

& INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to *the* expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain: (*) see below

Commercial General Liability Insurance in at least an amount of: \$ 1,000,000.00 per occurrence.

Automobile Liability Insurance in at least an amount of: _____ per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence,

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

***WPS will supply certificate of insurance on notification of award.**

WPS Washington
Professional
Systems
11242 Grandview Ave
Wheaton, MD 20902
Ph: 301-942-6800
www.wpsworld.com
NewTek
ELITE PARTNER

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

 (Name, Title)
Dominic Cappelletti / Director of Broadcast Sales

 (Printed Name and Title)
11242 Grandview Avenue Wheaton, MD 20902

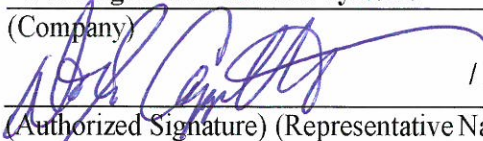
 (Address)
(301) 942-6800 / (301) 946-3241

 (Phone Number)/ (Fax Number)
dominicc@wpsworld.com

 (email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Washington Professional Systems

 (Company)
 / **Director of Broadcast Sales**

 (Authorized Signature) (Representative Name, Title)

Dominic Cappelletti / Director of Broadcast Sales

 (Printed Name and Title of Authorized Representative)

March 22, 2019

 (Date)

301-942-6800 / 301-946-3241

 (Phone Number) (Fax Number)

REQUEST FOR PROPOSAL

West Virginia Department of Arts, Culture and History

Proposal 1: Step 1 - $\$1,000,000 / \$1,000,000 =$ Cost Score Percentage of 1 (100%)
 Step 2 - $1 \times 30 =$ Total Cost Score of 30

Proposal 2: Step 1 - $\$1,000,000 / \$1,100,000 =$ Cost Score Percentage of 0.909091 (90.9091%)
 Step 2 - $0.909091 \times 30 =$ Total Cost Score of 27.27273

- 6.8. Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §SA-3-1 l(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Washington Professional Systems

(Company)

Dominic Cappelletti / Director of Broadcast Sales

(Representative Name, Title)

301-942-6800 / 301-946-3241

(Contact Phone/Fax Number)

3-26-19

(Date)



Washington Professional Systems
 11242 Grandview Avenue Wheaton, MD 20902
 ph: 301-942-6800
 fx: 301-946-3241

Date: 3/25/2019
 Quote: DC19725

P.O.C. - Dominic Cappelletti (dominicc@wpsworld.com)

State of West Virginia - Office of the Governor
 1900 Kanawha Blvd. E
 Charleston, WV, 25305-0300

Doc: Commerce TV Studio in a Box
 Buyer: Stephanie L Gale (stephanie.l.gale@wv.gov)
 Solicitation# CRFP-0432-DCH1900000001

