

GARLAND ISD DIGITAL VIDEO RFP #447

RFP# 447



Due: May 28, 2008 10:30 a.m.

You are invited to submit a proposal to provide Digital Video Technologies for the Garland Independent School District from July 17, 2008 (or date of award) through July 17, 2009 with the District's options to renew through July 17, 2011.

Mark A. Booker

Director of Purchasing

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PROCESS OVERVIEW: This section outlines the steps in the procurement process.

- Request for Proposals (RFP) released to potential proposers.
- Deadline for receiving Proposals.
- **The District reviews all Proposals and selects Proposals reasonably qualified for selection of award.**
- **The District and proposers enter into discussions and revisions of proposal, as necessary. Discussions/negotiations may be conducted with proposers who are deemed to be within the final competitive range; however, GISD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined by a committee of district personnel and will include only those initial proposals that the committee determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, proposers will be required to submit a best and final proposal. The best and final proposal may be required as early as 24 hours after completion of negotiations/discussions.**

RFP SUBMITTAL FORMAT

Each proposal must include the information stated below in the order listed. GISD will evaluate the clarity of each response and the adherence to the following format. Proposal must be submitted in a 3-ring binder with each section clearly labeled as listed below. Each section must be easily removed. **Do not spiral or bind proposals.**

1. Executive Summary
 - a. Describe your organization's background and experience in digital video technologies
 - b. List local, Dallas Ft. Worth area, office(s) and resources
 - c. Identify if your firm is proposing turn-key solutions or proposing specific sections in which your firm is submitting proposals. Identify any section that would be subcontracted to another firm
 - d. A brief overview of the proposed solution
 - e. Provide resume for key personnel assigned to this project
2. Vendors completed RFP response (pages 1 – 33)
3. Proposers shall also include copies of any contracts required by the vendors, if applicable.
4. Detailed Proposal-Distant Learning/Video Conferencing
 - a. Proposed solution
 - b. Training (refer to section 10)
 - c. Upgrade Capabilities (refer to section 11)
 - d. Equipment and Materials List
 - e. Support and Maintenance (refer to section 12)
 - f. Warranty
 - g. References (refer to section 13)
5. Broadcast Live Media Content
 - a. Proposed solution
 - b. Training (refer to section 10)
 - c. Upgrade Capabilities (refer to section 11.0)
 - d. Equipment List and Materials List
 - e. Support and Maintenance (refer to section 12)
 - f. Warranty
 - g. References (refer to section 13)

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6. Video Production Carts
 - a. Proposed solution
 - b. Training (refer to section 10)
 - c. Upgrade Capabilities (refer to section 11.0)
 - d. Equipment List and Materials List
 - e. Support and Maintenance (refer to section 12)
 - f. Warranty
 - g. References (refer to section 13)

7. Media Content
 - a. Proposed solution
 - b. Training (refer to section 10)
 - c. Upgrade Capabilities (refer to section 11.0)
 - d. Catalog(s)
 - e. Subscription Fee

8. Media Retrieval Control Systems
 - a. Proposed solution
 - b. Training (refer to section 10)
 - c. Upgrade Capabilities (refer to section 11.0)
 - d. Equipment List and Materials List
 - e. Support and Maintenance (refer to section 12)
 - f. Warranty
 - g. References (refer to section 13)

9. Storage, Cataloging and distribution of district created media
 - a. Proposed solution
 - b. Training (refer to section 10)
 - c. Upgrade Capabilities (refer to section 11.0)
 - d. Equipment List and Materials List
 - e. Support and Maintenance (refer to section 12)
 - f. Warranty
 - g. References (refer to section 13)

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1. INSTRUCTIONS TO VENDORS

1.1 Submission of Proposals:

1.1.1. For clarification of the specification(s) of this Request For Proposal, bidder may contact:
Neal Moss, Network Engineer, Technology Department at rnmoos@garlandisd.net

The individual listed above may be contacted for clarification of specification(s) only. No authority is intended or implied that specification(s) may be amended or alternates accepted prior to opening without written approval of the Garland ISD Director of Purchasing.

1.1.2 All addenda will be issued via the district website at

www.garlandisd.net/departments/purchasing/currentbids.asp (Current Bid List). **All addenda, if required, will be posted on the aforementioned website by May 22, 2008 at 5:00 PM. It is the vendor's responsibility to check this website for addenda postings prior to submitting responses.**

1.1.3 Questions pertaining to proposing procedures should be directed to Purchasing Department, Garland I.S.D. Proposers finding errors, requests for additional information, omissions, or corrections that need to be made in the specifications shall contact the Purchasing Department in writing by May 20, 2008, 1:00 PM before Proposal is due. You may submit this information via fax to 972/487-3097 or email to msmccord@garlandisd.net.

1.1.4 PLEASE PROVIDE SIX (6) EXTRA COPY OF RFP! ONE COPY SHALL BE MARKED "ORIGINAL" AND THE OTHER "COPY."

1.1.5 Hand-carried proposals or proposals submitted via carrier service are to be delivered to:
Garland ISD Purchasing Department
501 S. Jupiter, Garland, Texas 75042. (Follow signs to the "Bid Depository".)

Proposals submitted via the U. S. Postal Service are to be mailed to:

Garland ISD Purchasing Department

P. O. Box 469026, Garland, Texas 75046-9026

Clearly mark all Proposal envelopes as instructed (#1.1.6. below).

Allow sufficient transit time.

****Delivery of Proposal envelope to other Departments within the GISD is not considered as delivery to the Purchasing Department.****

1.1.6. Once completed and signed, return your Proposal form to the Garland ISD Purchasing Department (as instructed above). Mark the sealed return envelope in the lower left hand corner as follows:

RFSP #447 – Digital Video Technologies

DUE: May 28, 2008, 10:30 AM Local Time

(Should the district close for unforeseen reasons (force majeure) on the date the solicitation is due, the above referenced date should be changed to 10:30 AM the first date the district is open to conduct business)

1.1.7. Proposals received at the GISD Purchasing Office after the time and date specified above will not be considered and will be filed unopened. The Garland ISD shall not be held liable for late proposals.

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- 1.1.8. Oral or telegraphic proposals transmitted via the District's facsimile machine are NOT acceptable.
- 1.1.9. Proposals must be signed by an authorized individual to contractually bind their firm when submitting the Proposal. Failure to sign the Proposal will be considered as a "mistake in Proposal", and the Proposal will be rejected as "non-responsive".
- 1.1.10. Purchases made against this Request For Proposal are for District use and are exempt from State Sales Tax and Federal Excise Tax. Do not include these taxes in your Proposal.
- 1.1.11. All pages of this Request For Proposal are to be returned with your proposal. It is the vendor's responsibility to ensure the number of pages received is the same number listed on the front of this document. Vendor shall contact the Purchasing Department if discrepancies exist.
- 1.1.12. All prices must be typed or written in ink on the appropriate specification/pricing form(s).
- 1.1.13. No Proposal may be withdrawn prior to opening of proposals without written request (addressed to the Garland ISD Director of Purchasing) by an authorized agent of the proposing firm and upon written approval by the District. Proposals become the property of Garland ISD upon receipt.
- 1.1.14. The Garland ISD has entered into Inter-Local Agreements for cooperative purchasing with the following public entities:
City of Garland
Mesquite ISD
Plano ISD
Carrollton-Farmers Branch ISD
The Proposer agrees to honor orders for items or services included herein which may be placed by these entities: Yes No
- 1.1.15. Several governmental entities (a membership list is available at the EPCNT web site, listed below) have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you, (the vendor) agree that all terms, conditions, specifications, and pricing would apply? Yes No
If you (the Vendor) checked yes, the following will apply.
Governmental entities utilizing Internal Governmental contracts with the Garland Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Garland Independent School District will be billed directly to that governmental entity and paid by that governmental entity. Garland Independent School District will not be responsible for another governmental entity's debts. Each governmental entity will order their own material/service as needed.
For information regarding the Educational Purchasing Cooperative of North Texas, please visit their website at the following address: <http://www.lisd.net/purchasing/NTEPChomepage1.htm>
- 1.1.16. The initial installation and training budget is estimated at \$2.4 Million. The district may spend an additional \$500,000 per year, based on fund availability for additional content, production carts or other component pieces. Supplier(s) are required to hold proposed prices for the term of the contract.

