HOUSTON COUNTY BOARD OF EDUCATION

REQUEST FOR PROPOSALS

For

IPTV Solution

RFP NUMBER 04-041

For all questions about this RFP contact:
L. Renee Langston, CPPB, Issuing Officer
renee.langston@hcbe.net
478-988-6211 ext. 65208

RELEASED ON:

November 6, 2013

DUE ON:

December 05, 2013; 2:00 P.M. Eastern Time
1.0 INTRODUCTION

1.1 Purpose of Procurement
The Houston County Board of Education, hereafter referred to as the “District,” is requesting proposals for a new IPTV system.

1.2 Proposal Certification
The Houston County Board of Education certifies the use of competitive sealed bidding will not be practical or advantageous to the Board in completing the acquisition described in this RFP. Competitive sealed proposals will be submitted in response to this RFP. All proposals submitted pursuant to this request will be made in accordance with the provisions of this RFP.

1.3 Schedule of Events
This Request for Proposals will be governed by the following schedule:

<table>
<thead>
<tr>
<th>DATES</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/13</td>
<td>Release of RFP</td>
</tr>
<tr>
<td>11/19/13</td>
<td>Deadline for written questions</td>
</tr>
<tr>
<td>11/22/13</td>
<td>Answers to written questions posted on the HCBOE website</td>
</tr>
<tr>
<td>12/05/13</td>
<td>Proposals due</td>
</tr>
</tbody>
</table>

1.4 Restrictions on Communications with Staff
All questions about this RFP must be submitted in the following format:

Company Name

1. Question
   Citation of relevant section of the RFP
2. Question
   Citation of relevant section of the RFP

Questions must be directed in writing to the Issuing Officer: renee.langston@hcbe.net
Fax: 478-988-6212

From the issue date of this RFP until a contractor is selected and the selection is announced, Offerors are not allowed to communicate for any reason with any Board staff except through the Issuing Officer named herein, or during the Offeror's conference, or as provided by existing work agreement(s). The Board reserves the right to reject the proposal of any Offeror violating this provision. All questions concerning this RFP must be submitted in writing (fax or email may be used) to the Issuing Officer. No questions other than written will be accepted. No response other than written will be binding upon the Board. Questions and answers will be posted to the HCBOE website as they are received. Website address is http://www.hcbe.net/purchasing/bids--proposals.aspx.

1.5 Definition of Terms
HCBOE – Houston County Board of Education
Board – Houston County Board of Education
District – Houston County Board of Education
OCGA – Official Code of Georgia Annotated (State Statute)
Offeror – Respondent to this Request for Proposals
RFP – Request for Proposal
1.6 **Contract Term**
Code section 20-2-506 of the laws of the State of Georgia as of this date and as may be amended apply to this agreement. For the duration of the contract term established through this RFP, contracts will automatically renew on January 1 of each year unless notified in writing by HCBOE.

The initial contract term is one (1) year, or less, from contract award through December 31, 2014 and will automatically renew not to exceed 5 years (60 months) unless cancelled as specified herein.

1.7 **Background**
The district has the following characteristics:

| Student Population (As of 08/21/13 FTE Report) | 28,351 |
| Faculty / Staff (As of 08/21/13 CPI Report) | 3,768 |
| # of High Schools | 7 |
| # of Middle Schools | 9 |
| # of Elementary Schools | 24 |
| Board Administrative Office | 1 |
| Current Student Information System | Infinite Campus |
| Current Special Education Software | TieNet |
| Current Transportation Software | Edulog |
| Current Library Automation Software | Surpass |
| Current Food Service Software | WinSNAP |

Other Current Miscellaneous Software utilizing SIS data.

| School Messenger |
| Data from SIS to Active Directory |
| Various custom created databases: Custom Report Cards, Student Verification Reports, FTE Custom Reports, High School Grade Distribution Reports |
| Current Network Configuration |
| WAN = 2 Gbps fiber and point-to-point microwave wireless; Internet connectivity @ 1.155 Gbps; School LANS provide 1Gbps to each desktop. |

For more information on the Houston County Board of Education please go to [www.hcbe.net](http://www.hcbe.net).

1.8 **Submission Expenses**
The District shall not be liable for any expenses incurred by the Bidder in responding to this RFP. This shall include expenses incurred by the Bidder to conduct product demonstrations at the District site.

1.9 **Right to Purchase**
HCBE reserves the right to purchase from any source to include existing or future state or federal contracts or from any submitted proposals.
2.0 MANDATORY REQUIREMENTS

This section identifies all mandatory requirements which must be addressed in the proposal before further consideration will be given. Each response must reference the item number it is in reference to (i.e., 2.1.a, 2.1.b, etc).

The District is looking for a solution and a vendor who has successfully developed, implemented, and installed their proposed IPTV system in districts of a comparable size.

The district is looking to partner with a vendor who can provide a customizable Commercial-off-the-Shelf (COTS) system, along with all of the services necessary to install the system and train district staff to become self-sufficient on the IPTV system.

FUNCTIONALITY

2.1 Modular in design of system in order to implement in phases, if desired
2.2 The system must have IPTV video broadcasting
2.3 The system must have IP based media equipment control capability
2.4 The system must have high quality Standard Definition/High Definition video and audio content
2.5 The system must have live broadcasting from any location within our network that has an active data port available
2.6 The system must have ability to browser based dashboard
2.8 The system must be User friendly graphical interface
2.8 The system must have Distribution of 4 channels across the school district, with the ability to expand to additional channels, if desired
2.9 The system must have the ability to change assigned distribution channels at each school site
2.10 The system must have IPTV delivery via computer
2.11 The system must support video resolutions that include 720p, 1080p and 1080i
2.12 The system must accommodate multicast and unicast streaming protocol
2.13 The system must allow broadcasting and encoding options to be flexible and portable
2.14 The system must have centralized and local control of content and scheduling
2.15 The system must allow encoders must be able to turn video from almost any source into full screen, full resolution IP digital video in real-time
2.16 The system must include encoders/decoders are required to utilize industry standard protocols, with cross platform interoperability, open source, nonproprietary
2.17 The system must have support open source media viewers for viewing multicast streams from encoders.

2.18 The system must include each unit in the central office location must encode one channel of standard or high definition video and audio, and stream at an extremely high quality over WAN or LAN infrastructures for webcasts, multicasts, or video on demand (H.264 MPEG-4 model chassis based encoders, VSI AVN441 or equivalent).

2.19 The system shall have each unit at the school level must be an MPEG-2 encoder (model modular VSI AVN 200 or equivalent).

2.20 The system must include all hardware, software, licensing, cables, annual maintenance costs.

2.21 The system must have 2 year parts and labor warranty, with option of extended warranty and support.

IMPLEMENTATION

2.22 Installation Plan
Provide a description of installation and configuration of all hardware and software (system, application, database and client). Provide a draft schedule of your implementation plan. The plan should also include a timeline for training, data conversion services, and any suggested period of dual processing.

MAINTENANCE, SUPPORT, TRAINING

2.23 Training Plan
The successful vendor will be responsible for providing an appropriate level of training that is mutually agreed upon between the vendor and the District. The vendor shall train support personnel in the use of their product including knowledge transfer.

2.24 Vendor warrants and represents that it possesses such expertise, experience and resources to perform the scope of services required in a diligent, timely and professional manner consistent with the standards of the industry. Vendor represents and warrants that none of its work performed under this Agreement will infringe on the rights of third parties. Vendor will supply at all times an adequate number of well-qualified personnel to perform the work. Vendor will provide a contact person available and authorized to remedy any non-conformity with this warranty.

2.25 Provide a listing of external database and/or report writing applications for which the District will need to secure training in order to be successful during the first year of implementation.

2.26 The solution proposed must include a comprehensive description of tools and processes available with the solution to diagnose and resolve issues, backup and recover lost archived objects, and any management console requirements. The solution’s automatic notification capabilities as well as its self-diagnostics and error reporting capabilities should be outlined.

COMPANY BACKGROUND AND EXPERIENCE
2.26 **Vendor Qualifications**

Provide a summary that includes the background, organization, and experience of the company. Include success stories of IPTB systems at similar districts. Include a comprehensive list of Georgia districts utilizing the solution you are proposing to include name of district, contact name, address, phone number, e-mail address, size of district, and brief description of services provided. If currently not operating in at least five (5) Georgia counties, please also provide a minimum of five (5) references for similarly sized districts in other states.

2.27 Within this section, the vendor should also demonstrate financial stability. Include the company’s financial rating from a reputable industry source. The Bidder shall also disclose any litigation to which the company has been party during the last five (5) years.

2.28 The current marketed system must already be in use in school systems of similar size to that of the Houston County School District.

### 3.0 **PROPOSAL SUBMISSION AND EVALUATION**

#### 3.1 Process for Submitting Proposals

**3.1.1 Preparation of Proposal**

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the Offeror should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

**3.1.2 Packaging of Proposal**

The Offeror's proposal in response to this RFP must be divided into two appropriately labeled and sealed packages - a Technical Submission and a Financial Proposal. Include original and eight (8) copies of technical submission and one (1) copy of the financial proposal. **Do not include cost information in the technical submission.**

The contents of each package will include:

1. **Technical Submission**
   - Proposal Certification (Appendix A)
   - Immigration and Security Form (Appendix B)
   - Certificate Regarding Debarment, Suspension, Ineligibility (Appendix C)
   - Contract Exceptions (Appendix D)
   - Technical Proposal, addressing all requirements in Section 2.0

2. **Financial Proposal**
   - The Offeror must use the Financial Proposal form (Appendix E)

Mark the outside of shipping package as follows:
3.1.3 Submission of Proposals

Proposals must be submitted to:

HCBOE – Purchasing Dept.
L. Renee Langston, CPPB
200 Jerry Barker Drive
Warner Robins, Georgia 31088

Any proposal received after the due date and time will not be evaluated.

3.2 Evaluation Process

The evaluation of proposals received on or before the due date and time will be conducted in the following phases.

3.2.1 Administrative Review

The proposals will be reviewed by the Issuing Officer for the following administrative requirements:

1. Submitted by deadline
2. Separately sealed Technical Submission and Financial Proposal
3. All required documents have been submitted
4. Technical Submission does not include any information from the Financial Proposal
5. All documents requiring an original signature have been signed and are included

3.2.2 Mandatory Requirements Review

Proposals which pass the administrative review will then be reviewed by the Technical Evaluation Team to ensure all requirements identified in Section 2.0 are addressed satisfactorily.

3.2.3 Proposal Evaluation
Proposals which pass the Mandatory Requirements Review will be reviewed by the Technical Evaluation Team for quality and completeness.

The following are the maximum possible points of each category:

- Functionality: 150 Points
- Maintenance, Support, Training: 150 Points
- Implementation: 150 Points
- Company Background and Experience: 150 Points
- Cost: 400 Points

3.2.4 Oral Presentations

The Board reserves the right to choose and invite Offerors to present their technical solution to the Technical Evaluation Team. The Financial Proposal must not be discussed during the oral presentation. All Offerors submitting proposals may not be asked to make a presentation.

3.2.5 Financial Proposal Evaluation

Offerors will use only the Financial Proposal Forms provided with the RFP (Appendix D).

3.2.6 Identification of Apparent Successful Offeror

The resulting Financial Proposal scores will be combined with the Technical Proposal score. The Offeror with the highest combined technical and financial score will be identified as the apparent successful Offeror.

3.3 Rejection of Proposals/Cancellation of RFP

The Board reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Board. It is also within the right of the Board to reject proposals that do not contain all elements and information requested in this document. The Board reserves the right to cancel this RFP at any time. The Board will not be liable for any cost/losses incurred by the Offerors throughout this process.
4.0 TERMS AND CONDITIONS

4.1 RFP Amendments

The Board reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the HCBOE Purchasing website, located at: http://www.hcbe.net/bids/index.html. Offerors are encouraged to check this website frequently.

4.2 Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by a written request to the Issuing Officer. A request to withdraw a proposal must be signed by an authorized individual.

4.3 Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the Offeror. The Board will not provide reimbursement for such costs.

4.4 Sample Contract

The Sample Contract, which the Board intends to use with the successful Offeror, is attached to this RFP and identified as Appendix C. Exceptions to the Contract should be identified and submitted with the Offeror's proposal. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in Section 2.0.

Prior to award, the apparent winning Offeror will be required to enter into discussions with the Board to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification. Failure to resolve contractual differences will lead to rejection of the Offeror's proposal.

The Board reserves the right to modify the Contract to be consistent with the successful offer and to negotiate with the successful Offeror other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful Offeror a competitive advantage.

4.5 Conflict of Interest

If an Offeror has any existing client relationship that involves the Houston County Board of Education, the Offeror must disclose each relationship.

4.6 Compliance with Laws

The Contractor will comply with all State and Federal laws, rules, and regulations.
Appendix A

PROPOSAL CERTIFICATION

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

SUBMITTED BY __________________________ DATE __________________

TITLE __________________________ EMAIL: __________________________

COMPANY NAME ___________________________________________________

ADDRESS __________________________________ CITY __________ ST _____ ZIP _____

TELEPHONE NUMBER __________________ FAX NUMBER __________________

COMPANY WEBSITE ____________________

SIGNATURE ___________________________________________________________
Appendix B

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Houston County Board of Education has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

<table>
<thead>
<tr>
<th>Federal Work Authorization User Identification Number</th>
<th>Date of Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Name of Contractor ________________________________

Name of Project ________________________________

Name of Public Employer ________________________________

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ______, ___, 201__ in ____________________(city), ______(state).

