



REQUEST FOR PROPOSAL (RFP)

Title: **Athletics Control Room**

RFP #: BC2 – SMU2020 – Athletics Control Room

Date Issued: February 14, 2020

Final Proposal Due: Thursday, March 12, 2020 by 3:00 p.m. (CST)

RFP Issued By: Brian Cook, RFP Coordinator
SMU – Purchasing Department

Section 1 - Overview

1.1 Introduction

Southern Methodist University (SMU) is seeking an audio/video integrator (referred to as “Integrator” or “Vendor” for the purposes of this RFP) to upgrade the current SMU athletics central control room to meet broadcast standards while still being able to operate as a video board in-house show for Football, Basketball, and Volleyball. This project is phase one of a multiphase project to be completed over the next several years. The purpose of this RFP will be to enter a contract with the selected vendor to complete phase 1 of the SMU athletics control room upgrade. Please note that the proposals submitted for this RFP are only for phase 1 of what is expected to be a multiphase project. SMU reserves the right to rebid for future phases or maintain the selected vendor pending satisfactory completion of phase 1.

1.2 General Background

As a private, comprehensive university enriched by its United Methodist heritage and partnership with the Dallas-Fort Worth area, SMU seeks to enhance the intellectual, cultural, technological, ethical, and social development of a diverse student body. SMU offers undergraduate programs centered on the liberal arts and excellent graduate, professional, and continuing education programs. The SMU experience also includes accessible faculty in small classes and abundant opportunities for research experience, international study, leadership development, and service and internship opportunities beyond campus - all with the goal of preparing students to become contributing citizens and leaders for our state, nation and world.

SMU has approximately 11,000 students studying in seven degree-granting schools: Cox School of Business, Dedman College of Humanities and Sciences, Meadows School of the Arts, School of Engineering, Dedman School of Law, School of Education and Human Development, and Perkins School of Theology.

SMU participates in the NCAA Division 1 FBS as a member of the American Athletic Conference (AAC). As a member of the AAC, SMU is subject to the conference TV rights deal. The new 12-year deal with ESPN requires member institutions to broadcast/stream games to the ESPN+ platform.

1.3 Current Operating Environment

Current control room functions as a central control room for Ford Stadium and Moody Coliseum in-venue only. The current space is a combination rack and control room. The current ANC equipment must be redeployed. Currently, a SNS EVO 16 bay system is installed and will move over to the new buildout. Our in-house TV feed is an RF based system and will need to kept this intact during install. All other equipment is subject to reuse and redeployment if in proper working order and meets workflow specs.

Section 2 – Proposal Submittal

2.1 Questions and Inquiries

All inquiries concerning the RFP should be directed to:

Brian Cook, RFP Coordinator
SMU - Purchasing
Email: brianc@smu.edu
Phone: 214-768-0099

Questions should be submitted in writing via email. Written questions should be directly tied to the RFP and should be asked in consecutive order, following the organization of the RFP and referencing the RFP section. General questions will be shared with all those firms participating in the process. Short procedural inquiries may be accepted by telephone or email by the buyer, however, oral explanations or instructions given over the telephone shall not be binding upon the University. Upon release of this RFP until a binding contractual agreement exists with the Selected Firm, informal communications regarding this procurement will cease.

2.2 Bidder Responsibility

The bidder assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given because vendor's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the vendor represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

2.3 Cost Liability

SMU assumes no responsibility and bears no liability for costs incurred by vendors in the preparation and submittal of proposals in response to this RFP.

2.4 Revisions to this RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by an Amendment. Any RFP Amendment will be emailed to all participants. Any amendment to this RFP shall become part of this RFP.

2.5 Proposal Acceptance/Rejection

SMU reserves the right to reject any or all proposals, to accept or reject any or all the items in the proposal, and to award the Agreement in whole or in part as deemed to be in the best interest of SMU. SMU reserves the right to negotiate with any vendor if such action is deemed to be in the best interest SMU.

