

RFP #19-01-08 Sports Video Editing Software



REQUEST FOR PROPOSALS

RFP # 19-01-08

Sports Video Editing Software

PART II

The Houston Independent School District (“HISD” and/or the “District”) is soliciting proposals for Communications Support and Services as more fully set out in this Request for Proposals (“RFP”). One (1) hard copy original of the proposal, one (1) hard copy duplicate of the original, and two (2) USB drives of the proposal must be submitted in accordance with the instructions set out herein to:

Houston Independent School District
Board Services - Room 1C03
Attn: Andre Porter - Purchasing Services
RFP /19-01-08 Sports Video Editing Software
4400 West 18th Street
Houston, TX 77092

The following schedule and timelines apply to this RFP. The following timelines are subject to change at the District’s discretion:

Timeline	
Release RFP	02/15/2019
Pre-Proposal Conference	02/20/2019 at 11 a.m. CST
Last date for questions:	02/27/2019 at 10 a.m. CST
Proposals Due	02/28/2019 at 1:00 p.m. CST
Evaluation Period	02/28/2019 to 03/20/2019
Selected vendors will be notified after Board of Trustees approval.	

Each set of the proposal must be submitted in a binder. The original proposal must be labeled “ORIGINAL” and contain original signatures. The copy of the original must be labeled “COPY.” Response submission must be delivered in a sealed folder or container (i.e. envelope, box, or bin). If documents are submitted in an unsealed container or folder, the District is not responsible for any unsealed/unlabeled documents and materials.

Each binder and any container for the binder(s) must be labeled on the outside with the Proposer’s name, address, the RFP number and the RFP name. Each USB drive must be labeled with the RFP number and the vendor name. Proposals will be received at the above address until **1:00 p.m.** Central Standard Time.

Faxed or emailed proposals will not be accepted. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the proposal due date and time. HISD will not be responsible for proposals delivered late by the United States Postal Service, or any other delivery or courier services. Proposals received after the Proposal due date and time **will NOT be considered**. All proposals must remain open for one hundred twenty (120) days from the proposal due date pending acceptance by HISD. Proposals will be reviewed as received in a manner that avoids disclosure to competing proposals. Contents of proposals will remain confidential during the negotiation period.

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Andre Porter shall serve as your designated Category Specialist during the proposal process and is available via email at andre.porter@houstonisd.org. All communications pertaining to the RFP shall be addressed in writing to the Category Specialist.

Questions concerning the RFP will be answered only if sent to the Purchasing Services Department, in writing via email to the designated Category Specialist no later than 10 a.m. Central Standard Time on 02/27/2019. All questions submitted in writing to the Category Specialist prior to the deadline will be answered in the form of an addendum. All Addenda will be posted on the HISD Procurement website.

Part I General Terms and Conditions for Requests for Proposals governs this RFP and any contract(s) awarded under this RFP.

The District will award this RFP to one or more supplier(s) based upon the evaluation of all proposals received. More details regarding the evaluation of proposals are included in Section II below.



Alexis Licata, Officer, Business Logistics & Purchasing

10/24/2018

Date

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SECTION I: PROPOSAL RESPONSE REQUIREMENTS

The Proposal shall be submitted in a binder with tabs as set forth below:

Title Page - Include the RFP number and title, name of Proposer's firm, address, telephone number, name of contact person, and date.

- **Tab 1 – Table of Contents** - Clearly identify the materials by sections and page numbers.
- **Tab 2 – Proposal Submission Forms** - Complete and return forms listed below as set forth in Part III of this RFP. The set of forms submitted in the proposal marked "ORIGINAL" requires **original manual signatures**. Copies of forms bearing original signatures should be included in each additional proposal.

