**REQUEST FOR PROPOSALS**

**for**

**Oregon City Meeting Media - Cable Broadcast and Streaming Services**

**Proposals Due:**

**August 7, 2023**

**at 2:00 p.m.**

Issuance Date: July 26, 2023

**LATE PROPOSALS WILL NOT BE ACCEPTED**

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# SECTION 1 – GENERAL INFORMATION

## Advertisement

The City of Oregon City (hereinafter referred to as “City”), through Office of the City Recorder, is requesting proposals from firms (hereinafter referred to as the "Contractor") that are interested in providing professional cable channel management and streaming services to the City for the Oregon City Meeting Media - Cable Broadcast and Streaming Services (hereinafter referred to as the "Project").

This Request for Proposals (RFP) contains the necessary information to understand the basic scope of work and responsibility, the Contractor selection process, and the required documentation in submitting a proposal. Firms are encouraged to have a self-tour of the project vicinity. No pre-proposal meeting will be held. Contractors shall direct any questions to Jakob Wiley,City Recorder, recorderteam@orcity.org, 503.496.1509. **The last day for questions is one (1) business days prior to the proposal due date.**

Proposers responding to this proposal request must follow the directions stated within this RFP. Proposals should be prepared simply and economically. Special bindings, promotional materials, etc., are not necessary. Emphasis should be on completeness and clarity of the content.

This advertisement is authorized under the direction of Jakob Wiley, City Recorder

## RFP Schedule

RFP Released July 26, 2023

Proposal Due August 7, 2023 @ 2:00 p.m.

Staff Review of Proposals August 7, 2023

Contract Negotiations August 8 – August 9, 2023

Contract Award at City Commission \* August 16, 2023

## 1.3 Submitting Proposals

Written proposals in response to this RFP must include one (1) hard copy and one (1) electronic pdf copy provided on a thumb drive. Proposals are due no later than **2:00 p.m. local time on Monday, August 7, 2023,** and shall be delivered to **625 Center Street, Oregon City, OR 97045**. The proposal must be submitted in a sealed envelope, clearly marked as follows:

**SEALED PROPOSAL – Due at 2:00 p.m. on Monday, August 7, 2023**

**Oregon City Meeting Media - Cable Broadcast and Streaming Services**

**Attention: Jakob Wiley**

The outside envelope/box must also include the name and address of the bidding firm.

Failure to clearly identify the Proposal in the subject line may cause misrouting of the Proposal and late delivery, resulting in disqualification.

Fax submissions or email copies will not be accepted. Proposals must be received by the date and time noted above. Submittals that are late, incomplete, or misdirected will be considered non-responsive, with no exceptions. The City of Oregon City relies on the City’s computer system’s clock to determine the correct time and is not responsible for any delays or difficulties experienced in the submittal of a Proposal. Please do not wait until the last minute to submit your proposal.

## 1.4 Public Records

Any material submitted by the proposer shall become the property of the City unless otherwise specified. During the evaluation of proposals and the selection of the Contractor, the proposals shall be confidential. After the selection process has been completed, the proposals shall be open to public inspection. Proposals should not contain any information which the proposers do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of this RFP, each page containing confidential information should be clearly marked "NOT FOR PUBLIC DISCLOSURE -CONFIDENTIAL TRADE SECRETS”. The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and claims arising out of any public records request for such information shall be at the proposer's expense.

# SECTION 2 – SCOPE OF WORK

## 2.1 Background

Currently, the City of Oregon City (the “City”) contracts with Willamette Falls Media Center (WFMC) to operate and maintain its Public and Government Access programs. The City’s current agreement with WFMC for both these services expires on September 1, 2023.

The feeds for the City’s government access channel (channel 28) and public access channel (channel 23) are currently housed at the WFMC studio site in Oregon City. When it becomes necessary, the City will take responsibility for relocating the feed to City Hall, in Oregon City, or to another location recommended by the future contractor. Regular and consistent monitoring of the City’s public and government channel broadcasts is an important element of these services.