Section 3 – Scope of Work

3.1 Overview

The chosen integrator should have the expertise to meet and exceed all requirements set forth in the RFP and any requirements not dictated in the RFP, i.e broadcast requirements. The requirement of vendors will also apply to integrators. The chosen integrator will be required to complete a turnkey working control room(s). The chosen integrator must have a fully functional room complete with training and instructions for SMU staff. A full functional room will include, but not be limited to, a clean dressed rack and workspaces, labeling of all panels and cables, proper signal flow, and routing.

The commissioning schedule with vendors must be done before the final walkthrough with SMU. The completion of this project will also require the chosen integrator to have a final functional walkthrough with SMU. If final walkthrough is in working order and all parties have signed, the integrator will still be held responsible for any issues that may occur due to missing functionality up to a period of 60 days.

All warranty information must be submitted to SMU for documentation on all items with a warranty, and a copy of each warranty must also be retained by the integrator.

Any sub-contractors used by the integrator for additional work require approval of the University and must meet campus standards.

The integrator shall perform all work in a first-class, professional manner in accordance with this contract, specifications, governing codes and instructions by SMU. Efforts by the integrator to obtain a clear understanding of the scope of work for each assignment governed by this contract shall be requisite in integrator acceptance of this contract.

The integrator shall agree to the SMU Standard Terms and Conditions of which a copy may be requested for reference.

3.2 Required Functionality

The event/shows must be able to function with limited staffing and full staffing, automation, and integration with all systems. ANC's Vsoft will control the videoboards and the Xpression system will be used for broadcast with some overlap for in-house. The system must allow for integration with Daktronics (Ford) and OES (Moody) for time and score data for both Vsoft and Xpression. The system must allow integration with stat software, stat crew and Genius, for both Vsoft and Xpression. All equipment purchased must be able to handle UHD connections, and the preferred connection is a single link 12g UHD. The exception to this rule can be the replay system. All stations must have the ability to work in a comfortable and safe environment.

3.3 Intercom System

A new intercom setup will be required, and Riedel Communications is the preferred vendor. We will need panels with a headset at every station in the control room, and a user-selectable program feed is required for all panels. Headsets will be either Clear-Com CC-110, CC-300, and/or CC-400. A Bolero system is already in place with 2 antennas at Ford and 1 antenna at Moody with 5 Bolero Beltpacks (BP), and 5 new Clear-Com CC-300 headsets. Intercom will also need to interface with digital radios and phones. This intercom setup will have to expand to 4 control rooms and a studio in future phases.

List of Positions to be Serviced by the Intercom System		
Current positions are listed in black and potential future positions that do not need panels right away, but will need the ability to add panels in the future, are listed in red .		
Control Room	Football Stadium (Ford)	Basketball Arena (Moody)
Director 1 TV	Audio A1 House	Audio A1 House
Director 2 In-House	Audio A1/2 (Bolero)	Lighting
TD 1 TV	Producer	DJ
TD 2 In-house	DJ	Band (BP or Bolero)
Assistant Dir./Producer	Spare	Visiting Band (BP or Bolero)
Producer	Truck (Headend room)	Producer at table (BP)
Replay 1	Marketing (Bolero)	Stats at the table (BP)
Replay 2	Marketing (Bolero)	TOC at the table (BP)
Replay 3	Marketing (Bolero)	Audio A2 table (BP or Bolero)
Vsoft	Band (BP or Bolero)	PXP & Color (Riedel commentary panel) *Primary and a backup unit*
CG/Xpression	Visiting Band (BP or Bolero)	Tunnel intercom 1 (BP)
Audio A1	Cameras (up to 10)	Tunnel intercom 2 (BP)
Engineer (Bolero)		Tunnel intercom 3 (BP)
Shader		Head end room (BP)
		Camera (up to 10)

3.4 Materials and Equipment

- **Switchers**
 - New switchers will replace our current Ross Vision Switcher. This setup will require two new switchers and the switchers will be identical in features and functionality. The switcher should have 12g single link UHD connections. The switcher should have redundant power and 3 M/E minimum frame and full panel to match. The switcher should also be able to interface with the Ross Xpression system. The switcher must be able to take in computer signals, cameras, playout servers, replay systems. Etc. The switcher should also be able to output clean and

dirty feeds. The switcher should also have a dedicated interface/setup monitor. Preferred vendor is Ross Video Carbonite Series or Acuity.

