**Instructions for Agencies:**

1. Review the Quick Reference Guide (QRG) for A-V Services posted on the Division of Procurement Services website, [Statewide Contracts page](https://www.maine.gov/dafs/bbm/procurementservices/reports/statewide-contracts), and follow the steps outlined.
2. Complete this Mini-Bid Survey Form and submit it to [MaineIT.ServiceDesk@maine.gov](mailto:MaineIT.ServiceDesk@maine.gov) for review and next steps.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title:** | Click or tap here to enter text. | | | |
| **Agency/Department Name:** | Click or tap here to enter text. | | | |
| **Contact Name:** | Click or tap here to enter text. | | | |
| **Contact Email:** | Click or tap here to enter text. | | | |
| **Mandatory Vendor Walkthrough Date:** | | Click or tap to enter a date. | **Time:** | Click or tap here to enter text. |
| **Bid Submission Deadline Date:** | | Click or tap to enter a date. | **Time:** | Click or tap here to enter text. |
| **Project Completion Deadline Date:** | | Click or tap to enter a date. | | |
| **Facility Location**  *Identify the specific building address (and name, if applicable), floor, and room number where services are requested.* | | | | |
| Click or tap here to enter text. | | | | |
| **Description of Requested Services**  *Provide a description of the audio-visual services your department seeks to procure. Provide as much detail as possible to clearly state your requirements, keeping in mind bidders will have an opportunity to ask questions via email and during the site walk-through.* | | | | |
| Click or tap to enter a date. | | | | |
| **Other Key Requirements**  *Describe any other requirements of the request for bid not listed above.* | | | | |
| Click or tap here to enter text. | | | | |