

**REQUEST FOR PROPOSALS
CABLE TELEVISION BROADCAST
SERVICES
CITY OF GLENARDEN, MARYLAND**

RFP ISSUE DATE: November 22nd , 2021

SUBMISSION DEADLINE: December 20th , 2021

**CABLE TELEVISION BROADCAST SERVICES
CITY OF GLENARDEN, MARYLAND
SUBMISSION DEADLINE: 12/20/2021**

The City of Glenarden, Maryland is seeking cable television broadcast services for the City of Glenarden ("City") Council meetings and hearings, and the provision of means by which broadcasts may be archived.

A copy of this RFP is available for viewing at the James R. Cousins, Jr. Municipal Center at 8600 Glenarden Parkway, Glenarden, Maryland 20706 upon request or at <https://cityofglenarden.org/> on or after November, 22nd, 2021.

Sealed proposals can either be submitted via email or by mail carrier service and received by 4:00 p.m. on December 20th 2021 to the following:

Cable Television Broadcast Services Proposal

RFP#

City of Glenarden

Attn: Jordan McClung

Executive Assistant

8600 Glenarden Parkway

Glenarden, Maryland 20706

or

Email: jmclung@cityofglenarden.org

Proposals will not be accepted after 4:00 p.m.

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1. INTRODUCTION

The City of Glenarden is in search for cable television broadcast services for Council meetings and hearings. The services should include a method by which the broadcasts may be archived.

2. SCOPE OF SERVICES

The scope of services are as follows:

- Provide and set up cameras, microphones and all equipment necessary to broadcast City meetings;
- Test all equipment necessary to broadcast City meetings prior to meeting;
- Operate equipment during the meeting;
- Broadcast live meetings on City's cable channel;
- Record meetings and provide appropriate video file to be used for City's website; and
- For permanent archival storage.
- The Scope of Work is the official description of work and or task that is to be done in this role while contracted by the City of Glenarden.
- **Contract Background and Description Statement**
- The hired contractor working in the position of TV Station Manager/ Videographer will be asked to design, transport, set up and operate production equipment, including audio and lighting equipment, for field and studio productions. This will mainly take place for City meetings including Council meetings, administrative hearings and public Townhalls. You will also oversee the maintenance and support of the City's TV station as well as direct technical and artistic developmental of television programs including the preparation of artwork or animation, narration, dialogue, sound effects and music as required in the production. Lastly you will also be asked to review all correspondence and programming media. Tape and edit programs; produce a daily/weekly/monthly schedule for video programs. Prepare, design and institute computer entries for cablecast.
- **Task List**
- Each task has been assigned a number based on priority and difficulty in completion. We hope to have success in these tasks during the duration of your contract.

Task No.	Task	Equipment & Services Needed
1	Write and maintain procedures for Use of Facilities and Equipment.	Computer/Desktop
2	Develop approach and production methods necessary to produce continuity and required story lines.	Computer/Desktop
3	Maintain equipment inventory and field and studio production schedules	All Media room equipment
4	Tape and edit programs; produce a daily/weekly/monthly schedule for video programs	Camera's/ Lighting/ Desktop

- **Overview**
- This position is part time and seeks someone who is well experience with media equipment. The plan is for this position to be at every future in person meeting and run the station when those meetings are occurring. At the moment there is no timeline on when those in person meetings will start back up however, when they do, that is when this role is most critically needed. Also, we will ask you to put together SOP for the media room and maintain station connectivity to all channels.

3. REQUIRED SUBMITTALS FOR PROPOSAL

Each prospective firm's proposal must consist of two **separate** sections, a "Technical" section and a "Sealed Dollar Cost Section," both of which are to be prepared in accordance with the following guidelines. For firms submitting bids via email, proposals must be submitted as separate pdf documents and must be clearly labeled as either the "Technical Section" or "Sealed Dollar Cost Section."

For firms submitting by mail, you must provide a total of **three (3)** copies of both sections of the proposal, which must be submitted to the City by **4:00 p.m. on December 20th 2021**.

Failure to comply with these requirements will result in a disqualification of the proposal.

3.1 TECHNICAL SECTION

No information regarding professional fees or costs should be included anywhere in the technical section.

The purpose of the technical section of the proposal is to identify the qualifications of your firm, competence and capacity of the firms seeking to undertake scope of services stated in this request for proposals. The technical section must include the following:

1. Must be completed on company letterhead and must clearly identify the firm's owner or CEO as well as the firm's point of contact concerning the proposal, the firm's main and/or local addresses, telephone number and email address where the contact person can be reached. If the firm must also identify a project manager in this section that will serve as the City of Glenarden's point of contact.
2. Demonstrate the qualifications of the firm and identify the staff to be assigned to the rendered services.
3. Include a brief statement clearly articulating the understanding of the work to be performed and specify the intended scope of work of the proposal. Firms are encouraged to clearly state whether they are proposing to conduct all of the work "in-house" or will sub-contract a specific phase of the scope of work.
4. Include at least three (3) professional references that can attest to the firm's work as it relates to the scope of the work sought.
5. The proposal must identify two (2) relevant samples of work performed. Each sample should be limited to a single page and provide the project's scope and relevant details. Firms are also encouraged to submit short clips which demonstrate its recording and broadcast services.

3.2 SEALED DOLLAR COST SECTION

The “Sealed Dollar Cost Section” must be submitted in a **separate document** from the “Technical” section documents. The sealed dollar cost bid section must include a completed bid form, which is listed as **Attachment A**.