- **Router**
 - The new router will replace the current 32x32 I/O baseband router. The new router should have the capability to be a hybrid setup with baseband/IP as well as scalability. This router will have to be able to be moved into phase two & three of the control room master project. Preferred vendors are either Ross Video or Evertz.
- **Audio Router/Digital**
 - Audio routing should be a hybrid of both analog and digital. Digital signal should be a combination of Dante, MADI, AES, etc. The audio routing needs to be able to handle multiple control rooms.
- **Audio Mixer**
 - The audio mixer should be capable of analog and digital signals. Digital should be able to handle any digital AES, Dante, MADI, etc. This mixer should be able to interface with the front of house audio mixers at both Ford and Moody. The mixer should be either Yamaha, Allen & Heath, or Soundcraft.
- **Control Room Furniture**
 - TBC or Forecast for consoles. The consoles must be flexible to run with a limited and full production staff without any drastic changes. All areas identified must be able to support 2 computer monitors, intercom, keyboard, and mouse at all stations. Power should be available at each station as well as network support, USB charging, and additional USB device connectivity.
- **Video Wall**
 - TV screens should all be capable of UHD signals and all have thin bezels for clean mounting of multiple monitors on a video wall. Monitors of choice are LG, Samsung, or Sony. The mounting of the monitors will be on a monitor wall from any of the console vendors TBC, Forecast, or equivalent. Prefer vendor matching video wall with console.
- **CG System**
 - The Ross Xpression system will be purchased through a 3rd party. A 3 channel and a single channel system that will be able to upgrade to dual channel at a later date. Xpression will not be a required purchase through this RFP but must be integrated.
- **KVM**
 - A KVM that is capable of near-zero delay input and viewing will be needed and the device will have to be able to handle any change in room configurations as

well as expanded use for up to 4 control rooms.

- **Program Recorder**
 - A Program recorder for both in-house and TV will be required at a native resolution of UHD.
- **New Dedicated Phone**
 - SMU's OIT department provided telephone will be required to be installed. It will be the integrators responsibility that the phone be positioned and connected with any other devices requested.
- **Network switches**
 - 10g network switches are required and are subject to SMU's OIT Standards and integration security protocols. All IP addresses must be coordinated with SMU's OIT.
- **Transmission Equipment**
 - A single Fujitsu encoder will be provided by ESPN with potential to add in an additional encoder by either ESPN or LTN.
- **Spare Parts, Materials, and Tools**
 - Spare parts for the control rooms will be needed. This would include any bulk cable, adapters, ends, screws etc. Any leftover material not used will be considered part of the spare parts and materials if sufficient quantity remains. Any specialized tools required for maintenance will be required i.e. BNC tool kit, fiber tool kit, network tool kit, etc.
- **Additional Equipment**
 - Any additional equipment needed to complete this RFP will be at the integrators choice of recommendations and must be stated. Including items such as monitors, racks, cables, adapter, convertors, rack screws etc. These will be subject to approval by SMU and must be itemized in the RFP response.
- **Camera System (Additional Recommended Equipment)**
 - Panasonic or Sony system is the preferred vendor. We will need a full 4k HDR camera system package with the following components.
 - New Optics: Fujion or Canon with box lenses and handheld setups.
 - New Tripods: Weight rated for box lens camera systems.
 - New Wireless Video: Using either Panasonic or Sony cameras. Prefer in body camera transmitter.

3.5 Integrator Additional Responsibilities

The integrator will also be responsible for arranging any additional subcontracted electrical work which must be approved by SMU engineering and electrical. The integrator must include power load requirements for the room as well as any A/C cooling and task/room lighting. Custom painting and other decorative suggestions will be subject to cost approval. Additional equipment to integrate into existing infrastructure will be needed and be a recommended solution from the integrator. This will include, but not limited to, existing fiber network, internet network, RF TV, etc. Rack elevations are not required for responses to this RFP. Rack elevations will be required after awarding of the contract. Room layout and configurations should be stated in the RFP response.