MANUF	DESCRIPTION	PART #	QTY	UNIT PRICE	EXT. TOTAL
Equipment					
NewTek	TriCaster TC1 Base bundle	TC1BBDL	1	\$ 19,995.00	\$ 19,995.00
Newtek	ProTek Care for TriCaster TC1 (initial 2 year coverage)	PTTC1	1	\$ 2,295.00	\$ 2,295.00
Newtek	ProTek Care for TriCaster TC1SP (initial 2 year coverage)	PTTC1SP	1	\$ 1,095.00	\$ 1,095.00
Newtek	Rack Mount Kit for TC1 Frame	RR2RU3RU	1	\$ 295.00	\$ 295.00
Newtek	Premium Access - 1 year	NPSubACC	1	\$ 2,299.00	\$ 2,299.00
NewTek	TalkShow 4000, Skype System (4 live callers simultaneously)	TSVS-4000	1	\$ 7,995.00	\$ 7,995.00
NewTek	ProTek Care for TalkShow TSVS-4000 (initial 2 year coverage)	PTTSVS-4000	1	\$ 1,695.00	\$ 1,695.00
NewTek	Rack Kit for TalkShow TSVS-4000	RR1RU	1	\$ 295.00	\$ 295.00
NewTek	Software Bundle (includes one downloadable copy of each of the following: NDI Telestrator, Virtual Set Editor AE, LiveText 2.5 w/ DataLink 3 Technology, NewTek Connect and NewTek IsoCorder)*	TCSBCC	1	\$ 2,025.00	\$ 2,025.00
AJA	Kumo 16x16 HDSDI router	Kumo 1616	1	\$ 1,719.54	\$ 1,719.54
AJA	Kumo Router control panel	Kumo CP	1	\$ 513.19	\$ 513.19
Telvue	HyperCaster	AIO B100-4	1	\$ 9,726.13	\$ 9,726.13
Telvue	Loudness Pro Software option	CALM	1	\$ 972.62	\$ 972.62
Telvue	IP Capture software option	IP Capture	1	\$ 1,466.25	\$ 1,466.25
Telvue	HD Streaming Encoder	TeleCast2	1	\$ 4,838.63	\$ 4,838.63
Panasonic	1/2.3-type MOS HD Robotic cameras, (Black) w/HD-SDI out	AW-HE40SKPJ9	3	\$ 3,405.00	\$ 10,215.00
Panasonic	NDI Option for AW-HE40S Cameras	PPTZUCC	3	\$ 279.00	\$ 837.00
Panasonic	PTZ Desktop Controller	AW-RP50NJ	1	\$ 2,093.00	\$ 2,093.00
Prompter People	RoboPrompter (Teleprompter system w/Software)*	ROBO-JR	2	\$ 2,425.88	\$ 4,851.76
Prompter People	Lowboy stand for Robo Jr systems.	LOWBOY	2	\$ 545.00	\$ 1,090.00
WPS	Custom PTZ Camera Platform and Stand System	WPS1013-BL	2	\$ 279.00	\$ 558.00
NEC	24" 1920x1080 Desktop displays	EA241N-BK	3	\$ 224.83	\$ 674.49
Aruba	24-Port Managed Gigabit network switch w/PoE+	JL253A	1	\$ 2,196.00	\$ 2,196.00
Shure	Quad Channel Digital Wireless Receiver	ULXD4Q	1	\$ 4,682.00	\$ 4,682.00
Shure	Dual Channel Digital Wireless Receiver (Per Addendum #2 & 3)	ULXD4D*	1	\$ 2,310.00	\$ 2,310.00
Shure	Digital Wireless Bodypack Transmitter (Per Addendum #2 & 3)	ULXD1*	5	\$ 411.76	\$ 2,058.80
Shure	Rechargeable Battery (Per Addendum #2)	SB900	5	\$ 88.24	\$ 441.20
Shure	8-Bay Battery Charger	SBC800	1	\$ 411.76	\$ 411.76
Shure	Front Mount Antenna Kit	UA600-UA802	1	\$ 52.94	\$ 52.94
Gator Cases	Standard 4 space portable rack for wireless systems (needed due to changes in Addendum #2)	GR4S	1	\$ 123.46	\$ 123.46
Countryman	B6 Micro-Lavalier Microphone (Black) w/TA4F connection (Per Addendum #2 & 3)	WCB6B	5	\$ 279.41	\$ 1,397.05
GalaxyAudio	4 Receivers and 1 Transmitter Bundled System W/ EB4 Ear buds	AS-1400-4	1	\$ 1,017.86	\$ 1,017.86
Audio Technica	Wired Lavalier Microphones	AT831R	5	\$ 201.59	\$ 1,007.95
Mackie	12 Channel Audio Mixer w/USB (needed larger mixer due to changes on Addendum #2)	PROFX12V2	1	\$ 229.50	\$ 229.50
ProCo	8 channel XLR audio snake w/ 4 returns, 75 ft	SMA0804FBQ-75	1	\$ 203.33	\$ 203.33
Fostex	N Series Active Monitor (powered reference speaker for on-set)	6301NB	1	\$ 188.22	\$ 188.22
Fostex	U-bracket mount	EB-6301	1	\$ 32.35	\$ 32.35
Sony	Wired Headphones	MDR7506	1	\$ 109.90	\$ 109.90
iKan	19.5" Program out Validation Monitor W/scopes 3G-SDI	AX20	1	\$ 2,143.18	\$ 2,143.18
Bigfoot	Double Rack Classic II w/options	BF-20RU-2	1	\$ 7,056.77	\$ 7,056.77
Blackmagic Design	Hyperdeck Studio Mini	BMD-HYPERD/STM	1	\$ 639.40	\$ 639.40
Middle Atlantic	2RU Rack for Hyperdeck Studio Mini	U2	1	\$ 45.43	\$ 45.43



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State of West Virginia - Office of the Governor
 1900 Kanawha Blvd. E
 Charleston, WV, 25305-0300

Doc: Commerce TV Studio in a Box
 Buyer: Stephanie L Gale (stephanie.l.gale@wv.gov)
 Solicitation# CRFP-0432-DCH1900000001

