



AMERICAN BATTLE MONUMENTS COMMISSION

REQUEST FOR QUOTE
FOR
PURCHASING AND INSTALLING TEAMS-COMPATIBLE ROOMS SYSTEMS
FOR PARIS OFFICE

MARCH 10, 2025

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I. About ABMC

The American Battle Monuments Commission (ABMC) is an independent agency established under authority of Chapter 21 of Title 36 U.S.C. Its mission is to commemorate the sacrifices and achievements of the United States armed forces. It accomplishes this mission through the administration, operation, and maintenance of commemorative cemeteries and memorials in 17 countries around the world, including the United States. ABMC is also responsible for establishing and maintaining new memorials as directed by Congress.

The agency's workforce consists of approximately 500 staff and contractors, including 90 staff in Arlington, Virginia and Paris, France, and staff across 26 cemeteries and 31 memorial sites. The agency's offices operate 23 hours a day around the world.

ABMC's Information Technology (IT) staff operate the agency's enterprise IT from the Arlington, VA, and Paris, France offices and the Manila, Philippines cemetery office. There are no IT staff at any other agency sites.

The primary verbal and written language is English at all ABMC sites.

II. Objective

The Agency uses Microsoft Teams as part of Microsoft 365 E5 for its daily collaboration and communication. ABMC has deployed Unified Communications integrated to Microsoft Teams with the objectives of streamlining its Voice-over-IP infrastructure and offering an easy-to-use all-in-one solution to its internal customers.

The Agency must replace older VTC technology and install new certified Microsoft Teams Room (MTR) systems at its Paris Office.

III. Global System Requirements

ABMC is procuring Microsoft Teams Room (MTR) system products to enhance meeting room collaboration experience.

Required high-level system capabilities:

1. Systems shall be Microsoft Teams-certified. While primarily designed for Microsoft Teams and Zoom, the system shall support interoperability with Webex, Google Meet, and other major conferencing platforms where feasible.
2. Systems shall support large group conferences of up to 30 attendees.
3. Systems shall support minimum 1080p video and high-fidelity audio quality.
4. Systems shall allow high-quality audio/video streaming during Teams presentations.
5. The system shall support AI-enhanced features such as real-time noise suppression, auto-framing, and speaker tracking to improve user experience.
6. Systems shall automatically focus and zoom on the active speaker(s) during Teams sessions.
7. Systems shall be easy-to-use and allow meeting organizer and participants to easily start and stop meetings without IT intervention.

Specific use cases that systems shall support:

1. Corporate Meetings: Facilitate virtual and hybrid meetings for corporate teams across multiple locations.
2. Training and Workshops: Enable remote and in-person training sessions with high-quality audio and video.
3. Client Presentations: Conduct seamless and professional client engagements.
4. Town Hall Meetings: Support company-wide communications and leadership updates.
5. Boardroom Discussions: Provide an efficient and private environment for executive meetings.
6. Project Collaboration: Enhance team collaboration for remote and in-office project teams.

All proposed products shall be **TAA-compliant, in stock, and ready to ship within 30 days** of contract award, and **delivered and installed by June 30, 2025**.

IV. Requirements

Proposed Video System shall:

- Include one or more 85-inch (or larger) professional-grade display and necessary hardware to securely mount display.
- Support Microsoft Teams and Zoom-certified video conferencing codec. The system shall be modular and allow future expansion, such as additional microphones, speakers, or displays, to accommodate growing needs.
- Include high-definition (HD) pan-tilt-zoom (PTZ) camera with automatic framing. Camera shall have a minimum 120-degree field of view (FOV) to ensure full room coverage and support AI-driven speaker tracking where possible.
- Include HDMI and wireless content-sharing capability

Proposed Audio System shall include:

- Microphone array with noise-canceling features.
- Ceiling or tabletop microphones designed for clear voice capture for up to 50 attendees.
- High-quality speakers with sufficient output for clear audio coverage. All equipment shall meet Energy Star or EPEAT certification to ensure energy efficiency and sustainability.

- Digital signal processing (DSP) for echo cancellation and background noise reduction. Acoustic treatment (such as sound-absorbing panels or ceiling baffles) shall be proposed in each room with poor audio characteristics to ensure optimal sound clarity and intelligibility.
-

Connectivity and Infrastructure shall include:

- Power, network, and AV cabling.
- HDMI, USB, and network connections.
- Wall-mount or cart for display and equipment.
- Secure and reliable network connectivity with necessary bandwidth.
- Compliance with local electrical and safety regulations.