3.6 Method of Engagement

All communications with SMU and all SMU approvals will be through the Director of Mustang Vision - Spencer Jones or his Authorized Representative. Official communications and approvals will be in writing. Oral approvals are non-binding.

Contractor shall provide a primary and secondary point of contact to coordinate with the Director of Mustang Vision.

Section 4 – Submission Guidelines and Proposal Requirements

4.1 Submission Guidelines

All questions and comments in reference to this RFP must be submitted electronically via email to the SMU Purchasing Department. Once this RFP has been issued, all formal communication with SMU regarding any part of this project must be channeled through the SMU Purchasing Department. The Purchasing Representative assigned for this RFP is Brian Cook and his email address is brianc@smu.edu.

Responses must be electronically submitted no later than 3 p.m. (CST), on March 12, 2020 to SMU Purchasing representative Brian Cook at brianc@smu.edu. Hard copy submissions are not required.

4.2 RFP Schedule

February 14th	Request for Proposal Issued
February 21st	Deadline for Vendors to notify SMU of participation
February 21st	Deadline for Vendors submit Questions to SMU
February 28th	SMU Response to all Vendor Questions Provided
March 12th	Responses Due by 3 p.m. (Central Time)

*** SMU is offering the opportunity for vendors to complete one site visit per vendor of up to 4 hours. Preferred site visit times are M-F between 8:00AM – 5:00PM and may be scheduled through the RFP Coordinator, Brian Cook. All site visits will be conducted between RFP issuance and closing date. It is up to the vendor to decide if they would like to perform a site visit and at which point during the RFP schedule they wish to do so.***

4.3 Proposal Requirements

Responses should follow the outline provided within this RFP document.

Please include general information about the vendor including, but not limited to, company size, number of years in business, business structure, mergers and acquisitions in the past 10 years, number of customers, average customer size, and any other relevant information about the Vendor. In addition, list the contact names and information for the individuals who will be assigned to implement and service the SMU account should the vendor be selected.

4.4 References

Please submit a minimum of three (maximum of five) relevant customer references for which the Vendor has provided similar services within the last three years.

References of all Vendors may be contacted at any time throughout the RFP process. Please complete all fields for fullest consideration.

Reference 1– <u>Client Name</u>:			<u>State</u>:	<u>Type of Business</u>:
<u>Contact Name</u>:		<u>Job Title</u>:		<u>Phone Number</u>:
<u>N/A</u>:		<u>Email Address</u>:		
<u>N/A</u>:		<u>Date of Services</u>:		
<u>Description / Notes</u>:				

Reference 2 – <u>Client Name</u>:			<u>State</u>:	<u>Type of Business</u>:
<u>Contact Name</u>:		<u>Job Title</u>:		<u>Phone Number</u>:
<u>N/A</u>:		<u>Email Address</u>:		
<u>N/A</u>:		<u>Date of Services</u>:		
<u>Description / Notes</u>:				
Reference 3 – <u>Client Name</u>:				
<u>Contact Name</u>:		<u>Job Title</u>:		<u>Phone Number</u>:
<u>N/A</u>:		<u>Email Address</u>:		
<u>N/A</u>:		<u>Date of Services</u>:		
<u>Description / Notes</u>:				
Reference 4 – <u>Client Name</u>:				
<u>Contact Name</u>:		<u>Job Title</u>:		<u>Phone Number</u>:
<u>N/A</u>:		<u>Email Address</u>:		
<u>N/A</u>:		<u>Date of Services</u>:		
<u>Description / Notes</u>:				

Reference 5 – <u>Client Name:</u>	<u>State:</u>	<u>Type of Business:</u>
<u>Contact Name:</u>	<u>Job Title:</u>	<u>Phone Number:</u>
<u>N/A:</u>	<u>Email Address:</u>	
<u>N/A:</u>	<u>Date of Services:</u>	
<u>Description / Notes:</u>		

4.5 Project Timeline for Implementation

Project tentative start date is after graduation May 18, 2020, and project installation must be completed before the first event in Moody Coliseum following implementation start date. This is typically the 3rd or 4th week of July, but is subject to change. The integrator must submit a detailed project schedule and estimated timeline. Additionally, there is no freight elevator to the 5th floor control room location - only to 3rd floor.