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- 1.1.17. Vendors desiring a bid tabulation sheet resulting from this Request For Proposal may visit our web site at www.garlandisd.net/departments/purchasing/bidtabulation.asp. The tabulations will be posted once the GISD Board of Trustees has approved the contract. If you are unable to download the information, please contact the Purchasing Department at 972/487-3009 and we will forward you a copy via facsimile.
- 1.1.18. Any and all deviations to this competitive solicitation proposed by the bidder must be listed on the GISD Deviation/Compliance Form attached hereto – not on a cover letter, catalog, etc.

1.2. Award/Evaluation of Proposals

- 1.2.1. The Garland Independent School District Board of Trustees reserves the right to accept or reject all or any part of any proposal, waive minor proposal formalities/technicalities and award the proposal deemed to be most advantageous to the Garland Independent School District.
- 1.2.2. The Garland ISD shall not award a governmental contract to a proposer whose principal place of business is not in Texas, unless the nonresident under prices the lowest proposal submitted by a responsible resident proposer by an amount that is not less than the amount by which a resident Proposer would be required to under price a nonresident proposer to obtain a comparable contract in the state in which the nonresident's principal place of business is located. [This requirement does not apply to a contract involving federal funds.]; Texas Government Code, Title 10, Section 2252.002.
- 1.2.2.1. Proposer's principal place of business (or main corporate office) is located in _____(state).
- 1.2.2.2. Proposer's principal place of business is located within the boundaries of the Garland Independent School District. _____ Yes _____ No
- 1.2.3. The District reserves the right to award to a single vendor, multiple vendors, each line item separately or in any combination it determines to be in its best interest, unless the proposer states otherwise.
- 1.2.4. It is not the policy of the Garland Independent School District to award contracts based solely on 'low bid/proposal'. *The following criteria are used by the Garland ISD to evaluate the overall 'best value':
1. The purchase price;
 2. The reputation of the vendor and of the vendor's goods or services;
 3. The quality of the vendor's goods or services
 4. The extent to which the goods or services meet the district's needs;
 5. The vendor's past relationship with the district;
 6. The impact on the ability of the district to comply with the laws and rules relating to historically under-utilized businesses;
 7. The total long-term cost to the district to acquire the vendor's goods and services; &
 8. Any other relevant factor specifically listed in this Request For Proposal.
- *Per Texas Education Code, Subchapter B, Sec. 44.031(b)**
- 1.2.5. In compliance with the provisions of Texas Government Code, Title 10, Subtitle D, Section 2155.074, Section 2155.075, Section 2156.007, Section 2157.003 and Section 2157.125, and Texas Administrative Code, Title 1, Chapter 113.6, information obtained from the Texas Building and Procurement Commission's Vendor Performance Tracking System (<http://www.tbpc.state.tx.us/stpurch/venvpts.html>) may be used in evaluating responses to solicitations for goods and services to determine the best value for the Garland Independent School District.

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- 1.2.6. Each line item must be proposed using the same unit of measure as requested by this Request for Proposal. Any questions regarding unit of measure must be resolved between the prospective proposer and the Garland Independent School District Purchasing Department in accordance with 1.1.3. Failure to propose specified unit of measure may be cause for rejection of proposal for the specific item(s) in question. Any packaging proposed which differs from that specified in the item description must be identified on the Deviation/Compliance Form.
- 1.2.7. Upon notification of potential selections for award, the person or entity submitting this proposal must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).
- 1.2.8. The District awards contracts to vendors as an alternate in case the primary vendor is unable to fulfill the contractual obligations as stated in the specifications/terms and conditions. Is your firm willing to honor the terms and conditions of this contract if awarded a contract as an alternate? _____ Yes _____ No

2. CERTIFICATIONS

- 2.1 By signing this Request For Proposal, the undersigned proposer affirms that its company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this proposal.
- 2.2 The person whose signature appears on the cover page of this Request For Proposal hereby certifies (by signing this document) that the individual and/or firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this proposal.
- 2.3 By signing this Request For Proposal, the proposer hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request For Proposal, including, but not limited to, copyright and/or patent laws and anti-collusion law. Failure of proposer to sign RFP will render RFP null and void.
- 2.4 By submitting a response to this request, vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information. A list of local government Officers may be obtained at www.Garlandisd.net/departments/purchasing/conflict_of_interest.asp. Failure to comply with this provision may result in the bid being considered non-responsive.
- 2.5 By signing this Request For Proposal, the proposer hereby certifies that all equipment proposed is new and in current production and is currently available from Manufacturers' warranty and maintenance coverage.

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3. TERMS AND CONDITIONS

- 3.4 Federal Acquisition Regulation (FAR) contract clauses, which may be required for orders placed using federal funds, are herein incorporated as if listed in full text. Copies of applicable clauses may be obtained from (or reviewed at) any federal purchasing activity.
- 3.6 The District and District's representative, without invalidating the contract, may make changes by altering, adding to, or deducting from the Purchase Order; the contract sum being adjusted accordingly. No extra work or change shall be made unless in pursuance of a written order from the District and any claim for an addition to the contract sum will not be valid unless so ordered. Changes and amendments will be communicated by faxing a copy of the purchase order utilizing the same PO number and noting a revision number in the header. **IT IS THE VENDOR'S RESPONSIBILITY TO TRACK PURCHASE ORDER NUMBER & APPLICABLE REVISIONS. DOUBLE SHIPMENTS INCURRED AS A RESULT OF AN AMENDED PO WILL BE RETURNED AT THE VENDOR'S EXPENSE.**
- 3.7 Payment will be made within 30 days after the later of, receipt of goods/services and a properly submitted invoice. The district considers an invoice properly submitted when the following conditions are met:
- (a) Invoice is received at the address indicated on the purchase order
 - (b) Pricing on the invoice matches the price on the purchase order
 - (c) Include a description of the goods or services furnished, the purchase order number, invoice number and any applicable cash discount.
 - (d) Quantities on the invoice do not exceed those specified on the Purchase Order
 - (e) Unique invoice number used for each billing
 - (f) Merchandise has been shipped or service performed.
- Description of goods and services on the invoice shall match the description on the Purchase Order. **Awarded Companies are expected to ship goods and/or perform services in the same week in which they are invoiced. Invoicing procedures for each awarded company will be incorporated into the vendor's performance rating.**
- 3.8 Quantities may be increased or decreased at the discretion of the District.
***Quantities listed herein are best estimates only and cannot be guaranteed.**
- 3.9 No smoking or use of any tobacco products is permitted on school property.
- 3.10 In the event that any one or more of the provisions contained in this Request For Proposal (or resulting purchase order) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request For Proposal (or any resulting purchase order) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.
- 3.11 If problems with quality or workmanship arise on items received, the supplying vendor is responsible for replacing any/or all items at no cost to the Garland ISD. The supplying vendor will also be responsible for returning to the designated campus or department to pick up the items in question. Garland ISD will not be responsible for shipping items back to vendors.