Connectivity and Infrastructure shall include:

- Power, network, and AV cabling.
- HDMI, USB, and network connections.
- Wall-mount or cart for display and equipment.
- Compliance with local electrical and safety regulations, including uninterruptible power supply (UPS) to protect against power fluctuations and ensure continued operation during brief outages.

Implementation and Installation shall include:

- Professional installation by certified audio and video (AV) technicians.
- Configuration and optimization of all system components.
- Integration with existing IT infrastructure. The system shall include centralized remote management capabilities to monitor system health, manage updates, and troubleshoot issues without requiring on-site intervention.
- On-site testing and commissioning.
- User training for system operation and troubleshooting. A train-the-trainer approach shall be implemented to empower select employees to assist other users in system operation and troubleshooting.
- Remove and securely dispose of old hardware in compliance with local and international e-waste disposal regulations.

Warranty and Support shall include:

- One (1) year base warranty on all hardware and software.
- Five (5) option years for extended warranty and support.
- Service level agreement (SLA) including response times and issue resolution commitments.
- Remote and on-site technical support.
- Service desk platform available by phone, email or website.
- Bi-annual onsite diagnostic and testing.
- Firmware and software updates as required. Replacement of end-of-life products when necessary. Replacement of defective or end-of-life equipment should occur within 10 business days of issue identification to minimize downtime.
- Provide an environmentally responsible plan for recycling and disposing of old hardware, in compliance with local and international e-waste disposal regulations.

User Acceptance Criteria:

- All installed components shall be Microsoft Teams and Zoom certified.
- Video and audio quality shall meet enterprise-grade conferencing standards.
- System shall support seamless switching between Microsoft Teams and Zoom.

- System shall successfully complete functionality and performance tests.
- User training shall be provided with documentation.
- System shall operate without major defects for a 90-day period post-installation.

V. Deliverables

Contractor shall provide:

1. Fully installed and configured MTR systems in Joyce Kilmer, “La Cuisine” space, and Secretary Conference Room.
2. Project Schedule.
3. User manuals and quick-start guides, which should be periodically reviewed and updated as needed to reflect system enhancements and best practices.
4. System design documentation.
5. Software Licenses.
6. Testing and acceptance report.
7. Training materials, including ongoing refresher training at least bi-annual basis to ensure continued proficiency among users
8. Warranty and support agreement
9. Bi-annual onsite diagnostic and testing reports
10. Software and firmware update logs
11. Replacement records for end-of-life products
12. All software and configurations in native formats

VI. Period of Performance

Base year: One (1) year from installation completion.

Option Years: Five (5) additional one-year Options for warranty and support.

VII. Pricing and CLIN table

Contractor shall provide pricing for each of the CLINs below. Note that as an agency of the US Government, **ABMC will not pay VAT**:

CLIN	Description	Quantity	Unit Price	Total Price
0001	Microsoft Teams and Zoom Certified MTR for Secretary Conference room. <ul style="list-style-type: none">• 85-inch or Larger Professional Display• Wall-Mount with a ground support• Microsoft Teams, Zoom and Webex Certified Codec• HD PTZ Camera• Table-Mounted Microphone Array• Speaker System• Cabling and Connectors	1		
0002	Microsoft Teams and Zoom Certified MTR for Kilmer Conference Room. <ul style="list-style-type: none">• All-in-One Board with 60-75" Professional Display• Microsoft Teams, Zoom and Webex Certified Codec• HD PTZ Camera• Table-Mounted Microphone Array• Speaker System• Cabling and Connectors	1		
0003	Microsoft Teams and Zoom Certified MTR for "la Cuisine"/Refectory Area. <ul style="list-style-type: none">• Two 75-inch or Larger Professional Displays• Microsoft Teams and Zoom Certified Codec• HD PTZ Camera• Speaker System.• Wireless Microphones• Cabling and Connectors	1		
0004	AV Installation, Integration and User Training	1		
0005	Warranty and Support (Base Year)	1		
1001	Warranty and Support (Option Year 1)	2		
2001	Warranty and Support (Option Year 2)	2		
3001	Warranty and Support (Option Year 3)	2		
4001	Warranty and Support (Option Year 4)	2		
5001	Warranty and Support (Option Year 5)	2		