In addition to broadcasting public and government access programs on Cable channels 23 and 28, the City posts its government meeting videos on the City website. Some familiarity with hybrid meetings and live streaming YouTube content will be helpful to prospective contractors.

## 2.2 Scope of Services

Contractor shall provide adequate personnel and resources to accomplish the objectives of this Project. Contractor is expected to provide a highly qualified and experienced team and be able to deliver satisfactory products and services on schedule and budget.

Public Access

1. Provide residents of Oregon City with full access to a studio to produce and edit television (TV) programs for showing on the public access channel. Maintain videography equipment and scheduling of equipment rentals for use by residents.
2. Allow residents of the City to cablecast programs on public access channels.
3. Assist City residents in producing, editing and broadcasting reader board notices.
4. Provide residents with full access to education and training for media production classes.
5. Maintain accessibility of services to City residents by:
   1. Scheduling, monitoring and maintaining editing and production facilities and studio.
   2. Monitoring equipment and performing maintenance as needed.
   3. Managing and coordinating cablecast of programming on the public access channel, according to an established cablecast schedule.

Government Access

1. Provide the City with a videographer to operate City-owned, on-site audio/video equipment located at City Hall (625 Center Street) and the Libke Public Safety Building (1234 Linn Ave) for a total of 60 meetings per year or an equivalent, including:
   1. Twenty-four (24) Commission meetings per year, two (2) per month held on the first and third Wednesdays, typically running from 5 p.m. to 11 p.m.;
   2. Twelve (12) Commission Work Sessions per year, one (1) per month held on the second Tuesday of each month (or in between the first and third Wednesday, however the days fall for that month), typically running from 6:00 p.m. to 9:00 p.m.;
   3. Twenty-four (24) Planning Commission meetings per year, two (2) per month held on the second and fourth Mondays, typically running from 7 p.m. to 11 p.m.; and
2. Produce audio/video media copies of meetings as needed.
3. Maintain public messages on a video bulletin board on the government access channel.
4. Ensure quality audio/video output of broadcasts on the government access channel.
5. Coordinate, develop, maintain and manage the programming and playback of an established schedule for all programs and meetings.
6. Work with City staff and cable provider (Comcast and CenturyLink) to coordinate selection and purchase (with City funds) of appropriate cablecast equipment to enhance the audio/video quality.
7. Monitor City-owned equipment and perform basic maintenance as needed. (On-site trouble shooting and assessment. Minor adjustments and repair of cables, cords or connectors replacement. Materials will be billed to the City for the cost.)
8. Transport media to off-site broadcast feed locations, as necessary.
9. Be on call and available by phone within one hour to troubleshoot playback errors.
10. Provide on-call videography and production services (for additional special meetings) at an hourly rate to be specified by the contractor.
11. Videographers will arrive on site no less than 45 minutes prior to meeting start time.

## 2.3 Project Funding

The project has the following funding sources budgeted for design and construction, as noted below:

Fiscal Year 2023 $85,000.00

Fiscal Year 2024 $85,000.00

**Total $170,000.00**

# SECTION 3 – PROPOSAL FORMAT, EVALUATION, AND SELECTION

## 3.1 Proposal Format

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of the content.

The City, at its sole discretion, has the right to negotiate with any or all proposers regarding their proposals. Additionally, the City may reject or accept any or all proposals or parts thereof, submitted in response to this RFP.

The City recognizes that in the submittal of proposals, certain information is proprietary to the proposer and that the safeguarding of this information is necessary. Accordingly, the City will make every effort to prevent any disclosure of data supplied by any proposer where the proposer identifies those portions of its proposal that are proprietary. See Section 1.4, Public Records.

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their proposals.

Please keep the number of pages for your submittal to 5 pages or less.

\*A front cover and proposer qualification checklist are not counted in the page limit requirements. Each page shall be 8-1/2” x 11”. When using double-sided printing on 8-1/2” x 11” pages, each side of the page is counted as one page.

