager at 602-542-2927 or [Rana.Schultz@azdoa.gov](mailto:Rana.Schultz@azdoa.gov) and Emmanuel Benjamin, Statewide IT Procurement Manager at 602-732-1391 or email at [Emmanuel.Benjamin@azdoa.gov](mailto:Emmanuel.Benjamin@azdoa.gov). If you are unable to attend the Roundtable Meeting Group but want to provide information, please contact us at the contact information above.

PLEASE CC: both Emmanuel and Rana on all communications.

## **Focus Group Questionnaire**

### **Audio Visual Equipment and Services**

**INSTRUCTIONS:** Please answer the below questions and bring with you to the Focus Group Meeting. These questions will drive the conversations of our Focus Group Meeting.

1. Name, email address and phone number of participant,
2. Who will participate from your agency on the evaluations team?
3. Identify positive attributes of the current Uninterruptible Power Supply contracts (include vendor name):
4. Identify areas of the current contract that require improvement:
5. Also provide possible solutions to those areas:
6. Identify additional services that should/could be included in the new contract:
7. Are the needs of your Agency being met by the current contract(s)?
8. If you answer no, please explain in great detail:
9. Misc. Items that need to be brought up by your agency: