



Request for Proposal (RFP)

RFP Number 19-2-3

Media Asset Management Solution

February 21, 2019

Village of Addison
Purchasing Department

1 Friendship Plaza

Addison, IL 60101

(630) 543-4100

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RFP – Media Asset Management Solution

Village of Addison
Community Relations Department
1 Friendship Plaza
Addison, IL 60101
630-543-4100

Purpose

The purpose of this RFP is to evaluate digital media asset management solutions for the Village of Addison TV production facility. As our workflow has evolved from analog tape to digital file-based media, a need exists to manage digital media “assets” from the beginning acquisition phase to final program distribution, including automating frequent tasks and indexing clips into a database for efficient later recall.

Background

The Village maintains a government access television channel that provides 24/7 informational programming to its residents via Comcast and AT&T cable TV systems, as well as HD streaming over the internet and YouTube. Programming is produced both in a live cablecast format as well as post-production edited programming from content acquired both in-house and outside of the facility. In-house content is generally acquired from an on-site TV studio as well as municipal Board Room (live to disk switching), both locations being wired with A/V equipment linked to a central control room. Outside content produced by employees is acquired through a field production process that records digital media files to flash and external hard drive storage.

This RFP addresses the redesign of digital media workflow from one of attached storage connection/removal (“sneakernet”) at each edit station, to one of file transfer over a Village LAN isolated from other Village department traffic. All content would be indexed and archived on a central storage server for quick access by all editing workstations in the facility.

Services to be Provided

The intent of the Village is to acquire an A/V workflow concept, along with recommended equipment to realize that design. The proposed solution would be installed and configured by the integrator, and basic training to get the Village up and running on the system should be provided. The solution needs to be able to satisfy all or most of the following requirements:

1. HD 1080p/4K content ingest and management with metadata tagging and indexing for fast recall.
2. Proxy viewing of clips allowing producer-generated edit decision lists or notes to editors regarding the final program edit.
3. Efficient importing of content into popular editing software platforms, especially Adobe Premiere Creative Cloud, with seamless integration.
4. Minimum of 48TB central storage, with RAID 5 or better protection, that is easy and cost-efficient to scale up to larger storage capacity.

5. Automation of commonly performed actions, such as file conversions, transcoding and archiving to long term storage options (cloud based and LTO), allowing time savings to perform other tasks.
6. Ability to capture live switched programming to a file that would be directly stored on the server for later tagging and retrieval for editing or automated tasks.
7. User-friendly and intuitive client software interface to manage content from each edit workstation on the system.
8. Annual support contract providing response within 24 hours to technical problems, software patches and updates in a timely manner, and advance replacement of parts in the event of hardware failure as determined by the provider.
9. Minimum 1 yr. warranty on system hardware.
10. Additional spare hard drives available to purchase to have on hand for quick replacement, in case of failure.
11. Bid pricing needs to be guaranteed through May 15, 2019.

Please list any other features or functions not mentioned above that would add value to the solution you are proposing, including suggestions for additional hardware or configurations that might be considered beneficial to our workflow.

Submittal and Contact Information

Completed RFP's must be received on or before **4:00 PM CST, Friday, March 15, 2019**. You may submit your RFP in person or by carrier (Fed Ex, UPS, USPS) to the Village of Addison, Attention Purchasing Department, 1 Friendship Plaza, Addison, IL 60101. **Please clearly mark your envelope "RFP 19-2-3"**. RFP's will not be accepted via e-mail.

Technical questions concerning the RFP may be directed to:

Dave Baker, Media Production Coordinator 630-693-7554 dbaker@addison-il.org

Questions concerning the RFP documents and submittal may be directed to:

Anna Hendrey, Purchasing Agent 630-693-7507 ahendrey@addison-il.org

Proposal Review and Award of Contract

The Village of Addison is looking for one solution to accomplish all or most of the above objectives.

The Village will give highest weight to the vendor that can come as close as possible to meeting all desired objectives, as well as delivering the product as close to May 15, 2019 as possible.

The Village Community Relations department shall review and evaluate all proposals submitted in response to this RFP. This includes reviewing each proposal for compliance with the minimum proposal requirements of the RFP. Failure to comply with any mandatory requirements may disqualify your proposal.

The Village reserves the right to conduct pre-award discussions and/or pre-contract negotiations with any, or all responsive and responsible vendors who submit proposals determined to be

reasonably acceptable. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submission of proposals and prior to award of a contract.

The Village may conduct negotiations with the top Vendor(s) if required to determine the acceptability of the proposal in regards to specifications, terms and conditions and cost; therefore, the proposal(s) submitted should contain the vendor's most favorable terms and conditions as well as cost with detailed specifications as proposed, since the selection and award may be made without discussion.

If the Village finds that all of the proposals submitted fail to meet the needs and requirements, the Village is not obligated to enter into an agreement to purchase.

PROPOSAL FORM
RFP 19-2-3
Media Asset Management Solution

The undersigned Vendor offers to provide to the Village of Addison, Media Asset Management solution per specifications listed in RFP

Proposer has attached detail description of product and solution to be used?

Yes/No

Proposed complete cost Media Asset Management Solution:

\$ _____

Date vendor can provide product:

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO.: _____

(Area Code)

PROPOSER'S SIGNATURE: _____

PRIMARY CONTACT/TITLE: _____