__________________________________________
Signature of Authorized Officer or Agent

__________________________________________
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ______ DAY OF ______________, 201__.

__________________________________________
NOTARY PUBLIC

My Commission Expires: ________________________________
Appendix C

Certificate Regarding Debarment, Suspension, Ineligibility

The Houston County School District is a recipient of Federal monies. As such we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the Federal government or any agency thereof.

The prospective participant certifies, by submission of the proposal, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

Organization Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)  Date
Appendix D

DISTRICT STANDARD CONTRACT

SAMPLE CONTRACT

CONTRACT

This writing shall constitute the entire agreement between the Houston County School District, and
(VENDOR)_________________________________.

AGREEMENT: The Houston County School District agrees to the services provided by (VENDOR) as listed herein and as modified from time to time. This agreement supersedes any purchase order issued in the course of executing this agreement. (VENDOR) agrees to provide the services and equipment listed herein in accordance with the terms and conditions herein and certifies that such services and equipment is as proposed in Houston County School District RFP # ____. This agreement may be modified only by written agreement and not by course of performance. This agreement becomes effective on _____________ or on the day it is signed by all parties, whichever is later and will continue as indicated below.

DEFINITIONS: The meanings of the words below as used herein are defined as follows.
A. "District" as used herein means the Houston County School District, a political sub-division of the State of Georgia.
B. “Vendor or Contractor” as used herein means the company that will be awarded the contract.

LAW: The laws of the State of Georgia shall prevail in all matters concerning this contract.

TERM: Code section 20-2-506 of the laws of the State of Georgia as of this date and as may be amended apply to this agreement. In addition to other requirements, the following are specifically enumerated.
A. This contract will terminate absolutely and without further obligation on the part of the School District at the close of each calendar year. Unless the Board votes to cancel or non-renew, the contract will automatically renew at the end of each calendar year for a successive calendar year. The total contract periods shall not exceed 60 months ending _____________, except as provided herein.
B. This contract may be extended for no more than 3 months immediately following the expiring contract year.

TERMINATION:
A. The Houston County School District may terminate this contract in accordance with O.C.G.A. 20-2-506.
B. The Houston County School District may terminate this contract for non-performance of Contractor in any material respect and at the close of each calendar year by giving not less than 60 days notice to contractor.
C. The Contractor may terminate this contract for non-performance of the District in any material respect or at the close of each calendar year by giving written notice to the District not less than 60 days prior to termination.

D. The Contractor and the Houston County School District may mutually agree to terminate this contract at any time.

E. Upon total termination of this contract due to any reason, the District shall only be liable for the cost of unpaid past service periods. This District will release all equipment provided by this contract.

F. This contract will terminate absolutely and immediately at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of this contract.

G. In the event of termination at the end of any calendar year period, the District shall only be liable for the cost of unpaid past service periods.

**PRICE:**
To be completed after proposal evaluation.

**TAXES:**
A. The Contractor shall be responsible for all taxes and fees and shall pay all taxes and fees brought about by this agreement.

B. The District shall provide the Contractor with a Sales & Use Tax Exemption Form.

**INDEMNITY:** To the extent permitted by law:
A. The parties to this Agreement will indemnify, defend and hold each other harmless from all losses, damages, claims, suits and actions (including court costs and reasonable attorney's fees) ("claims") arising out of any breach of this Agreement except to the extent caused by the negligence or intentional acts or omissions of the other.

B. The District shall not be required to insure the equipment provided under this contract from loss.

C. The District shall not be responsible for loss or damage to equipment.

**ASSIGNMENT:**
A. The Contractor shall not sell, assign, or transfer this agreement without the written consent of the District.

Houston County School District

Name

Title

Signature

Date

Offeror

Name

Title

Signature

Date
Appendix E

FINANCIAL PROPOSAL

Cost for Software:

Recurring Costs:

Installation Cost:

Training Cost:

If explanation of pricing is necessary, please attach to this document and return with your document.

SUBMITTED BY __________________________________________ DATE __________________

TITLE ____________________________________________________________

COMPANY NAME ______________________________________________________

SIGNATURE __________________________________________________________