4.6 Pricing Structure

Include the complete list of all fees for the services and requirements described in this request for proposal. All item prices must be grouped together as a working whole. Items requiring other pieces for functionality must include package and itemized price. Any product requiring additional services for functionality like subscription or licensing must be stated, i.e. data connection, support, additional warranty, product upgrade paths, etc. It is preferred that pricing is submit in Excel format if possible to expedite the evaluation process.

4.7 Additional Information

Please include any additional services offered by the vendor and the corresponding pricing information, as well as any additional information you would like to share in reference to this Request for Proposal.

Section 5 – Evaluation and Selection Process

5.1 RFP Evaluation Committee

Each proposal will be evaluated by the RFP Evaluation Committee comprised of Athletics

Personnel, SMU Purchasing representatives, and other employees from within the University community relevant to this project. The RFP Evaluation Committee will initially review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals clearly inconsistent with the RFP requirements will be eliminated from further consideration. Proposals that pass the completeness and compliance review will be evaluated against the Basis of Selection outlined below. The RFP Evaluation Committee is the sole judge of the best offers and reserves the right to accept or reject any or all proposals. The vendor recognizes this by submitting a proposal.

5.2 Basis of Selection

The RFP Evaluation Committee will evaluate proposals and select firms based on a best value analysis involving the following factors.

- The Firm's plan to meet the requirements in the **Scope of Work** including the quality of the proposal, responsiveness to SMU requirements and adequacy of information provided.
- The firm's relevant experience, qualifications and previous success in providing work related to references provided.
- The firm's ability to demonstrate quality of work and superior customer service.
- The proposed pricing methodology and overall potential cost to the University.
- Any other factors relevant to the firm's capacity and willingness to satisfy the University's service needs as provided within the submitted proposal or discovered through the course of this RFP process.

ADDENDUM TO SOUTHERN METHODIST UNIVERSITY CONTRACT
GENERAL TERMS AND CONDITIONS
Office of Risk Management
Insurance Requirements of the Agreement
(Third Party Doing Business with SMU) as of 11/5/2018

A valid Certificate of Insurance must be provided to SMU's Office of Risk Management by any person or entity who is (i) providing goods or services to or for SMU, (ii) using SMU property for events, programs or other purposes or (iii) otherwise doing business with SMU (each a "Contractor"). Insurance must be in place prior to commencement or provision of goods or services or the use of property or other business engagement and must be maintained throughout the term of the contract or other engagement between SMU and the Contractor (the "Contract"), and thereafter, as required below:

1. These requirements apply to Contractor, and to Contractor's contractors, subcontractors, sub-subcontractors, consultants, suppliers and others fulfilling Contractor's obligations under the Contract, whether persons or entities and including international providers ("Subcontractors"). Contractor must require all Subcontractors to comply with the insurance requirements applicable to Contractor.
2. The Contractor must be licensed or otherwise authorized to do business in the State of Texas.
3. Insurance must be written on an ISO form CG 00 01 form or equivalent and must be issued by insurance companies with not less than an AM Best A-III rating.
4. Contractor must waive subrogation against SMU, its trustees, officers, employees, students, volunteers and agents for claims or any other loss arising out of Contractor's negligence or willful misconduct or omission.
5. Contractor shall provide coverage for broad-form indemnification if such indemnification is required by the Contract.
6. Contractor shall maintain all required insurance throughout the duration of the Contract. For any "claims-made" coverage such as insurance for any professional liability or directors and officers coverage, each policy must have a retroactive date prior to the date of project or Contract commencement and must be maintained by the Contractor until completion and for at least three (3) years thereafter either through policies in force or through "tail coverage."
7. Additional insured status shall be written as noted for commercial general liability, automobile liability and excess liability or as noted on the P.2 of this form using ISO additional insured endorsements for ongoing and completed operations. For purposes of this additional insured requirement, "equivalent coverage" means coverage for liability arising out of Contractor's actions and omissions in connection with the Contract, including coverage for the negligence or fault of Contractor and/or SMU or other parties indemnified under the Contract as to bodily injury or death of an employee or agent of the Contractor or of Subcontractors, including products-completed operations.
8. Contractor agrees to allow SMU to review all applicable insurance policies upon request.
9. Contractor is responsible for maintaining its own insurance coverage on its personal property.