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- 3.12 Successful proposer(s) hereby assigns to purchaser any and all claims for overcharges associated with any contract resulting from this Request For Proposal which arise under the antitrust laws of the United States, 15 USCA Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01 et. seq.
- 3.13 Any assignment by Vendor of this contract or any part thereof without written consent of Garland ISD shall be void.
- 3.14 Funds are not presently available for fiscal year 2008-09 and later (after August 31, 2008). Should the Garland ISD Board of Trustees not approve funds for this service, any contract resulting from this Request For Proposal will automatically terminate on the last day of the school fiscal year for which funds have been appropriated at no further cost or obligation to the District.
- 3.15 It is understood that in the performance of any services herein provided, for Contractor shall be, and is, an independent contractor, and is not an agent or employee of the District and shall furnish such services in its own manner and method, except as required by this contract. Further, Contractor has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by Contractor in the performance of the services hereunder. Contractor shall be solely responsible for, and shall indemnify, defend, and save the District harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.
- 3.16 The Garland Independent School District reserves the right to cancel any contract (purchase order) resulting from this Request For Proposal at any time, for any reason (or for no reason) with a thirty (30) day written notice to the contractor(s). Contractor may cancel any resulting contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the contractor(s) shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the bidder's address appearing on the face of the Request For Quotation (or as subsequently revised or changed). Any compensation due the contractor(s) will be limited to items received and/or services performed and accepted by the District.
- 3.17 The Contract Document consisting of the purchase order(s) and the Specifications or any documents attached thereto or expressly incorporated therein constitute the entire agreement between the parties hereto with respect to the matters covered thereby. All prior negotiation representation and agreements, with respect thereto not incorporated in such Contract Documents, are hereby cancelled. This Agreement can be modified or amended only by a document duly executed on behalf of the parties hereto.
- 3.18 Upon request by Garland ISD, any duly authorized representative of Garland ISD shall, until three (3) years after final payment under this Agreement, have access to and right to examine directly pertinent books, papers, documents, accounts, and records of Seller involving transactions related to this Agreement and to examine Seller's place of business as necessary to determine whether the terms of this Agreement are being carried out. This audit will be at the expense of Garland ISD and will be held at a location where those business documents are being held at the time or audit request.

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- 3.19 To the fullest extent permitted by applicable law, the Vendor and its agents, partners, employees, and consultants (collectively "Indemnitors") shall and do agree to indemnify, protect, defend with counsel approved by District, and hold harmless the District and its affiliated enterprises, representatives of the District, and their respective officers, directors, members of the board, partners, employees and agents (collectively "Indemnitees") from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including attorney fees, of any nature, kind, or description (collectively "Liabilities") of any person or entity whomsoever arising out of, caused by, or resulting from the performance of services, or provision of goods, by Vendor pursuant to this contract, or any part thereof, or anyone for whose acts it may be liable even if it is caused in part by the negligence or omission of any Indemnitee, so long as it is not caused by the sole negligence or willful misconduct of any Indemnitee.
- 3.20 Garland Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Tex. Govt. Code Ch. 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such Act. Proposers should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information before responding to this invitation.
- The proposer must stamp in bold red letters the term "CONFIDENTIAL" or "PROPRIETARY" on every page of any part of a proposal that the proposer claims is confidential or proprietary. On demand, the proposer must submit in writing specific detailed reasons, including any relevant legal authority for any claim of confidentiality. The District may reject as non-conforming any proposal that contains confidentiality claims that the District in its sole discretion considers vague or unreasonable.
- All proposals and parts of proposals that are not marked as confidential or proprietary will be considered public information after the contract is awarded. The District assumes no liability or responsibility for release of any information not properly marked.
- In the event that the District receives a request for disclosure of material marked "confidential" or "proprietary", the District may request an opinion from the Texas Attorney General concerning whether such material must be disclosed. Submission of material marked "confidential" or "proprietary" constitutes agreement by the proposer to reimburse the District for all costs incurred by the District in connection with such an Attorney General request, including attorney fees incurred by the District.
- Copyrighted proposals are unacceptable and will be disqualified as non-responsive.
- 3.21 Attached Insurance Requirements apply to this Bid Invitation and any resulting award. The Insurance Certificate is not required to be submitted with this bid; however, if bidder is to receive an award, the certificate must be submitted to the Garland ISD Purchasing Office prior to commencement of work on District Property within five (5) days of verbal or written request by the Purchasing Office (whichever is earlier). The certificate must be prepared correctly and submitted to the Garland Independent School District before award can be made.

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INSURANCE REQUIREMENTS

The Vendor shall purchase and maintain, in a company or companies licensed to do business in the State of Texas. Such insurance as will protect the Vendor and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The Vendor shall be a subscriber to the Texas Workers' Compensation Act for Workers' Compensation Insurance. The vendor shall file with the Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection. The Vendor shall, during the performance of this Agreement, keep in force the following insurance:

- a. Comprehensive General Liability*(CGL)
 - 1) Bodily Injury \$250,000 each person, \$500,000 each occurrence, \$1,000,000 aggregate
 - 2) Personal Injury \$250,000 each person, \$500,000 each occurrence, \$1,000,000 aggregate
 - 3) Property Damage \$500,000 each occurrence.
- b. Comprehensive Automobile Liability*(CAL)
 - 1) Bodily Injury \$500,000 each person, \$500,000 each occurrence, \$1,000,000 aggregate
 - 2) Property \$100,000 each occurrence
- c. Workers' Comp. (as a subscriber to the Act) Statutory (per benefits of Texas Workers' Comp. Act)
- d. Employer's Liability
 - 1) Each accident \$300,000
 - 2) Disease \$300,000
 - 3) Disease for each employee \$300,000

*In the alternate, CGL and CAL insurance coverage a combined single limit policy of \$500,000 for both property damage and bodily injury may be provided with 1 million dollar aggregate.

The Vendor shall either: (1) require each of its sub-contractors to procure and to maintain during the life of the sub-contract, Sub-contractor's Workers' Compensation Insurance as a subscriber to the act, Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified above, or (2) insure the activity of its sub-contractors in its own policy(ies).

All such policies of insurance shall contain a provision that they shall not be cancelled or altered nor the amount of coverage reduced until at least thirty (30) days after notice of such cancellation, alteration, or reduction has been delivered to the District.

Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Vendor shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

Self-Insurance: A vendor who self-insures for workers compensation must possess a Certificate of Authority to Self-insure issued by the Texas Workers Compensation Commission as a subscriber to the Workers' Compensation Act. By signing below, the bidder/prospective Vendor certifies that it possesses such certificate, and shall furnish a copy of the Certificate of Self Insurance with Bid Invitation.

The Certificate of Insurance must be presented prior to start of service. The policy must reflect Garland I.S.D. as "additional insured" or "co-insured". The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance. By initialing below, the bidder certifies that it is capable of providing the type(s) and coverage of insurance required. _____(Initials)

Company Name	Insured By:	Printed Name	Certificate Number
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Introduction:

Garland Independent School District is seeking “turn-key” solutions for a wide range of digital video technologies within the district. Performance requirements are identified for each section as indicated below. Sections 11 through 13 are universal requirements and shall be incorporated into sections 4 through 9. The technologies should minimally include the following. *(Each item is to be bid on separate)*

1. Distance Learning/Video Conferencing (Remote Classroom or Video Conferencing) Two way video and audio for one to one, many to one and one to many (Section 4)
2. Broadcast live media content via IP to clientless workstations from any network connection throughout the district (Section 5)
3. Video Production Carts – Portable studios with all necessary equipment to broadcast, store and create media (Section 6)
4. Media Content -Educational video instructional content. Pre-recorded content created for K-12 education, Administrative support and staff development (Section 7)
5. Media Retrieval/Control System (Section 8)
6. Digital Media Storage Device - Storage, cataloging and distribution of District created media. To include live and pre-recorded media (Section 9)
7. Training (Section 10)

Garland ISD consists of 68 schools and 10 administration sites. There are currently over 58,000 students and 7,200 employees. This solution will be implemented at all schools and most administration buildings.

System shall be an “IP Streaming” IP / Data distribution consisting of hardware and software product designed to enable end users to access, retrieve and control audio/video information, on-demand or on-schedule over intranet. As a result, virtually any program on any media (analog or digital) shall be made available to any station, area or room in any building or group of buildings. The system must deliver high-quality, stereo audio and broadcast quality video to the computer desktop or video monitor without negatively affecting the LAN’s performance. **RF Broad-Band, and any other systems that have not been prior approved for IP distribution of audio and video by the district are not approved and will not be considered.**

The video distribution management system shall offer user authentication to determine system level privileges. The system shall utilize the privilege level to decide the user's access to video resources and stored assets.

A unified GUI that streamlines access to media and meta-data shall be utilized. All software interfaces shall utilize common elements, thus allowing end users to be comfortable at any viewing location which will minimize training.

The video distribution system architecture may include a Centrally Located or Distributed or Hybrid source origination and distribution system. Switching and control equipment are to be provided for local, studio, or remote origination of cable television and direct satellite (TVRO) viewing. The system shall also provide a multi-menu system which allows on demand access to the sources that are available to all the classrooms. Various multi-media services may be scheduled by users. A user then accesses and controls the media source at any time within the scheduled time period. The systems shall utilize a common video and data network architecture. The control portion of the head end must be capable of being routed over the intranet.

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Video content must be geared to K-12 education and in a digital format. Video must be cataloged and searchable through a web based system.

A/V resource control must utilize TCP/IP via WAN /LAN. Systems that require dedicated control wiring for infrared, RS232/422/485, or RF (broadband) based control will not be considered.

District Consideration of Submitted Bids

The district will review all submitted bids and invite selected vendors to present their proposal to the Committee. The committee will make recommendations to the District regarding the procurement of any vendor's offerings. Selected vendor offerings will either be procured directly from the committee's recommendations or may be invited to demonstrate through a trial or pilot program the operation of their proposed solutions. Piloted solutions will require the vendor to set up, configure and operate their proposed solution for a maximum of 60 days within the GISD environment at the vendor's expense. All solutions will be evaluated for compatibility with the GISD network and PC environments. Consideration will be given to operational and maintenance requirements as well as overall value to the goals of the District.

Upon completion of any evaluation period, the District will decide whether to proceed with procurement of a vendor's solution. The vendor will be responsible for the removal of any non procured solutions within 30 days of notification.

This RFP is a minimal base line of digital video requirements. Because the industry of digital video systems is rapidly evolving, the District will consider vendors proposals for features and technologies not defined by this RFP. Technologies that will not be considered by the District are specified within the RFP.

REQUIREMENTS:

4.0 Distance Learning/Video Conferencing

Differing from traditional "fixed-site installed" Distance Learning solutions, the proposal focuses on the new evolving "IP-based desktop distance learning" technology, which does not require dedicated lines. It must be accessible anyone with a PC and an Internet connection using inexpensive desktop equipments and video peripherals widely available anywhere around District campuses. In addition, the system should not be limited to video-only sessions. It must allow participants to communicate real-time with sight and sound. Solution must be capable of presenting PowerPoint® presentations and other office document packages, multimedia contents. It must be capable instructional desktop sharing. In general, the proposed distance learning system should be easy to use, secure and customizable to educational needs.

The proposed IP-based distance learning system shall minimally include the following modular functions:

4.0.1 Real-time Distance learning

Connect with multipoint users delivering real-time video and clear audio via Internet/Intranet.

4.0.2 Screen Sharing

Moderator /Teacher will be able to share their desktop or a window within the desktop to all participants.

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4.0.3 Share files

Upload files to the conference session. Other participants can download them to their PCs from a central repository.

4.0.4 Record the session

Optionally a session or parts of a session can be recorded and archived. Sessions can also be recorded to “podcast” format to be used for student review and makeup. The experience of watching an archive is the same as having been there on the day. This is ideal for asynchronous content distribution or post-meeting review.

4.0.5 Get Feedback

Allow participants to respond by text chat, pulling or by video response via the distance learning module. Get feedback on the issues at hand by conducting an online live poll. Participants can be prompted to answer multiple-choice questions; the results are presented in standard visual graphing formats.

4.0.6 Display files

Display files in their native format to participants in separate window.

4.0.7 Push Web Pages

Proactively open websites (URLs) or web content on all participants’ screens.

4.0.8 Control your Environment

Moderator/Teacher can customize the layout of the presentation software to meet their particular requirements. Participants’ screens are synchronized automatically.

4.0.9 Manage Access

Allow and disallow access to all functionality for the whole group or on a per-user basis.

4.0.10 Quick Start or Schedule Meetings

Start a meeting with a single click or send out email invitations via the integrated scheduling system.

The web-based distance learning system must be designed to be easily accessible from anywhere, for anyone, using a standard desktop computer with inexpensive industry standard video peripherals which are widely available.

The video conferencing bridge shall minimally support ten (10) simultaneous conferences. It shall have the ability to record each multi-point conference call initiated on the system. The video recording shall be incorporated into the On-Demand Video Delivery System.

For single conference hosting the system should support a minimum of 10 concurrent conference sessions for multiparty (many: many) conferencing and more than 20,000 concurrent participants for real-time broadcast (1: many) announcements across

The conferencing capacity should be scalable by adding/clustering more hosting servers.

The video conference hosting server(s) software should be capable of being installed on any non-proprietary computer or server hardware. The system software should be licensed for unlimited users within the District. The vendor shall provide onsite training with complete technical user manual and administrative documentations for online digital and in printed book or booklet formats.

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The proposed distance learning system is to be a distributed, clientless server-based system; using TCP/IP connections between browser-based clients and the conference-hosting server, working seamlessly with industry standard network firewalls, NATs, proxies, VLAN, private networks, and video MCU/MUX equipments, and supporting key functional instructional office applications within video conferencing sessions.

The system should also be compliant from end-to-end with the fifth generation IP routing technology in terms of network security. Some of the key security features include the followings:

- The system should use only industry standard ports (ports 80, 8080 and 443. Capability of optional communication ports) for web services
- The system should use only a single TCP/IP network connection during conferencing between a user and the conference-hosting server for all data types (video, audio, application sharing), multithreading, inline assembly.
- The system should never use any type of broadcast, UDP, or peer-to-peer protocols across District networks to announce itself.
- The system never automatically attempt to connect outside servers or desktops for updates or service.
- District users should have the option to configure their conference-hosting session to use HTTPS or TLS/SSL3 encrypted connections.
- The system should be capable of “mixed mode” security or turn off “mixed mode” during any conferencing sessions allowing some data type secured while others not or securing all data flows or no security on any data flows.
- District users can configure their own security certificates and/or public key infrastructure (PKI) for some sensitive applications using in the conferencing sessions, such as SHA or MD5 hash for signing, RC4, IDEA, DE3, 3DES, AES, RSA for encryption, with key lengths from 40 to 4,096 bits
- The system should have the ability to host conference calls with participants on the internet passing traffic through existing firewalls.

Real-time Distance learning (as stated above)	Y__N__
Screen Sharing	Y__N__
Share files	Y__N__
Upload files to the conference session.	Y__N__
Record the session	Y__N__
Optionally a session or parts of a session can be recorded and archived.	Y__N__
Sessions can be recorded for “podcasting”	Y__N__
Allow participants to text chat or participate via the distance learning modules	Y__N__
Present files	Y__N__
Conduct questionnaires	Y__N__
Push Web Pages	Y__N__
Control your Environment	Y__N__
Manage Access	Y__N__
Quick Start or Schedule Meetings	Y__N__

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Broadcast Live Media Content:

5.0 Video Distribution and Live Streaming

Video distribution system shall be capable of IP Streaming and Data distribution. To consist of hardware and software designed to enable end users to access, retrieve and control audio/video information, on demand or schedule, over a Local Area Network (LAN)/Metropolitan Area Network (MAN). As a result, virtually any program on any media type (analog or digital) shall be made available to any computer work station in any building or group of buildings within the Garland Independent School District. Consist of an interactive information system architecture deliver high-quality, stereo audio and broadcast-quality video to the computer desktop or video monitor without affecting the LAN's performance or use of a client on the desktop.

Live Streaming of announcements – Daily School Announcements and District wide Announcements via portable studio cart which can be connected to any Network Drop for broadcast. The daily announcements may consist of audio only, audio and video or Video only.

Student Activities – Ability to stream live student activities from any location (given a network connection provided). Student activities are to consist of but are not limited to; any athletic event, Fine Arts presentations consisting of audio and video, Approved school clubs and organizations and special events.

Cable and Broadcast Stations– Ability to have a MINIMUM of 12 Cable-TV and/or broadcast channels and digitize them for IP streaming of those channels throughout the district MAN/WAN. Have the ability to schedule programming via web bases calendar. Have ability to change which channels are being broadcast via secure administrative interface from a remote location

5.1 Media Streaming Solution

The system should have the ability to change which channels are being broadcast via secure administrative interface from a remote location to the Cable-TV converter.) The Head End Equipment for the Media Streaming Solution shall consist of the necessary equipment to deliver digital content to computers and classrooms. The media streaming solution shall utilize the existing Data Network infrastructure for video delivery.

The owner is responsible for providing a proper location for the Head End in every site location. It shall be in the Data Network room unless otherwise specified for specific site locations. It shall have adequate power added if needed, based on the response to this document. A written report of the power requirements for the Head End Equipment for the Media Streaming Solution shall be provided by the vendor.

The system equipment for the Media Streaming Solution shall be housed in a standard EIA specified equipment rack(s) which shall be approximately 79.5" high, 22-3/8" wide, and 31.5" deep. The equipment racks shall be supplied by the owner.

Each location shall be able to deliver a local audio/video stream within their building and to the central office, or the district via a MPEG-2 / MPEG-4 stream. A stand-alone Streaming Appliance unit shall be used. It shall incorporate all of the standard functions as listed in this section. It shall have the ability to be placed at any location that contains a viable network drop to deliver audio and video digitally over the owner's network.

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The web based scheduling software shall allow for one-time, User Group, Display Group and individual location reservations to be made by the user. It shall list all pending reservations for the teacher stating the date, time, location and the media selection for each reservation. It shall incorporate an intuitive calendar system and allow the user to access and edit pending reservations. It shall allow the incorporation of the school schedule to streamline the scheduling process. It shall give the user access to the media that has been imported into the Server Software database. It shall provide the ability to schedule content provided by individual teachers. It shall be cross-platform compatible with Internet Explorer, Netscape, Firefox, and the Safari Web Browser. It shall require login authentication to create a reservation.

The teacher shall be able to drag and drop presentation files and Internet links to a private network storage space based on the teacher's login. These presentation files and Internet links shall be available in the media client software and on any set-top box appliance for immediate access. A shared presentation and Internet links folder on a network storage space shall be available for the entire school to access.

The media client software on the teacher's workstation shall provide access to scheduled and on-demand resources. It shall have the ability to control Head End (centralized) media sources. It shall display the available media in an intuitive, easily accessible Menu system. The Menu system shall provide access to scheduled, on-demand and local resources. It shall incorporate the video into the software, allowing the user to only use a single application to access, view and control media.

Features and Functions

1. The System Administrative Software on a server shall provide advance scheduling of events and automatic selection of unscheduled source equipment.
2. The Server Software shall provide statistical tracking of usage patterns including source equipment, media, and user operations.
3. The Server Software shall display client software connection information. This information shall include user name, computer name, IP address, software version, status of the monitor and the status of the system wide call feature.
4. The Server Software shall provide the ability to create reservations based upon user name, location and media. The reservation feature shall allow up to six (6) video resources to be assigned to each individual reservation. It shall support single occurring and reoccurring reservations. It shall maintain a list of all pending and active reservations. It shall support editing, copying and deleting reservations created by teachers and administrators.
5. The Server Software shall have utilities designed to help maintain and troubleshoot problems that may arise with the Server Software or the database.

5.2 Streaming Appliance

The Streaming Appliance shall be dedicated to encoding and distributing "live" video streams in MPEG-2 and/or MPEG-4 compliant formats. It shall be upgradeable to support MPEG-4 at any time by simply unlocking the hardware with a security code.

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It shall support Unicast and Multicast transport streams, as well as constant and variable bitrates encoding. It shall support RTSP MPEG-4 streaming.

The Streaming Appliance shall be configurable via a web interface with password protection. It shall also be configurable via standard terminal software using a Serial or USB connection.

The Streaming Appliance shall accept Composite, S-Video, RGB, and CRT live video inputs. It shall support MPEG-4 dual encoding, allowing two (2) simultaneous MPEG-4 streams of the same input to occur from the same streaming appliance.

1. What is the Maximum number (in any) of cable channels the system can expand to?

2. What is the approximate bandwidth requirement per streamed channel?

3. Ability to control stream bit rate Y__N__

Remote Video Origination System shall have the capacity of originating a video program from a remote location outside the media center (providing a remote video input has been installed in that remote location). The system also allows the transmission of live media or prerecorded video over District LAN/WAN Network. Support a combination of twelve (12) live TV analog signals, and encode it in real-time into H.263 or H.264 (FLASH, MPEG2 or MPEG4) formats. The encoded video signals must support multicast and/or unicast for true video on-demand streaming. Additional channels and gateways may be added for future expansion.

1. Web based remote management Y__N__
2. Scheduling interface for administration Y__N__
3. Low latency Y__N__
4. QoS support Y__N__
5. Closed caption support Y__N__
6. Multi-channel FLASH, MPEG2, and MPEG4 Y__N__
7. Plug-and-Play cards, field swappable Y__N__
8. UDP multicast/unicast and RTP/STP Y__N__
9. MPEG2 upgradeable to MPEG4 Y__N__
10. Support video inputs of NTSC (BNC) or S-Video, RGB with Sync on Green Y__N__
11. Support audio inputs of unbalanced analog stereo line level Y__N__
12. Audio bit rate MPEG2 layer 2 MPEG4 AAC/LC
13. Support video resolution of MPEG2 D1, 1/2 DI, and SIF. MPEG4 SP, D1, 1/2D1, 2CIF, CIF, and QICIF resolutions Y__N__
14. File format of RTP, STP ISMAA Y__N__
15. Provide the following with the remote origination system Y__N__
16. Lavalier microphone AT 829 MW or equal by Shure Y__N__
17. Provide a Gentner echo canceling microphone or equal. Y__N__
18. Provide a ABC (3 way) type RCA push button switch for other sources to go on the cart Y__N__
19. Provide all necessary power audio and video cords, including 25 foot video camera cables and 25 foot AC power extension cords Y__N__

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Instructional Video Creation – Students, Teachers and Administration need to have the ability to create media and post it in a restricted location. The system must have the ability to restrict access to the district and have an approval system before the media is released to be viewed by classes or the district at large.

All local produced, prerecorded or live streaming must have the ability to be played at the student work station level. The playback quality must be such that there is no degradation of video or audio while streaming media on minimum 5000 simultaneously connections throughout the district. From teacher work stations video must be of a sufficient quality that it can be shown on large projection screen with no pixilation, pausing or “strobe effect” of video or audio. Software must have the ability to regulate the streaming bit rate across the district on a per stream basis.

The media client software shall have the ability to incorporate a video capture card to display video from a broadband signal onto the teacher's workstation. The video capture card shall be capable of supporting S-video and composite video inputs.

1. School Created Video and audio
 - a. Capture, convert and broadcast video and audio created by local users for both live streaming and on demand streaming. Y__N__
 - b. Studio Created Video – Capture, convert and broadcast productions created at GRS TV (School operated Public access Studio) for streaming throughout the district as on-demand media and live media. Y__N__

6.0 Video Production Carts

At locations pre-determined by the GISD will include a video production cart

The Video Production Cart shall consist of all equipment and material needed to conduct a video conference. The Video Production Cart shall consist of a video conferencing unit matching Requirements: a pan/tilt/zoom video camera, a monitor and an echo canceling microphone. The pan/tilt/zoom camera shall include a remote that will control the pan/tilt/zoom features or have a “self tracking” feature.

The Video Production Cart shall utilize the set-top box appliance as the integration node for management and control over the video conferencing unit and the video conference call. The set-top box appliance shall have the ability to record point-to-point video conferencing calls. The set-top box appliance shall have the ability to play back the recorded video conference call at a later time. The recording shall have the ability to be incorporated into the On-Demand Delivery System.