The Sealed Dollar Cost Section of the proposal must contain all pricing information relative to providing the work as described in this request for proposals.

The City of Glenarden will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

4. SUBMISSION OF PROPOSAL

- 4.1 All proposals are due to the City of Glenarden **by 4:00 p.m. on December 20nd 2021**, and must be emailed, mailed or hand-delivered to:

Cable Television Broadcast Services Proposal
RFP#
City of Glenarden
Attn: Jordan McClung
Executive Assistant
8600 Glenarden Parkway
Glenarden, Maryland 20706

or

Email: jmcclung@cityofglenarden.org

- 4.2 Questions concerning this RFP, must be submitted via email by 2:00 p.m. on December 20th, 2021 to Jordan McClung at jmcclung@cityofglenarden.org. Questions and answers will be emailed to all firms that have submitted previous inquiries and will be posted the City of Glenarden’s website at <https://cityofglenarden.org/>.

5. EVALUATION OF PROPOSALS AND AWARD OF CONTRACT

The submitted proposals (not including the Sealed Dollar Cost Bid) will be publicly opened and read on **December 27th 2021 at 10:00 a.m.** in the James R. Cousins, Jr. Municipal Center located at 8600 Glenarden Parkway, Glenarden, Maryland 20706.

The separate Technical section of the proposals submitted will be reviewed and evaluated first. The qualifying firms from this section will then have their sealed dollar cost bid opened and evaluated. The firm best meeting the experience, approach and cost requirements will be selected.

The City of Glenarden reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

Evaluations will take place between the days of December 27th and December 31st. If necessary, the recommendation of a firm will go to the City of Glenarden Mayor and Council for consideration of approval on December 27th through December 31st, 2021. Once approved, the City will execute a contract for services and will submit a Purchase Order (PO) to the selected firm.

6. OTHER REQUIREMENTS AND INFORMATION

6.1. Stability of Proposed Prices

Any price offerings from respondents must be valid for a period of 90 days from the due date of the proposals.

6.2. Amendment or Cancellation of the RFP

The City of Glenarden reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the City to do so.

6.3. Proposal Modifications

No additions or changes to any proposal will be allowed after the submission of a proposal unless such modification is specifically requested by the City. The City, at its option, may seek respondent retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

6.4. Presentation of Supporting Evidence

Respondents must be prepared to provide any evidence of experience, performance, ability, and/or financial sureties that the City of Glenarden deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

6.5. Demonstration of Proposed Services

At the discretion of the City, respondents must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided in a method approved by and without cost to the City.

6.6. Erroneous Awards

The City of Glenarden reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract already made to a respondent and subsequently awarding the contract to another respondent. Such action on the part of the City shall not constitute a breach of contract on the part of the City once this determination has been made.

6.7. Proposal Expenses

Respondents are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by the City.

6.8. Ownership of Proposals

All proposals shall become the sole property of the City and will not be returned.

6.9. Execution of Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. If, for some reason, the City and the initial selected respondent fail to reach consensus on the issues relative to the contract, then the City or its agents may commence contract negotiations with other respondents. The City may decide at any time to start the RFP process again.

6.10. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by respondents with the City of Glenarden or its agents or employees will be disregarded in any proposal evaluation or associated award.

6.11. Subcontractors

The City must approve any and all subcontractors utilized by the successful respondent prior to any such subcontractor commencing any work. Respondents acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of the City of Glenarden and that the City Manager or their designee may communicate directly with any subcontractor as the City may deem necessary or appropriate. It is also understood that the successful respondent shall be responsible for the payment of all fees charged by the subcontractor(s). The successful respondent shall provide a performance evaluation of any subcontractor promptly to the City. The successful respondent must provide the majority of services described in the Scope of Work.

6.12. Copyright

The selected firm must agree to execute and deliver to the City of Glenarden any and all necessary documents to support the transfer and assignment of any and all intellectual property and copyright rights pertaining to the plan to be developed under this proposal.

6.13. Confidentiality and Care of Data

The successful respondent agrees to protect the confidentiality of any files, data or other material pertaining to the subsequent contract and to restrict their use solely for the purpose of performing the terms of the contract. The successful respondent shall take all steps necessary to safeguard data, files, reports or other information from loss, destruction or erasure. Any costs or expenses of replacing or damages resulting from the loss of such data shall be borne by the successful respondent when such loss or damage occurred through its negligence.

6.14. Legal Terms

It is the policy of the City of Glenarden that any contract for services requires that all legal disputes are heard in a court of law in Prince George’s County, Maryland and that each party is responsible to pay for the cost of their own legal fees. **The City will not agree to terms that are not consistent with this policy.**

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**END OF RFP NUMBER:**

# **ATTACHMENT**

# **A**

**SEALED DOLLAR BID FORM**

**SEALED DOLLAR BID FORM**  
**ATTENTION: JORDAN McCLUNG**  
**JAMES R. COUSINS, JR. MUNICIPAL CENTER**  
**8600 GLENARDEN PARKWAY**  
**GLENARDEN, MARYLAND 20706**  
[JMcCLUNG@CITYOFGLENARDEN.ORG](mailto:JMcCLUNG@CITYOFGLENARDEN.ORG)

Pursuant to the Request for Proposals, Cable Television Broadcast Services, City of Glenarden, Maryland, I am submitting a bid on behalf of \_\_\_\_\_ in the amount of \$\_\_\_\_\_ for the broadcast and recording of each City meeting.

Date: \_\_\_\_\_

Bidder (legal name of person or entity): \_\_\_\_\_

\_\_\_\_\_

By (name and title): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_