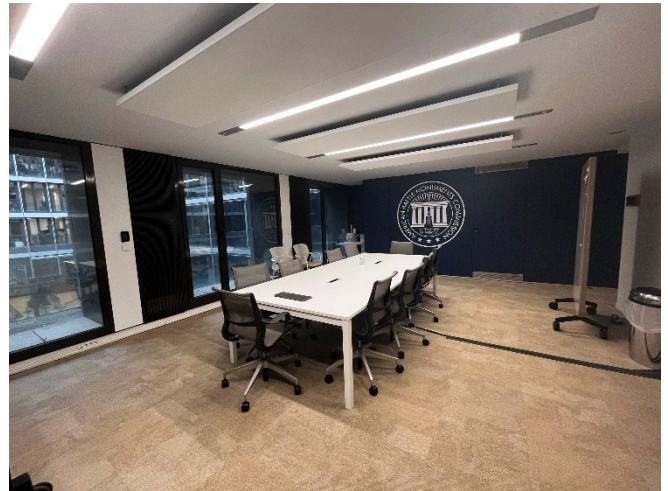
VIII. Location Descriptions

1. Paris Office

a. Joyce Kilmer Conference Room

The Joyce Kilmer Conference room is a medium-sized room used to host meetings for up to a dozen people.

The space is about 5x8 meters and is used as conference or training room. Currently a Surface Hub 55" (1st generation) is installed and used in that space. It is on a rollable mount. It is often used by the Engineering department to review CAD drawings and use it a digital whiteboard.



In this space the system shall have the following characteristics:

- 75" All-in-One Microsoft Teams Room Unit mounted on the long wall
- Compatible with Zoom and Webex.
- Includes Digital Whiteboard with a touch pen.
- Miracast/Wireless Display support.

b. “La Cuisine” Space

The refectory is a large room used for various purposes:

- As a meeting space for larger team gatherings.
- For all-hands meetings.

The space is a large, 15x7.8m meter room. It has space on the short blue wall for one 80” or larger display.



A TV is currently placed on a small furniture. The TV is approximately 75” and is small to be able to see clearly from the end of the room. The furniture is largely unused and could be placed in another room.

This large space is used monthly for all-hands meetings with ABMC leadership.

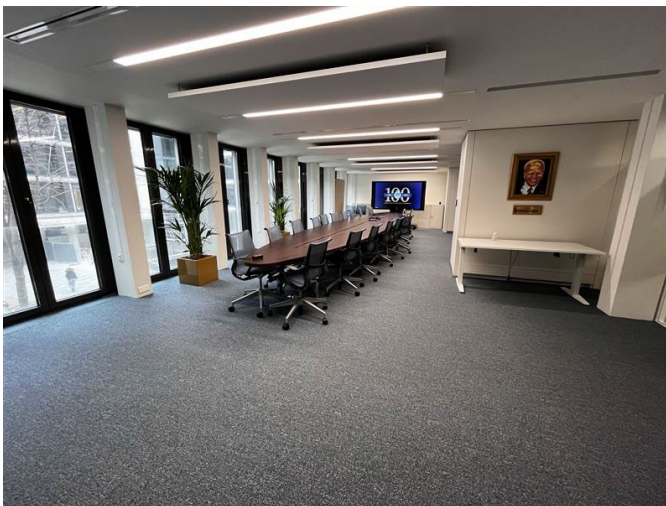
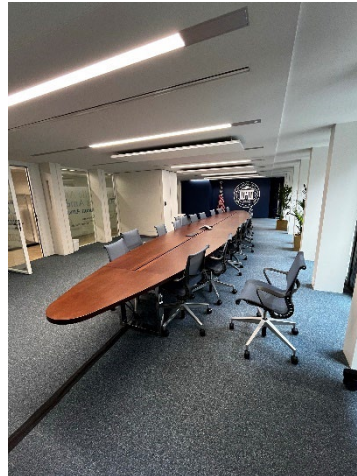
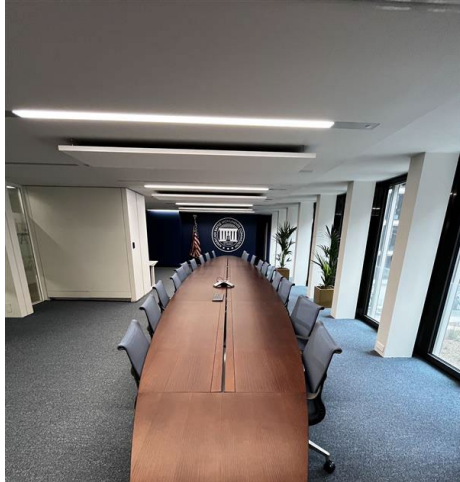
The future system shall meet the following requirements:

- Have two 75-80” displays side by side to show both presentations and remote participants.
- Microsoft Teams, Zoom and Webex compatible
- HD PTZ Camera
- Miracast/Wireless Display support
- Speaker system for premiering Agency video content in the best conditions to internal staff.
- Wireless Microphones, with at least one lapel Mic and one handheld Mic. Microphones shall be able record at 32-bit float precision (to avoid having to set levels).



c. Secretary Conference Room

The secretary conference room is a large boardroom type of space that is 13.5m long and 6.5m large with a long oval shaped table in center. Significant space is lost on the sides with the current layout. The shape of the table is not optimal and conducive for effective communication between meeting participants.