The forms provided in Part III should be submitted in the following order:

1. FORM A: Supplier Information
 2. FORM B: Attachment B - M/WBE Instructions and Participation Report
 3. FORM C: Certificate of Insurance (Acord Form) *or a letter from its insurance provider stating that Proposer can provide the levels of insurance required in this RFP.*
 4. FORM D: Reference Survey Instructions
 5. FORM E: Reference Survey
 6. FORM F: Price Schedule (if applicable)
 7. FORM G: General Certifications
 8. FORM H: EDGAR Certifications
 9. FORM I: Conflict of Interest Instructions and Questionnaire (Form CIQ)
 10. FORM J: Instructions for Completion of Disclosure of Interested Persons Certification (HB 1295)
 11. FORM K: IRS Form W-9 (updated October 2018)
 12. FORM L: Exceptions
 13. FORM M: Criminal History Background Check Certification
 14. FORM N: Acknowledgement Form
 15. FORM O: N/A
- **Tab 3 – Profile of the Proposer** - Indicate key people in your organization assigned with a hierarchy chart to provide this service to the District. Level of experience, qualifications, and the percentage of time dedicated to this project should also be included as applicable.
 - **Tab 4 – Scope Section** - Respond in detail to the Scope of Work in Section II for the goods and/or services required.
 - **Tab 5 – Questionnaire Response** - Respond to the questions and/or questionnaires included in the RFP.
 - **Tab 6 – Invoice Procedure**
 - a. Describe the proposer's invoicing procedures, including identification of the Proposer's fees.
 - b. Payment terms. **The District's standard payment terms are 30 days after invoice is received.** State any payment discounts that your company offers, i.e., 2% 10 days – net 30; or 5% 7 days – net 30
 - c. Payment discounts will be applied to invoices under all projects where a proposer has been approved as a vendor.
 - **Tab 7 – Price**

*** PRICING MUST BE SUBMITTED IN EXCEL FORMAT ON REQUIRED USB DRIVE. ***

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Pricing information, including any alternate pricing proposals that may be acceptable for some projects. Pricing must include ALL applicable charges i.e. travel, vehicle rental, lodging expenses, training, materials, etc. Proposer must include a printed copy of Form F (Price Schedule) in this section.

- **Tab 8 – Addenda**

Insert all addenda under this section. (Download, print, sign and include a copy of each addendum with your proposal under Tab 8).

- **Tab 9 – Criminal Background Check Form**

Insert the required certification:

- a. Criminal History Background Check Form - **With direct contact with Students**

(The supplier's proposal will be considered non-responsive if the supplier fails to submit one of these Forms with submission documents) Refer to Part I General Terms and Conditions, Section 1.19 Supplier Nationwide Criminal Background Check SECTION II:

2.1 SCOPE OF WORK:

At a minimum, the scope of goods/services required by the successful firm shall consist of the following: Houston ISD is seeking to establish one or more contracts to: provide a state of the art software system for sports video editing used to create custom highlights of the successes of student athletes and their district teams to be shared with colleges and universities nationwide. The district intends to award this bid to multiple individuals or firms selected to provide the "best value" to HISD per Section 2.4, Evaluation Factors.

A standard agreement which results from this RFP shall be for a period of **one (1) year from the effective date of the Agreement with an exclusive option by the District to renew on an annual basis thereafter for four (4) additional one-year terms**. This project will be awarded via a Master Services Contract. Award will be made to the most qualified supplier(s) that best meet the overall needs of the district and provide "Best Value" per Section 2.5 'Evaluation Factors' of this RFP.

Proposer must submit any information appropriate to the RFP necessary to establish qualifications and experience (i.e.; references with contact name and telephone number).

Proposer must include detailed work experience and number of specific personnel who will be directly involved ("hands-on" personnel) with this project and identify the proposed project manager.

