



HOWARD COUNTY  
LIBRARY SYSTEM

*Learn. Grow. Connect.*

## HOWARD COUNTY LIBRARY SYSTEM

### REQUEST FOR PROPOSAL

**RFP-HCLS-2026-003**

**Audio System Upgrade for Howard County Library System  
– Miller Branch**

**PROJECT MANAGER:** Ben Sfanos, Director of Information  
Technology

**DEADLINE FOR QUESTIONS:** Friday, April 17<sup>th</sup>, 2026

**RESPONSES TO QUESTIONS:** Friday, April 24<sup>th</sup>, 2026

**DEADLINE FOR PROPOSAL SUBMISSION:** Thursday, April 30<sup>th</sup>,  
2026, by 5:00 PM ET

**PROPOSAL SUBMISSION INSTRUCTIONS:** Email PDF to  
[rfp@hclibrary.org](mailto:rfp@hclibrary.org)

**CONTACT:** [rfp@hclibrary.org](mailto:rfp@hclibrary.org) | 410-313-7922



HOWARD COUNTY  
LIBRARY SYSTEM

*Learn. Grow. Connect.*

## **Table of Contents**

Background

Scope Summary

Point of Contact

Acceptable Submissions

Consulting Firm Inquiries

Standard/Licensure Requirements

Experience

Basis of Award

Proposal Evaluation

Payment Terms

Agreement Required

Consulting Firm Rights

Reservation of Rights

Proposal Format

Late Proposals Not Considered

Inconsistency or Error in the RFP

Errors or Omissions

Addenda

Consulting Firm Incurred Costs

Modification or Withdrawal of Proposal

Rejection of Solicitation Responses

Consulting Firm Certification

Contract Period



Site Visits

Protest of Award

Termination for Convenience

Termination for Default

Scope of Work

---

## **Background**

Howard County Library System (HCLS) is a nationally recognized, award-winning public library system serving the residents of Howard County, Maryland, through six branches.

The Miller Branch, located at 9421 Frederick Road, Ellicott City, MD 21042, is a key facility featuring various spaces for public use, including five rooms equipped with an Extron video controller. Currently, the branch has ceiling-mounted speakers in each room, but the audio system lacks flexibility for multi-room configurations and advanced microphone usage. This RFP addresses the need to upgrade the sound system specifically for three meeting rooms to support diverse events such as panel discussions, multi-room gatherings, and livestreaming. The upgrade aims to provide seamless audio integration, ensuring reliability, ease of use, and futureproofing for additional inputs/outputs.

---

## **Point of Contact**

All communication regarding this RFP must be submitted via email to the contact below:

Email:

---

## **Acceptable Submissions**

Only electronic submissions in PDF format will be accepted. Vendors are responsible for ensuring their submissions are received and acknowledged. HCLS reserves the right to request additional information, clarification, or corrections from proposers. Vendors may also be asked to make oral presentations during the evaluation process. By submitting a proposal, the vendor accepts the conditions outlined in the RFP, unless exceptions are clearly stated.



Proposals must be submitted to: [rfp@hclibrary.org](mailto:rfp@hclibrary.org) by **Thursday, April 30th, 2026, at 5:00 PM EST.**

---

## **Inquiries**

All questions must be submitted in writing via email to [rfp@hclibrary.org](mailto:rfp@hclibrary.org) by **Friday, April 17th, 2026.**

---

## **Standard/Licensure Requirements**

Consulting firms must hold valid licenses and certifications required for audio system design and installation in Maryland, including but not limited to electrical contractor licenses, AV integration certifications, and compliance with local building codes. Proof of licensure must be included in the proposal. Firms must also certify compliance with all applicable federal, state, and local regulations, including OSHA safety standards and ADA accessibility requirements for audio systems.

---

## **Experience**

Proposers must demonstrate at least five (5) years of experience in designing and installing audio systems for public facilities, such as libraries, schools, or community centers. Provide details of at least three (3) similar projects completed in the last three years, including client references, project scope, budget, and outcomes. Experience with Extron integration and multi-room audio configurations is preferred.

---

## **Basis of Award**

The vendor that best meets the experience, capability, approach, cost requirements, and understanding of HCLS' mission and goals will be selected.

All submissions will undergo technical analysis of product, pricing, qualifications and credentials, proposal, performance, capabilities, experience, control procedures, project staffing and support, and presentation quality.