Currently a single 80" Microsoft Surface Hub (1st generation) is used and should be replaced by a 85" or larger display.

Since the space is large, speakers and microphones need to be arranged in the room to optimize audio quality. Please note that suspended/ceiling drop mics will not be an option due to the nature of the ceiling. Table-top mics are preferred.

The contractor shall propose an alternative table that can arrange into a more U-shaped configuration, saving space at the end room to potentially create an additional office.

IX. Installation Requirements

Delivery of Equipment

To facilitate timely and efficient delivery to OCONUS destinations, Contractor shall follow specific requirements such as having the destination country's US Embassy as the consignee for all ABMC hardware.

Contractor shall discuss shipping and delivery logistics with ABMC Contracting Officer Representative (COR) before shipment of hardware to prevent shipping delays due to customs.

ABMC may order some, all, or change quantity of equipment of a proposal based solely on specifications meeting requirements specified.

Availability of Software Licenses

All software licenses shall be made available electronically to ABMC IT at least 48 hours prior to the installation date. Contractor shall ensure that all manufacturers software licenses and hardware are available for installation.

On-site Deployment

Contractor shall schedule the hardware installation and all related system deployment tasks to occur within one week following equipment delivery.

X. Proposal Format

Vendors shall propose pricing using ABMC-provided Excel template.

XI. Inspection and Acceptance

Contracting Officer's Representative (COR) will perform inspection and acceptance of all products and services. The performance criteria for these products shall be timely delivery and closure of all activities and deliverables listed above and within the established Period of Performance (PoP).

Contractor may invoice ABMC for hardware and software upon ABMC acceptance of the deliverables (CLINs 1 and 2). CLIN 3 shall be invoiced upon completion of work and User Acceptance Testing (UAT) by authorized ABMC COR or their designees.

XII. Shipping Addresses & Requirements

The following section is for Contractor planning purposes: As stated in this section, Contractor shall coordinate closely with the ABMC COR and receive confirmation from ABMC COR before shipment can commence.

Failure to obtain ABMC approval will cause significant delays and costs, such as cancellation of order, custom fees, etc., and Contractor shall be responsible for all additional costs.

Contractor shall ship the order to the ABMC location with the distribution quantities indicated below

ABMC Location:

American Battle Monuments Commission
3eme étage.
32 rue de Monceau
75008 Paris

Please contact OCIO Team (ocio@abmc.gov) prior shipping to ensure all shipping paperwork has been completed to prevent custom delays or rejections.

Delivery of the entire order shall be **ready to ship and installed within 30 days of contract award** and delivered to ABMC not later than **June 30, 2025, or as discussed with ABMC.**

XIII. Place of Performance

American Battle Monuments Commission
3eme étage.
32 rue de Monceau
75008 Paris

XIV. Order Type

The order type is Firm-Fixed-Price (FFP).

XV. Authorized Contractor

Contractor shall be an Original Software Manufacturer (OEM) or an authorized reseller/servicing agent of the hardware, software, and services of OEM.

XVI. Security

It is not anticipated that the contractor will be exposed to sensitive ABMC information or data. But Contractor shall that the contract personnel shall not divulge or release information or data developed or obtained in connection with performance of this contract, unless made public by ABMC or upon written approval by the COR.

Disclosure of the information/data, in whole or in part, by Contractor can only be made after Contractor receives prior written approval from the Contracting Officer (CO). Whenever Contractor is uncertain with regard to the proper handling of information/data under the contract, Contractor shall obtain a written determination from the CO.

XVII. Order of Precedence

Contractor shall follow the terms and conditions of this order. Should Contractor include additional terms and conditions resulting in conflicts between this document and the Contractor's document, the Order of Precedence shall be as specified in FAR Clause 52.212-4, dated Jan 2017. Any indemnification and governing law language in Contractor's terms and conditions shall be invalid and shall be stricken and removed from the order. Any additional terms and conditions shall not be prohibited by applicable laws and regulations. Any additional terms and conditions identified with a web link and/or incorporated by reference shall be stricken and removed from the order. Contractor shall provide all terms and conditions with their quotations as attachments, appendixes, etc.