The quote should consist of the following elements:

* Description of Organization: State full name and address of individual or organization; include 501(c)(3) status and current State of Oregon designation and identity number, if applicable; if 501(c)(3) status is pending provide approximate date of formal approval.
* System Concept and Solution: define, in detail, your understanding of the tasks presented in the Scope of Work section of this RFP and your proposal for completing each one. Please note whether your proposal applies to Public or Government Access, or both, and whether you would be able to provide the proposed services by September 1, 2023; if not, specify when you would be able to begin service provision.
* Program Management Structure: provide a general explanation or chart which specifies project leadership and reporting responsibilities; identify how leadership will interface with the City contact and other project partners; include names and qualification of all professional personnel who will be assigned to this project; state the primary work assigned to this person and the percentage of time each person will devote to this work.
* Prior Experience: describe your relevant experience or that of your organization and individual experience for personnel who will be actively involved in this project.
* Authorized Negotiator: include name, address, email address, and telephone number of person in your organization authorized to negotiate contract terms and render binding decisions on contract matters.
* Budget: provide a budget for the services you plan to provide; if your proposed budget exceeds the available budget allocations described below, specific which service elements the City might consider eliminating or modifying to stay within the approved budget.

## 3.2 Evaluation Criteria

All proposals shall include the information identified in the following table and be presented in the order as indicated. The total number of pages for the proposal shall not exceed 5 pages, plus the project schedule. The evaluation criteria and maximum possible points are noted for each item of information.

|  |  |
| --- | --- |
| **CONTENT AND**  **EVALUATION CRITERIA** | **MAXIMUM**  **SCORE** |
| 1. History of successfully fulfilling contracts of this type | 30 |
| 2. Experience with similar work | 15 |
| 3. Ability to complete the services | 30 |
| 4. Services offered | 10 |
| 5. Overall costs | 15 |
| **Total Points** | **100** |

## 3.3 Selection of Contractor

### 3.3.1 Selection Committee

The City's Selection Committee, anticipated to include the City Recorder, Assistant City Recorder, and Assistant to the City Manager, will review and recommend to the City Manager that the contract award be made to the proposer that is in the Committee’s opinion, best qualified. At this time, it is not anticipated that Contractor interviews will occur prior to final selection of a Contractor. In the event that a decision cannot be made based on the information submitted, the City may opt to conduct Contractor interviews.

### 3.3.2 Rejection or Acceptance of Proposals

The City expressly reserves the following rights to:

a. Disregard any or all irregularities in the proposals.

b. Reject any or all of the proposals or portions thereof.

1. Base award with due regard to quality of services, experience, compliance with the RFP, and other factors as may be necessary under such circumstances.
2. Reject all proposals and readvertise at the City’s sole discretion.

### 3.3.3 Execution of Contract

The total cost for the Contractor services contract will require approval by City Commission. It is anticipated that the Contractor contract award will occur at the August 16, 2023, City Commission meeting. In order for this to occur, the scope of work and fee will need to be finalized by August 9, 2023. In the event the scope of work is not ready by that time, the Contractor contract award would occur at the September 6, 2023, meeting. The contract should be signed by the Contractor within one (1) week of City Commission award of the contract.

### 3.3.4 Protest of Proposer Selection

The City will notify all proposers via email with a copy of the Notice of Intent to Award. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the City no later than seven (7) calendar days after the date the Intent to Award is issued. The City will address all timely submitted award protests that are in accordance with OAR 137-048-0240(2).

Protests shall be in writing and physically received by the City no later than 2:00 p.m. on the seventh (7th) calendar day after the date of issuance of the Intent to Award Letter.

Address protests to:

PROTEST OF AWARD OF RFP FOR OREGON CITY MEETING MEDIA - CABLE BROADCAST AND STREAMING SERVICES

Attention: Jakob Wiley

City of Oregon City

625 Center Street

Oregon City, OR 97045

Protests not filed within the time specified above, or which fail to meet the requirements of OAR 137-048-0240(2), shall be rejected.

Attachments:

A1. City of Oregon City Personal Services Agreement

A2. Standard General Conditions