



Central Connecticut State University

*Start with a Dream. Finish with a Future.*

**Purchasing Department**

**CCSU RFQ #2020-08**

**CCSU is seeking a seeking a qualified individual to provide video and audio recordings of five performances that will include music and lecture segments. Sound reinforcement shall be required for the lecture portion of each performance.**

**Services will also include editing and packaging each performance in a DVD format.**

**Each performance will be approximately 90 minutes.**

**Dates, locations and start times of each performance are –**

- Nov. 3 at the Florence Griswold Museum in Old Lyme, 3:00 PM
- Nov. 10 at the First Congregational Church in Madison, 3:00 PM
- Nov. 21 at Wesleyan University, 12:00 noon
- January 11 at the Essex Library, 7:00 PM
- January 30 at CCSU Founders Hall, 3:05 PM

Replies from interested parties shall include the following information –

1. Resume indicating qualifications related to the requirements of this RFQ
2. List of three references of clients for whom you provided similar services (include contact information)
3. Availability for and willingness to commit to the dates and times as listed above
4. Flat fee per performance to include recording and related services as described above

Send questions to [brodeur@ccsu.edu](mailto:brodeur@ccsu.edu) no later than October 2, 2019

**Response due date October 9, 2019 at 3:00 PM**

Response may be sent via email to [brodeur@ccsu.edu](mailto:brodeur@ccsu.edu) with the subject line “Bid Number 2020-08”

If you do not receive a confirmation email response please call 860-832-2531

Thomas Brodeur, C.P.M., Director of Purchasing  
Central Connecticut State University Purchasing Dept  
PO Box 4010  
New Britain CT 06050-4010