In the event of inconsistencies between any licensing agreement incorporated into this order as an attachment and the FAR Clauses incorporated into this order, the FAR Clauses shall take precedence.

XVIII. Invoicing & Payments

Method of Payment.

Pursuant to FAR Clause 52.232-33, Payment by Electronic Funds Transfer- System for Award Management (OCT 2018), the Government's method of payment shall be made by Electronic Funds Transfer (EFT) using information provided in the System for Award Management (SAM) database. Contractor registration in the Federal Government's SAM database is required at the time the quotation is submitted.

Contractors may register on-line at the SAM website: <http://www.sam.gov>.

Invoices shall be submitted electronically to the following addresses:

ABMC COR

Email: ocio@abmc.gov

ABMC Contracting Officer

Email: tregoningm@abmc.gov

Invoice Instructions

Contractor shall submit one complete invoice each month which addresses the work performed. Each invoice shall contain, at a minimum, the following information: the contract/order number; invoiced CLIN; total dollar amount previously billed; and total dollar amount remaining.

The invoice receipt date will be considered to be the date that a **proper** invoice is received by the payment office.

The contractor shall submit a duplicate invoice to the CO and COR(s) at the email addresses provided below.

XIX. Reporting Requirement/Delivery Schedule

Deliverables and schedule will be coordinated by the COR.

XX. Points of Contact

Contracting Officer (CO)

Marissa Tregoning

Phone: +1 (703) 584 1572

Email: tregoningm@abmc.gov

Contracting Officer's Representatives (CORs):

Jennifer Li

Phone: (703) 584 1530

Email: lij@abmc.gov

Vincent Rochette

Phone : +33 (0) 1 40 75 27 70

Email : rochettev@abmc.gov

XXI. Contracting Officer Authority

The Contracting Officer (CO) is the sole person authorized to make or approve any changes in any of the requirements of this purchase order and notwithstanding any provisions contained elsewhere in the order, the said authority remains solely with the CO. In the event Contractor makes changes at the direction of any person other than the CO, the change shall be considered to have been made without authority and no adjustment will be made in terms and conditions, including price. The CO is the only individual authorized to accept nonconforming work, waive any requirement of the order and modify any term or condition of the order. The CO is the only individual who can legally obligate Government funds.

The Contracting Officer's Representative (COR) is **not authorized** to make any commitments or otherwise obligate the Government or authorize any changes which affect the order price, terms or conditions. The COR is responsible for the technical aspects of the project and serves as technical liaison with Contractor and is responsible for the final inspection and acceptance, and such other responsibilities as may be specified in the purchase order.

XXII. Section 508 Standard Compliance

ABMC considers universal accessibility to information a priority for all its employees and external customers, including individuals with disabilities. Under Section 504 and 508 of the Rehabilitation Act of 1973 (29 U.S.C. sections 794 and 794d, as amended), ABMC must ensure the accessibility of its programs and activities, specifically its obligation to acquire and use accessible electronic and information technology. To comply with the provisions of this clause, the Contractor shall refer to the Section 508 Standards described at www.section508.gov.

XXIII. Adherence to Standards and IT Security

Contractor shall ensure:

- The system must not contain any hardware or software listed on the FCC Covered List.
- Installation must comply with all local power and safety codes.
- Installation must follow industry standards and best practices.
- All AV technicians must possess all relevant and current licenses and certifications for system installation and integration.

Contractor shall ensure all network components have been validated by ABMC Contracting Officer Technical Representatives and delegated of the ABMC IT Security team. Contractor shall also ensure the proposed solution complies with the Secure and Trusted Communications Act of 2019.

Hardware and software shall be compliant to the National Defense Authorization Act (“NDAA”) section 889. Specifically, equipment shall not be listed on the FCC’s Covered List, which includes a list of communications equipment and services (Covered List) that are deemed to pose an unacceptable risk to the national security of the United States. The list is currently published at <https://www.fcc.gov/supplychain/coveredlist>.

Equipment shall meet Trade Agreements Act (“TAA”) requirement. For more information about TAA, please visit the GSA website: [TAA Compliant Countries | Trade Agreements Act \(TAA\)](#)

Contractor shall not enter into a contract (or extend or renew contract) with an entity that uses above mentioned equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.