The Video Production Cart needs to be compact and easily transported throughout a building by teachers and students. Video Production Cart must contain everything necessary to produce good High Definition (HD) quality video and audio, capture and store data from a video camera and microphone, basic editing capability and ability to stream live media across the local area network. Quantity of carts will be determined after the winning bid is accepted.

Vendor is to provide cart with all components pre-installed and ready for use. Components are to minimally include:

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1. Cart of sufficient size to contain and secure all video components.
 - a. Video Camera
 - b. Encoding Equipment
 - c. Computer
 - d. Portable storage device
 - e. Microphone
 - f. Lights
 - g. Video recording device
 - h. Network IP based broadcasting.
 - i. Pan and Tilt self tracking unit
 - j. “Green Screen” mat and stand
 - k. Document Camera
2. Video Camera of sufficient quality to give good HD quality images
3. Encoder to digitize video and audio for live broadcast and temporary storage
4. Computer equipment capable of capturing, broadcasting and temporary storage of media and non-linear editing.
5. Optional portable storage device for temporary storage of media to be transported to other location and archival.
6. Microphone with noise canceling and of sufficient quality for broadcast quality audio
7. Portable lighting for use with camera to light the subject.
8. Pan and Tilt device with self tracking to follow the presenter
9. “Green Screen” or “blue Screen” and stand of sufficient size to be used by a 6ft adult.
10. Document camera and sufficient cable to be able to reach a minimum of 12ft from the Video Production Cart.

All components must meet GISD standards. Any substitutions from original bid must be preapproved. The vendor will be responsible for assembly of all carts.

Video Production Cart

1. Announcements – Daily School Announcements and District wide Announcements via Video Production Cart which can be connected to any Network Drop for broadcast.

a. Audio only	Y__N__
b. Formats Supported	
<hr/>	
c. Video and Audio	Y__N__
d. Formats Supported	
<hr/>	

2. Video Production Cart

a. Equipment capable encoding live video and audio for live streaming of media to local area network	Y__N__
b. Ability to store audio and video for later upload to network Storage	Y__N__
c. Basic editing software for editing media content	Y__N__

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3. Fixed Production Studios
 - a. Capturing and encoding live action and streaming live action to the network. Y__N__
 - b. Capable of encoding data to be stored at central or distributed repository Y__N__
 - c. Basic video and audio editing. Y__N__
 - d. Student Activities – Ability to stream live student activities from any location given a network connection provided. Y__N__
4. Public Cable and Broadcast – (Centralized) Ability to take a MINIMUM of 12 Cable-TV or Air channels and stream those channels throughout the district MAN/WAN via IP. (Preference given to clientless streaming to the desktop.)
 - a. Clientless Y__N__
 - b. Have the ability to schedule Cable-TV programming via web calendar. Y__N__

6.1 System Performance

The following features, functions and parameters must be demonstrated as a part of or a capability of the completed System.

- Noise, hum, RFI pickup and distortion are not to be audible under normal operating conditions.
- Reproduction of speech shall be clear, of high fidelity, and with all frequencies within the range if the systems reproduced.
- The audio portion of the signal will consist of two discreet channels.
- All system throughputs cannot be less than 6 MHz to provide for good computer images.
- Audio and other carriers on the video must be located outside the 6 MHz video path.
- Multiplexing of video must use frequency modulation.
- Control response speed cannot be greater than one second.

7.0 Media Content

The On-Demand Video Delivery System shall include content and licensing for a term of no less than three (3) years of the included content. The content shall consist of K-8 content for the K-8 locations and 9-12 content for the 9-12 locations. This content shall be tied to state standards and shareable by title, subject, chapter and key concept. The pre-packaged content shall be incorporated within a list of videos that can also contain content added by teachers and students.

The system shall provide administrative authentication and control for all digital content within the system. It shall provide a web based interface that can be accessed across the owner's network.

The content for the On-Demand Video Delivery System shall be delivered from a centralized location within the owner's infrastructure. It shall utilize the owner's Data network infrastructure and must be scalable to deliver content to all the locations described by the owner. It shall have the ability to support utilization growth through network optimization and hardware add-ons. It shall have support for the LDAP protocol for user authentication.

The On-Demand Video Delivery System shall support locally produced educational content created by the owner. It shall allow the owner to associate the locally produced content with state standards, chapters and key concepts, educational subjects, associated documentation and supplementary materials.

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7.1 Video Content:

The District is seeking a wide variety of digital video content suitable for classroom instruction, staff development, as well as other departmental functions within the school district (I.E., Maintenance, Athletics, Health Services, Procurement, Food Service, Transportation, Etc.). As an example the District wants to acquire:

- Access to the National Geographic Digital Media library. This shall include content from the National Geographical Television and Films, National Film Board of Canada, World Bank, ZDF Enterprises, WPA Film Library, ABC Australia and the White House Historical Association.
- Access to Disney Educational Productions, namely the popular series, Bill Nye the Science Guy and ABC News Classroom Edition.
- Access to the A&E Home Video digital library.
- Access to the BBC Worldwide Learning digital library which includes Eyewitness, Walking with Dinosaurs and Walking with Cavemen.
- Access to the Scholastic Corporation digital library which includes The Magic School Bus @, Dear America @, and The Royal Diaries.
- Access to the Sesame Workshop digital library including Cookie Monster's Letter of the Day and Count's Storybook Theatre.
- Access to the Weston Woods digital library, including Chrysanthemum, Miss Nelson has a Field Day and The Mouse and the Motorcycle.
- Access to the PBS digital library including Ken Burns' The Civil War and Cyberchase.
- Access to the entire collection of the PBS children's series the Reading Rainbow.
- Access to the WGBH digital library including Arthur, Between the Lions, and NOVA.
- Access to the Goldhill Educational digital library including the Standard Deviants programming.
- Access to the Monterey Media's digital library including the entire American Short Story Collection, the American Playhouse on Video Collection, O. Henry: A Life in Stories, Shakespeare's Soliloquies, The Tell Tale Heart, A Journey in Verse, Gift of the Magi and The Last Leaf.
- Access to the Video Encyclopedia of the 20th Century digital video library, representing 87 hours of primary source content and over 2,300 segments covering the people, events and issues responsible for shaping the years 1893 -1990.
- Access to the Schlessinger Media Library, containing over 1000 programs and focusing on a comprehensive core-curricular collection for grades K-8 as well as 9-12 including American

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History for Children, Ancient Civilizations for Children, United States History, The Way Things Work and Sesame English: ESL for Children

For the purposes of costing, the content listed above will be priced as subscription fee on the cost sheet. In addition to the minimum content stated, please submit as section 3.3 a complete listing of content offerings and associated pricing. Availability of vendor to provide a wide range of content areas will be an evaluated factor.

Media Format – File formats available for streaming and storage of media

1. Format in which the media can be stored redistributed and played
 - a. Flash Video and Audio Y__ N__
 - b. Microsoft Media Video and Audio Y__ N__
 - c. Real Media Y__ N__
 - d. MPEG 4 Y__ N__
 - e. MPEG 2 Y__ N__
 - f. AVI Y__ N__
 - g. QuickTime Y__ N__
2. Browser based “clientless” play of all media Y__ N__
3. Integration with Office products such as MS Office or Open Office Y__ N__
4. Work station client.
 - a. Does your product require a client on the desktop to play media? Y__ N__
 - b. Do you have a clientless solution? Y__ N__
 - c. What is your minimum work station requirement to play streaming media?

5. Network requirements
 - a. Based our network description are there any modifications to your system required for it to operate on our network? Y__ N__
 - b. Are there any special requirements that need to be considered based on our network description? Y__ N__
6. If yes what are those requirements? _____

7.2 Staff Development and Administrative Support

Garland ISD is seeking pre-recorded media for all areas of administrative support, teacher development and administrative functions. These items may be bid on separately and are subject to departmental approval.