The Certificate of Insurance must be completed using the following Description and Certificate Holder language:

1. **DESCRIPTION:** SMU must be named as additional insured unless noted otherwise on the attached form and must include the following language:

Southern Methodist University, its trustees, officers, employees, students, volunteers and agents are named as additional insured (as the interest of each insured may appear) as to all insurance coverage required.

2. **CERTIFICATE HOLDER:** listed as follows and address to send Certificate of Insurance to:

*Southern Methodist University
Office of Risk Management
P.O. Box 750231
Dallas, Texas 75275-0231 [by courier: 3050 Dyer Ct., Dallas, TX 75205]
riskmanagement@smu.edu*

3. **CONTACT FOR QUESTIONS:** Associate Director, Risk Management
Your prompt attention in this matter is greatly appreciated. If you have any questions, **please contact (214) 768-2083 or riskmanagement@smu.edu; Fax: (214) 768-4138**

SOUTHERN METHODIST UNIVERSITY
Standard Limits of Liability and Certificate of Insurance Requirements

The following Standard Limits are the minimum requirements for all Contractors. There are specific requirements that supersede the Standard Limits for Contractors providing high-risk services or for other high-risk projects and events. Please consult with the Office of Risk Management.

All Coverages and Limits of Liability listed below are required.

Line of Coverage	Description of Coverage and minimum Limits of Liability		SMU Included as Additional Insured Required
General Liability CG 00 01	Premises Liability Personal Injury Products Liability Medical Payments Sexual Molestation/Assault General Aggregate	\$1,000,000 per occurrence \$1,000,000 \$1,000,000 \$10,000 \$50,000 \$2,000,000	Yes
Automobile Liability CG 00 01 CA 00 05, ..12, ..20	Combined Single Limit	\$1,000,000 (autos)	Yes
Workers' Compensation	Injury/Illness Employer's Liability	Statutorily required limits \$1,000,000	N/A
Other coverages that may be required based on the goods, services, or activities of the Contractor			
Excess Liability (GL)	Over General Liability, auto, employer's liability (WC)	\$5,000,000	Yes
Director's & Officer's Liability	Wrongful Acts Errors & Omissions	\$1,000,000 per occurrence	Yes
Professional Liability	Architects & Engineers Lawyer's Malpractice Medical Malpractice Technology Errors & Omissions Media Errors & Omissions Research Liability	\$1,000,000 per occurrence \$1,000,000 per occurrence \$1,000,000 per occurrence \$1,000,000 per occurrence \$1,000,000 per occurrence \$1,000,000 per occurrence	Yes
Cyber Liability	Breach, Privacy, Virus, Security	\$1,000,000 per occurrence \$2,000,000 aggregate	Yes
Crime/Fidelity	Embezzlement, Fraud, Theft	\$1,000,000 per occurrence \$2,000,000 aggregate	Yes
Pollution Liability	Hazardous Transfer, Storage, Disposal, Spills	\$1,000,000 per occurrence \$2,000,000 aggregate	Yes
Accident insurance (to be purchased from SMU)	For events, camp and conference attendees or as otherwise required by SMU		Yes
Tenant and Users Liability Insurance Policy (TULIP)	For events and catering or as otherwise required by SMU		Yes
Automobile Liability	Chartered Bus	\$5,000,000	Yes
Charter Aircraft	Single Limit Aircraft Liability If large aircraft (more than 20 seats) All Risks Aircraft Physical Damage	\$50,000,000 \$3,000,000 per seat Value of aircraft	Yes
Others as listed:			Yes