---



## Proposal Evaluation

Proposal evaluations will include, but not be limited to:

1. Understanding of HCLS' service needs
  2. Demonstrated service capability, overall quality, and completeness of service
  3. Technical Approach and Compliance with Scope of Work
  4. Experience and Qualifications
  5. Cost Proposal
  6. References
  7. Warranty & Ongoing Maintenance
- 

## Payment Terms

Monthly progress-based payments upon satisfactory completion of milestones. Final payment upon submission of final report and deliverables. HCLS is tax-exempt.

Progress payments may be submitted based on work completed according to the following schedule:

- Completion of field work
- Submission of draft report
- Submission of final report and any other required documents

If the vendors' payment terms differ, said terms must be included in the vendors proposal.

HCLS may request additional services beyond the scope of this proposal. Any additional work agreed upon will be performed at the same rates outlined in the firm's schedule of fees and expenses provided in the sealed dollar-cost bid.

Howard County Library System reserves the right to reject all proposals.

---

## Agreement Required

The selected consultant must enter into a formal agreement with HCLS and ensure the contract is completed within the specified time. Work may not begin until a fully executed agreement and purchase order are in place. The agreement will include performance guarantees, and a warranty (minimum 1-year on equipment and installation).

---



## **Vendor Rights**

All materials submitted in response to this RFP become the property of HCLS and may be included in any formal documentation related to the contract. Vendors agree that the contents of other proposals are confidential and proprietary, waiving any right to access them. Supporting documentation submitted will not be returned to the Vendor.

Vendors submitting proposals should be aware that HCLS is a public body and must comply with public record laws, which may require disclosure of certain information. Neither party will be held liable for disclosures required by law.

---

## **Reservation of Rights**

This RFP does not obligate HCLS to award an agreement for services, pay any costs related to proposal preparation, or contract for any services. HCLS reserves the right to accept or reject any proposals, negotiate with qualified vendors, or cancel the RFP in whole or in part if it is in HCLS' best interest.

HCLS will evaluate proposals based on how effectively they meet its specific requirements. The lowest fee proposal may not be the one selected. HCLS' reserves the right to reject any or all proposals, waive defects or informalities, or accept portions of proposals if it is in HCLS' best interest.

---

## **Proposal Format**

The proposal must be signed by an authorized representative of the vendor and include a statement confirming that the proposal is valid for 180 calendar days from the date of opening.

Vendors are expected to thoroughly understand the conditions, requirements, and specifications before submitting a proposal. By submitting a proposal, the vendor accepts the terms and conditions unless otherwise specified.

HCLS reserves the right to request a detailed breakdown of the vendor's pricing. All quoted fees must be firm and fixed for the entire contract duration, including any extensions.

HCLS reserves the right to request a presentation or interview if a vendor's proposal for the consulting services is selected. This request will be at no cost to HCLS.



Interested consultants should submit a proposal that includes:

1. The proposal cover sheet must include the name, title, address, and phone number of individuals authorized to bind the Contractor contractually, and who can be contacted during the Services Agreement period.
2. Provide a description of your company’s qualifications, credentials and experience as they relate to consultation in the areas of audio installation and support.
3. Provide an overall description of the methodology you intend to use in conducting the study. Include a scheduled timeframe for completion of project no later than XXXXX Date.
5. Provide a list of three (3) similar projects and services your company has performed within the last 5 years with the names, addresses, and phone numbers of clients for whom work was done.
6. Provide a detailed cost estimate for completing the services included in Section II, Scope of Work. Provide firm costs, including a list of itemized expenses to accomplish this study. Include a payment schedule and terms. Vendors must complete the following pricing information:

<b>STUDY AREA</b>	<b>PROPOSED COST</b>
	\$
	\$
	\$
Estimated Expenses	\$
<b>TOTAL PROPOSED COST:</b>	<b>\$</b>

7. Each prospective Consulting Firm shall submit proposal via email to [rfp@hclibrary.org](mailto:rfp@hclibrary.org) (no other email will be considered for appropriate submission) which will consist of a technical section proposal, including a signed certification, and a dollar cost bid. Failure to do so shall result in automatic rejection of the proposal.

---

**Late Proposals Not Considered**

Proposals received after the specified submission deadline will not be considered.