Examples of materials include:

1. Electrical

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2. Plumbing
3. Mechanical
4. Teacher Development
5. Human Recourses
6. Administrative Development
7. Computer Application Training
8. Nursing

And other appropriate materials as needed.

8.0 Media Retrieval/Control System

8.1 System Descriptions

Media Retrieval/Control System is defined as a cluster of computer hardware, software and control equipments that digitizes media contents, controls remote user access, and distributes media playbacks from centralized media sources (the "head-ends") over the LAN/WAN network. In general, a media retrieval system shall include, but not limited to, the following functional components:

- Media sources
- Digital media management server
- Media controlling software
- Web-based menu source generator
- Remote video origination system and Media gateway streamer (dual channel)
- Digital media storage device
- Remote client control system.

8.2 Media Sources

Media sources (the head-ends) include, but not limited to, the following categories:

1. *Controllable media*: Video tape players, laser disc players, audio cassette player/recorder, 16mm trans-video projectors, film strip projectors, 35mm slide trans-video projectors, DVD players, etc.
2. *Uncontrollable media*: CATV channels, video conferencing, remote classrooms, unscheduled campus announcements, pod casting, and other live school events.
3. *Digital media*: Subscribed educational contents, on-demand digital media streaming, District produced/archived contents, digital media libraries, electronic instructional audio/videos, textbooks and documents, etc.

8.3 Digital Media Management Server

The centralized digital media management server(s) shall be capable to provide, but not limited to, the following functions:

1. Administer user rights and access control of media contents via web-based LDAP compliant framework under District Novell NDS network environment. Y__ N__
2. Operate an Internet/Intranet web server interface (together with media controlling software) using industry standard ports (port 80 and port 443) of web services, which allows remote users to perform media accessing, scheduling, managing, reporting, and other operations via non-proprietary web browsers across the LAN/WAN network. Y__ N__
3. Allows network administrators to configure, monitor, and maintain digital media servers from anywhere over the Internet/Intranet, when used in conjunction with the web-based control software. Y__ N__

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4. Manage media database queues of cataloged digital media contents/archives stored at District centralized SAN devices. Y__ N__
5. Deliver digitized/encoded media inputs into industry standard (H.263/H.264) digital media formats (FLASH or MPEG2, MPEG4) from multiple media sources through a web interface. Y__ N__
6. Manage District licensing of subscribed educational media contents, controls school sporting content distribution under UIL rules, and filters student generated contents across school networks. Y__ N__
7. Regulate maximum concurrent streaming users, logs/runs statistical reports of media usages and hardware (network bandwidth and storage space) resources. Y__ N__
8. Place digital media, or text/doc files into a queue depending on user's administrative rights. Y__ N__
9. Distribute District approved media materials to include, but not limited to:
10. Digital segmented play-lists Y__ N__
11. Digital public address (i.e., superintendent, principals) Y__ N__
12. Professional development Y__ N__
13. Instructional/curricular resources (i.e., Microsoft Word™, PowerPoint™, and PDF documents) Y__ N__
14. Still pictures/images, MP Y__ N__
15. Podcasting, RSS™ feeds Y__ N__
16. School produced events Y__ N__
17. Athletic archives Y__ N__

8.4 Media Controlling Software

The media controlling software shall minimally include the following functions:

1. Provide unlimited advance scheduling events and automatic selection of unscheduled media source equipments. Y__ N__
2. Provide statistical tracking of usage patterns and user information for planning management purposes. Y__ N__
3. Support web browser formats and media importation using MARC-21 format standard. Y__ N__
4. Allow for scheduling of one-time and/or recurring permanent media events by parameters of Users, School locations, Class periods, One-on-one, One-to-many, or Multicasting. Y__ N__
5. The media library portion of the controlling software shall contain the following database informational fields for maximum flexibility for school users. These fields might include (but not limited to):
 - a. Media Title Y__ N__
 - b. Author Y__ N__
 - c. Subject Y__ N__
 - d. Call Number Y__ N__
 - e. Publisher Y__ N__
 - f. ISBN Y__ N__
 - g. Barcode Y__ N__

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- h. Library of Congress number Y__ N__
 - i. Keywords Y__ N__
 - j. Source Type Y__ N__
 - k. Duration Y__ N__
 - l. Age Range (rating) Y__ N__
 - m. Copyright Date Y__ N__
 - n. Abstracts Y__ N__
6. Allow the capability of designating a video source device as “Out of Service” to disable system-scheduling capability to that device. The software also allows administrator-designated “Media Destroy Date” for copyright sensitive media. Y__ N__
7. Allow for login-based administrative privileges, allows for administrator-defined video media reload times at the media sources (head-ends). Y__ N__
8. Allow for the following information to be available in administrative reports:
- a. Current Day Reservations Y__ N__
 - b. Pending Reservations by date Y__ N__
 - c. Past Reservations Y__ N__
 - d. User usage Y__ N__
 - e. Display usage Y__ N__
 - f. Source Device usage Y__ N__
 - g. Media usage Y__ N__
9. Allow multiple level security access controls with password protections. Allows remote access for diagnostic or configuration purposes via a POTS line. Y__ N__
10. Provide an easy to use graphic user interface for all functions and features supporting mouse or other pointing devices. Y__ N__

8.5 Media Controlling Software Documentation:

Full documentation covering all system components and software will be provided in its own binder or storage case. The documentation must include both the factory default settings of all components as well as modifications made on installation.

- 1. Scheduling Software Features:
- 2. Advanced scheduling of events. Y__ N__
- 3. Web based, cross-platform (PC or Mac) utilizing either Internet Explorer™ , Fire fox™, or Netscape™ Y__ N__
- 4. Ability to provide control to any room, local area or workstation within a given period of time. Y__ N__
- 5. Provide for printer back-up for before and after event printing. Y__ N__

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6. Must interface to the Server Software. Y__ N__
7. The software will provide an easy to use menu system. Y__ N__
8. The software shall provide for statistical tracking of system usage patterns and for all central control components. Y__ N__
9. The software shall automatically schedule the least-used resource in the system to effectively spread usage evenly among all available video source equipment Y__ N__

9.0 Digital Media Storage Device

A network storage device(s) shall be configured as a centralized, manageable, and fault-tolerant SAN-enabled device(s) for media storage on the network.

9.1 System Capacity Requirements

1. The network media storage shall have minimum 3 terabit usable storage space, expandable to 10+ terabit to allow for more content, or more streams. Y__ N__
2. Compatible with external SAN system Y__ N__
3. The server system(s) shall provide seamlessly media control software and media title integration within the media database, and provide Content Creation Stations to encode analog video to digital files, integrate the digital files, and record live streams for future play back. Y__ N__
4. The media retrieval system must support the following formats: video, still images, audio, text files. Y__ N__
5. All systems must be rack-mountable in standard 19" equipment rack. Y__ N__
6. The server system(s) hardware shall have expansion capabilities. Y__ N__
7. HDTV compatible. Y__ N__

10.0 Training

10.1 Purpose

The training proposed shall cover administrative, teacher and technical aspects of the system. It shall cover all aspects of the functions, features and trouble-shooting of the system that will allow the owner to successfully implement and utilize the system.

10.2 Administrative Training / Technical Training

On-site administrative training shall cover the operation and function of the system's components. Times and locations for training shall be coordinated with the owner. The trainer shall be knowledgeable with all aspects of the system and educational presentation practices. Appropriate training materials shall be provided as well as user guides for all equipment. The owner shall provide space for the training. Training should cover the following topics:

- Overview of System Functions
- Day-to-Day System Operation and Maintenance
- Troubleshooting of System Components
- User Capabilities
- Support and Warranty Information

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Provide access to the manufacturer's technical training for the owner's designated representatives on all system hardware and software components. This technical training shall provide for certification on the manufacturer's equipment if available.