2.2 SPECIFICATIONS

Minimum production standards are to include the following:

- Pre-production planning that involves scheduling and collaborating with all appropriate stakeholders, including all research and interviews needed to determine the angle or focus of the video story.
- Filming and Production may include on-site visits, b-roll shoots with natural sound, interviews with HISD staff and community members, and coverage of evening and weekend events. The company will shoot in digital broadcast quality with high quality audio, color saturation, image stability and framing. HISD staff may provide some creative direction and specific editorial requests.
- Editing will include all equipment, computer software, and labor needed to assemble a high quality final edited

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product that may or may not include includes graphics, music, voice over and manipulation of photographs, architectural renderings, or other materials and information needed for post-production. HISD will have the right to review the edited product and request minor-changes, as needed, without cost. The music will be selected by the company and should be royalty free

- Delivery of a final DVD, with event name, time and date, will be within one to three weeks after all filming is complete.
- Live capture allowing the user to connect a camera to the computer and during the game and cut the video into distinct plays.
- Licenses to video editing software for various HISD schools and departments. This software will edit, analyze, and create highlights for multiple sports that coaches and athletes can utilize.
- DVD Capture a giving the user the ability to import video from a DVD directly within the video editor.
- Auto markup allowing a user to automatically convert video of a game into distinct clips (representing each play), if the user pressed record and stop on the camera at the beginning and end of each play.
- The ability to Intercut videos allowing the user to merge an unlimited number of angles of video together
- Synchronizing angles editing synchronizes clips from all angles.
- Exporting the video allowing the user to burn DVD of selected plays or copying to files .wmv or .avi.
- Publishing videos making all video and breakdown data available on a server hosted offsite.
- Unlimited installs of video editor there is no limit to the number of time that a team can install the video editing software. Each coach can have a copy of the video installed on their work or home computer. Videos can be distributed on a web-based system.
- Unlimited accounts available to be created for athletes, coaches and parents.
- Unlimited storage capacity for game film, the ability to upload and store previous seasons for all sports.
- Custom report prepared to give coaches visibility to information as well as interaction with statistics and videos associated with the statistics.
- Filter data allowing all users to filter video based on breakdown data that they have entered. Filtered clips that can be saved into a new playlist and shared with anyone on the team.
- Film exchange allowing any team that uses the service able to exchange an unlimited amount of film with other schools and departments.
- Storage of previous seasons for all HISD Athletics.
- Custom highlight pages giving each player visibility to all video clips they are tagged in. All teams and players should have the ability to make custom highlights for recruiting exposure.
- Online accessibility for higher education recruitment.
- Technical support and interactive training sessions for users.
- Free software updates.

2.3 PRICING

All prices should be guaranteed for the entire proposal period. Maximum consideration will be given to these proposers. The prices proposed by the proposer may not be increased during the term of the agreement. Proposer(s) must provide a sales or customer service representative to assist the department with purchases, resolve problems with orders, and to assist in issues related to billing.

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2.4 EVALUATION FACTORS:

The evaluation committee will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the scope section and in the instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

If the evaluation committee has reasonable grounds to believe that the Proposer is unable to perform the required services to the satisfaction of HISD, HISD reserves the right to make an award to another proposer. Some indicators (but not a complete list) of probable supplier/proposer performance concerns are: past supplier performance; the proposer's financial resources and ability to perform; the proposer's experience or demonstrated capability and responsibility; and the supplier's ability to provide a reliable on-going business relationship and the maintenance of on-going agreements and support.

Criteria #	Criteria Description	Weighted Value
1	the purchase base price	30%
2	the reputation of the Proposer and of the Proposer's goods or services a) References b) Experience with local governmental agencies within the past 5 years Years in Business	5%
3	the quality of the Proposer's goods or services - proposer qualifications and certifications a) Vendor profile b) Quality of vendor product(s) / services	10%
4	the extent to which the goods or services meet the District's needs – proposer's applicable experience and training	25%
5	the Proposer's past relationship with the District a) On-time service b) Complied with terms of the bid project c) Ability to provide service requirements (invoicing, service appointments, deliver complete orders)	5%
6	the impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses	10%
7	the total long-term cost to the District to acquire the Proposer's goods or services	5%
8	for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the supplier or the supplier's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state	0%
9	any other relevant factor specifically listed in the request for bids or proposals. a) Samples & paperwork submitted and complete b) Product codes match sample, paperwork, and/or proposal c) Product meets specification d) Can deliver product in a reasonable amount of time e) Can guarantee price for contract term	10%