MANUF	DESCRIPTION	PART #	QTY	UNIT PRICE	EXT. TOTAL
Lastolite	Panoramic Frame & C-key Green Background 13' Wide (4M) (Per Addendum #2)	LL LB7622	1	\$ 482.96	\$ 482.96
Anglebird	64Gb SDXC Media Card (2-pack)	AVP064SDV60X2	1	\$ 90.27	\$ 90.27
EEG	HD-Closed Captioning Encoder	HD492	1	\$ 8,750.00	\$ 8,750.00
EEG	Auto-Captioning online software (quoted by hours per-month),	LEXI	12	\$ 399.00	\$ 4,788.00
***	\$399.00 monthly - First 20 hours of Lexi per month are included.				
	**Additional hours in a given month are billed at \$19.95 per hour.				
JK Audio	AutoHybrid IP2 POTS to IP Phone Interface (Per Addendum #3)	AutoHybrid IP2	1	\$ 782.66	\$ 782.66
JK Audio	Rack Kit for AutoHybrid IP2 (Per Addendum #3)	RA2	1	\$ 59.60	\$ 59.60
iKan	5-Point LED Light Kit with 5 x MSB8, Includes DV Batteries, Stands, and Bags (Per Addendum #1)	MSB8-5PT-KIT	1	\$ 2,205.00	\$ 2,205.00
iKan	5-Point LED Light Kit with 3 x MSB8, Includes DV Batteries, Stands, and Bags (Per Addendum #1)	MSB8-3PT-KIT	1	\$ 1,234.71	\$ 1,234.71
Matthews	Drop Ceiling Scissor Clamp with 1/2" Pin (Per Addendum #1)	429733	8	\$ 15.96	\$ 127.68
Triad-Orbit	Mobile 32" Monitor Stand system	IO-VM-IO-C/T3C	1	\$ 296.55	\$ 296.55
NEC	Floor Monitor 32" talent/on-set	E326	1	\$ 401.18	\$ 401.18
CyberPower	1500VAPFC Uninterruptable Power Supply 2U	OR1500PFCRT2U	1	\$ 419.81	\$ 419.81
Furman	Rack mount power supply for Bigfoot System and Gator GR-4S	PL-PLUS-C	2	\$ 160.00	\$ 320.00
AJA	HD-SDI TO HDMI Converter for 32" display	Hi-5	1	\$ 304.74	\$ 304.74
NewTek	Virtual Set 7 Volume Library (70 total sets w/ 16 angles per) TriCaster comes with 30 built in and model TCSBCC above provides Virtual Set Editor Software to import/manipulate all sets provided - (Per addendum #2)	VR-7	1	\$ 2,863.00	\$ 2,863.00
TOTAL - Equipment					\$ 127,017.87



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 Solicitation# CRFP-0432-DCH1900000001

MANUF	DESCRIPTION	PART #	QTY	UNIT PRICE	EXT. TOTAL
Installation / Setup Cost					
WPS	Shipping		1	\$ 1,086.00	\$ 1,086.00
WPS	System Design - GSA		10	\$ 153.55	\$ 1,535.50
WPS	Project Management - GSA		10	\$ 128.65	\$ 1,286.50
WPS	Labor - GSA		100	\$ 120.35	\$ 12,035.00
WPS	Travel, Per Diem		1	\$ 1,755.00	\$ 1,755.00
WPS	Cable, Materials, Misc.		1	\$ 1,365.00	\$ 1,365.00
WPS	Custom plates/boxes/speaker mounting hardware		1	\$ 966.00	\$ 966.00
WPS	Custom Cases for Panasonic Cameras, Wireless Beltpacks and Mics, Audio Mixer and RoboJr Prompters (Per Addendum #3)		1	\$ 2,308.00	\$ 2,308.00
WPS	CADD		30	\$ 78.85	\$ 2,365.50
WPS	Warranty - USP 20 (post-sale 20hrs) WPS Onsite Support Plan		20	\$ 120.35	\$ 2,407.00
Training Cost					
WPS	Onsite Training	BUDGET	25	\$ 120.35	\$ 3,008.75
TOTAL - Equipment Subtotal					\$ 127,017.87
TOTAL - Installation / Setup					\$ 27,109.50
TOTAL - Training Cost					\$ 3,008.75
TOTAL					\$ 157,136.12

(*) will require a separate Laptop or Desktop PC running Windows10-64 to operate.
 (**) additional cost per hour if over 20 hours monthly.

REQUEST FOR PROPOSAL
West Virginia Department of Arts, Culture and History

Attachment A: Cost Sheet (Cont.)

Installation/Setup Cost

(\$27,109.50)

Training Cost

Training Cost Per Hour x Training Quantity = Total Training Costs

\$120.35 x 25 hours = \$3,008.75

Total Cost

Equipment Cost	+	Installation/Setup Cost	+	Training Cost	=	Total Cost
<u>\$127,017.87</u>	+	<u>\$27,109.50</u>	+	<u>\$3,008.75</u>	=	<u>\$157,136.12</u>

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: WASHINGTON PROFESSIONAL SYSTEMS Address: 11242 GRANDVIEW AVE

WHEATON MD 20902

Name of Authorized Agent: BRETT SCHNEIDER Address: 11242 GRANDVIEW AVE

Contract Number: _____ Contract Description: _____

Governmental agency awarding contract: _____

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: Brett Schneider

Date Signed: 3/26/19

Notary Verification

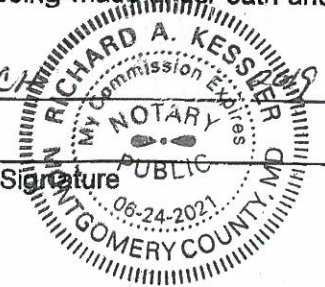
State of MARYLAND, County of MONTGOMERY:

I, BRETT SCHNEIDER, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 26 day of MARCH

Richard A. Kessler

Notary Public's Signature



To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: WASHINGTON PROFESSIONAL SYSTEMS

Authorized Signature: [Signature] Date: 3/26/19

State of MARYLAND

County of MONTGOMERY, to-wit:

Taken, subscribed, and sworn to before me this 26 day of MARCH

My Commission expires JUNE 29, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