---



---

### **Inconsistency or Error in the RFP**

Any Consulting Firm that identifies ambiguity, inconsistency, or error in the RFP must notify HCLS in writing before the Proposal Submission Deadline. Failure to do so will waive any claims of ambiguity, inconsistency, or error.

---

### **Errors or Omissions**

HCLS is not liable for any mistakes or oversights made by the Vendor.

---

### **Addenda**

HCLS is not accountable for oral instructions from its employees regarding the RFP. Changes will be made only through the official addenda. Vendors must regularly check the HCLS Procurement page at <http://hclibrary.org/about-us/procurement/>

---

### **Consulting Firm Incurred Costs**

The Consulting Firm is responsible for all the costs of preparing their RFP response. Submitted materials become the property of HCLS and will not be returned after the submission deadline.

---

### **Modification or Withdrawal of Proposal**

Proposals may be modified or withdrawn in writing prior to the due date. After the deadline, no modifications are allowed except during negotiations with shortlisted firms.

---

### **Rejection of Solicitation Responses**

HCLS may reject or accept any proposal, in whole or part, or waive informalities as it sees fit. Firms objecting to a rejection must submit a written protest within five days of the Notification of Award.

---

### **Consulting Firm Certification**



By submitting a proposal, the firm certifies that: (1) the proposal is submitted without collusion; (2) the firm is not debarred from public contracts; (3) all information is accurate; and (4) the firm complies with equal opportunity and non-discrimination laws.

---

### **Contract Period**

The Service Agreement shall cover the contract period aligned with dates in the awarded Services Agreement. The agreement will expire upon completion of the Scope of Work requirements.

---

### **Site Visits**

Site visits are required as a part of submission process.

---

### **Protest of Award**

Any person objecting to the award of the Services Agreement must submit a written protest to HCLS by 4:00 p.m. on the fifth calendar day after the Notification of Award. HCLS may reject protests not filed on time, those without merit, or those requesting confidential information about other bidders, including pricing details of the awarded firm.

---

### **Termination for Convenience**

HCLS may terminate the contract with 30 days' written notice, or a mutually agreed timeframe not exceeding 30 days, if it is deemed in HCLS' best interest. HCLS will cover reasonable costs incurred by the vendor up to the termination date, but the vendor will not be reimbursed for anticipated profits not yet earned.

---

### **Termination for Default**

If the vendor fails to meet contract obligations or violates any provision, HCLS may terminate the agreement with written notice specifying the cause. HCLS may claim ownership of the services provided, paying fair compensation for satisfactory work done before termination, minus any damage caused by the breach. If damages exceed the compensation, the vendor remains liable, and HCLS can collect damages or deduct from future payments. In case of disputes, the parties agree to attempt mediation before seeking arbitration, litigation, or other



resolution methods.

---

## Scope of Work

**Overall Goal:** The selected firm shall design, procure, install, test, and train staff on an upgraded audio system integrated with the existing Extron video controller. The system must meet the following requirements:

1. Enable the use of any HCLS existing wireless (or wired with proposed XLR input wall jack microphones) in any of the five meeting rooms.
2. Add three wireless lavalier microphones to the system with customization options identical to the existing handheld wireless units.
3. Allow all meeting rooms' built-in ceiling speakers to be used simultaneously with any single microphone, critical for combined-room events.
4. Support multiple existing wireless or wired microphones in one room or across three rooms simultaneously (e.g., for panel discussions spanning one, two, or all rooms). These rooms are named Ellicott, Patapsco, and Avalon.
5. Install XLR wall inputs and outputs in each room for additional audio sources (e.g., music, wired microphones) or clean feeds for livestreams/media. These must be configurable for individual rooms, two adjacent rooms, or all three rooms tied together.

## Additional Tasks Include

Conducting a site assessment and providing a detailed design plan.

Ensuring compatibility with existing speakers and Extron controller.

Providing equipment warranties and one-year on-site maintenance.

Training HCLS staff on system operation.

Compliance with all safety and accessibility standards.

## Deliverables

Project plan with timeline

All hardware, software, cabling, and mounting as required

On-site installation and testing



HOWARD COUNTY  
LIBRARY SYSTEM

*Learn. Grow. Connect.*

Minimum half-day training sessions at branch

As-built documentation and administrator manuals