10.3 Teacher Training

1. Provide documentation on teacher training programs that include on-site and Webinar training sessions. Include additional training sessions that will enhance understanding of the system and a program for continued education over a period of time.
2. Teacher training shall cover the operation and function of the system's components. The date, time and location for training shall be coordinated with the owner. Include recommended lengths for training sessions based on the number of participants and the material to be covered.
3. Train-the-Trainer model shall be delivered to a select staff determined by the owner. The trainer shall be knowledgeable with all aspects of the system and the educational value of the system. Appropriate training materials shall be provided in print and in a digital format. The owner will provide the space for the training.

Training shall cover at minimum, an overview of system functions, media access, scheduling, software operation and trouble-shooting tips.

Provide a proposed training plan in the detailed proposal section.

11.0 Ability to expand to future technologies as they are developed

We are requesting that all items bid have an upgrade ability assurance. As technologies develop and improve Garland ISD intends to keep its technology up to date. Therefore, we are seeking hardware that can be updated at a minimal cost so as to take advantage of these technologies as they are developed. Provide upgrade assurances in the detailed proposal section.

12.0 Support and Maintenance

12.1 Support

The vendor shall provide a service response time of no more than two (2) hours from time of notification of major system failure and a maximum of six (6) hours from time of notification of any failure.

12.2 Suppliers

The vendor shall provide the contact information of the equipment manufacturers for future replacement of all components and the time required to make replacements.

12.3 Equipment Maintenance

The vendor shall provide a recommended maintenance program to include periodic tests, inspections and preventative maintenance according to the recommended practices furnished by the original equipment manufacturer aimed at all times, including especially the installation period prior to acceptance. Vendor must describe the anticipated maintenance and provide the options for standard and extended hours of maintenance coverage.

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The vendor shall include the costs of the recommended maintenance program(s). Pricing information shall be included for all available extended warranties.

13. References

Provide contact information for clients in which the company has performed similar services as referenced in the scope of this proposal. References in the K-12 market preferred. As a minimum the following should be included: Name of Organization, Address, Contact Person, Telephone Number, Date of installation/service. **NOTE: Proposers failing to submit at least 2 references may not be considered for award.**

System Cost Estimations

Quotes

Price, Description and Equipment List

1. The price proposed shall include all services necessary for a complete turn-key installation, end-user and administrative training, user guides for all users, project management, a technical system owner's manual, and a technical administrator's programming and maintenance manual and acceptance testing of the system.
2. All initial system equipment shall be included in the quoted prices, however add/delete itemized pricing on all cards, servers, cabinets, and other expandable features must be provided with guarantee pricing of one (1) year from the time of installation.
3. A descriptive equipment summary of the system, including manufacturer, model and software version shall be included.
4. An itemized list shall be supplied of initial system equipment including all common, classroom and auxiliary equipment necessary for the successful operation of the initial system, such as: rack mount units including size of each unit and power requirements; number of ports in initial configuration and number of spare ports remaining for expansion on each type of card and cabinet.

Samples:

Submit samples of proposed equipment when requested by the Owner. All equipment will be returned to the Contractor not later than the project completion date.

The contractor shall also submit a copy of his valid state contractor's license and show proof that he is a factory authorized distributor of the submitted equipment and in general meets all of the requirements..

Equipment and Materials List

All equipment and materials are to be new and of modern design.

If any specified equipment model number is obsolete or superseded, provide the newest equivalent or better than proposed model.

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All equipment shall conform to appropriate UL/CSA listings.

For ease of evaluation and comparison, in responding to this bid request, all responses must contain a materials list. Actual manufacturer's specifications sheets must accompany the materials list.

Costs

This section of the proposal must contain all cost data. All charges for products and services must be submitted with the response to this request. Charges not included in the vendor response will not be honored. The school district is not responsible for any costs not specified in the bid response.

- Clearly indicate educational discounts, if any.
- Clearly indicate any installation charges.
- Clearly indicate any freight or delivery charges.

Warranty

Furnish a copy of the warranty together with the operating instructions and maintenance data for the complete system.

Honor component warranties for the term established by the Manufacturer.

System defects and failures occurring during the warranty period are to be corrected and repaired within a reasonable time after notification of such defects and failures.

The System shall be warranted for a period of Three (3) years from date of owner's acceptance. RFP responses shall include pricing for (3) years system warranty including all applicable System Software Updates during the warranty period.

If the work of this Contract causes equipment manufacturers warranties to become void, this Contractor shall assume the responsibility for all manufacturers' warranties and all materials and labor to remove, replace, and reconnect this equipment for the term established by the manufacturer's warranties.

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PRICING

Company Name: _____

	Item Bid on: <i>(Use a separate sheet per item bidding on)</i>	Place <input type="checkbox"/>
1.	Distance learning (Remote Classroom or Video Conferencing) Two way video and audio for one to one, many to one and one to many. Proposed Equipment Cost: \$ _____ Proposed Software Cost: \$ _____ Proposed Training Cost: \$ _____ Proposed Maintenance Yr. 1 \$ _____ Proposed Maintenance Yr. 2 \$ _____ Proposed Maintenance Yr. 3 \$ _____ Proposed Maintenance Yr. 4 \$ _____ Proposed Maintenance Yr. 5 \$ _____	
2.	Broadcast live media content via IP to clientless workstations from any network connection throughout the district. Proposed Equipment Cost: \$ _____ Proposed Software Cost: \$ _____ Proposed Training Cost: \$ _____ Proposed Maintenance Yr. 1 \$ _____ Proposed Maintenance Yr. 2 \$ _____ Proposed Maintenance Yr. 3 \$ _____ Proposed Maintenance Yr. 4 \$ _____ Proposed Maintenance Yr. 5 \$ _____	

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3.	<p>Video Production Carts – Portable studios with all necessary equipment to broadcast, store and create media.</p> <p>Proposed Equipment Cost: \$ _____</p> <p>Proposed Software Cost: \$ _____</p> <p>Proposed Training Cost: \$ _____</p> <p>Proposed Maintenance Yr. 1 \$ _____</p> <p>Proposed Maintenance Yr. 2 \$ _____</p> <p>Proposed Maintenance Yr. 3 \$ _____</p> <p>Proposed Maintenance Yr. 4 \$ _____</p> <p>Proposed Maintenance Yr. 5 \$ _____</p>	
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4.	<p>Educational video instructional content. Pre-recorded content created for K-12 education, Administrative support and staff development.</p> <p>Proposed Equipment Cost: \$ _____</p> <p>Proposed Software Cost: \$ _____</p> <p>Proposed Training Cost: \$ _____</p> <p>Proposed Subscription Fee Yr. 1 \$ _____</p> <p>Proposed Subscription Fee Yr. 2 \$ _____</p> <p>Proposed Subscription Fee Yr. 3 \$ _____</p> <p>Proposed Subscription Fee Yr. 4 \$ _____</p> <p>Proposed Subscription Fee Yr. 5 \$ _____</p>	
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5.	<p>Media Retrieval/Control System</p> <p>Proposed Equipment Cost: \$ _____</p> <p>Proposed Software Cost: \$ _____</p> <p>Proposed Training Cost: \$ _____</p> <p>Proposed Maintenance Yr. 1 \$ _____</p> <p>Proposed Maintenance Yr. 2 _____</p> <p>Proposed Maintenance Yr. 3 \$ _____</p> <p>Proposed Maintenance Yr. 4 \$ _____</p> <p>Proposed Maintenance Yr. 5 \$ _____</p>	
6.	<p>Storage, cataloging and distribution of District created media. To include live and pre-recorded media</p> <p>Proposed Equipment Cost: \$ _____</p> <p>Proposed Software Cost: \$ _____</p> <p>Proposed Training Cost: \$ _____</p> <p>Proposed Maintenance Yr. 1 \$ _____</p> <p>Proposed Maintenance Yr. 2 \$ _____</p> <p>Proposed Maintenance Yr. 3 \$ _____</p> <p>Proposed Maintenance Yr. 4 \$ _____</p> <p>Proposed Maintenance Yr. 5 \$ _____</p>	