



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
EBA465

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 304-558-2157

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

EDUCATIONAL BROADCASTING
 AUTHORITY
 600 CAPITOL STREET
 CHARLESTON, WV
 25301-1223 304-558-3400

DATE PRINTED
09/18/2013

BID OPENING DATE: 09/26/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1.				TO PROVIDE ANSWERS TO QUESTIONS RECEIVED.		
2.				TO PROVIDE THE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
END OF ADDENDUM NO. 01						

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: EBA465

Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide answers to questions received.
2. To provide the addendum acknowledgment.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

EBA465 Radio Automation Questions and Answers; 37 in total.

Question 1: Page 18, paragraph 5 – This item states “possibly a news server” – Are potential vendors expected to include a backup news server in the quotation? For that matter, there is not mention of a server for primary use for the Newsroom software. We need clarification on that.

Answer 1: The vendor will provide the news server, and a backup server would be priced as an option.

The optional 3rd automation system is anticipating operation from a backup facility. News operation would require similar backup capabilities.

Question 2: Page 18, paragraph 6 – What degree, type and speed of interconnectivity will exist between the main site and the backup facility?

Answer 2: A shared DS3 will be the original configuration. In the future a cellular modem with 3 MB will be installed with the system.

Question 3: Page 20, Paragraph 3.1.2.1 – How many bureaus and what kind of connectivity will exist at each bureau? What type and speed of connectivity will exist between the bureaus and the main and backup sites?

Answer 3: The 10 bureaus are on college campuses and in our WVEBA facilities. Generally a 1MB speed is attainable

Question 4: Page 20, Paragraph 3.1.2.2 – Define specifically what you would want a bureau to be able to do in the absence of the main facility.

Answer 4: Bureaus should be able to access the wire services, post scripts and audio, and communicate among the other news workstations. Additionally, inserting material for air into the automation system will be required.

Question 5: Page 20 Paragraph 3.1.2.2.1 – Please provide details as to what the temporary news operation via the WiFi connection described is expected to be able to do.

Answer 5: Communicate with other news workstations, post audio and scripts, and update stories to air on the automation system.

Question 6: Page 20, Paragraph 3.1.2.2.2 – Define ‘connection and security for emergency operations’. Will third party equipment like audio routers or switchers be provided by WVEBA or will they need to be provided by vendor?

Answer 6: The newsroom software has to have password security to provide unauthorized access especially during emergency situations. WVEBA will provide routers and switchers.

Question 7: Page 20, Paragraph 3.1.2.3. – Will field reporter need the ability to broadcast ‘live’ using a mobile device or by recording a report for subsequent playback? Define full expected functionality.

Answer 7: It is anticipated that a reporter will record a report and submit it for broadcast.

Question 8: Page 21, Paragraph 3.1.2.3.1 - What specific functionality is expected using a hand held device?

Answer 8: Recording audio, simple cut and paste editing, and posting for broadcast.

Question 9: Page 21, Paragraph 3.1.3.3 – Is this envisioned to be a segment of an air program? Produced, prerecorded segments? Newscasts?

Answer 9: The segments would be prerecorded with possibly a script for a news host to read. In an emergency condition, a simple prerecorded segment would be inserted into the automation system for play.

Question 10: Page 21, Paragraph 3.1.3.3.2 – Please define more fully the expected functionality and application of this item.

Answer 10: The operation will allow the operator to either pre-record a segment to be inserted between two pieces of music (we don't generally talk over music) or pause the system and talk live. In some instances the music host would be at home or another facility and would record the intermusic segments to be inserted between the other pieces. Once a show was produced, other voice segments may be recorded to allow the same material to be used in another time slot i.e. overnight instead of afternoon.

Question 11: Page 23, Paragraph 3.1.5 – Quantity of two is listed here, but later, in Paragraph 3.1.7, it is stated that there will be three systems, primary, local backup and off-site backup, then later on Page 31, Pricing, the requested quantity is two systems. We need clarification on this matter. Also, does this include providing Hardware for the Newsroom system workstations and servers or will that be provided by WVEBA?

Answer 11: The bid will include two complete systems for automation- one to be installed in the primary air studio, the second in the adjacent studio. A third optional system is requested in pricing for off-site redundancy.
The news reporters already have laptops or desktops, so only software for those stations. However, a news server and optional backup unit are requested.

Question 12: Page 25, Paragraph 3.1.8.1 – Please provide details of the level of redundancy required. Is local redundancy at the main site required? If so, what is the recovery time objective (RTO) required at the main site?

Answer 12: Recovery time would be the time required to change from the primary studio to the backup. The systems will run in parallel, the secondary unit as a hot backup plus as a test bed for training and development.

Question 13: Page 27, Paragraph 3.1.11 – How many people will need to be trained in each of the 4 areas listed?

Answer 13: Engineering	3
Air Staff	10
Traffic	4
News	10

Question 14: Should travel expenses be included or itemized separately?

Answer 14: Travel shall be included in the price of the products. Travel: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Such costs will not be paid by the Agency.

Question 15: In regards to both paragraphs 3.1.6.1.1. and 3.1.6.1.2, *Vendor X* does interface with Visual Traffic, the traffic system that WVEBA presently uses for its radio stations. Although *our representative* will address this more authoritatively in his documentation, Visual Traffic and *Vendor X* have been deployed and integrated together by several radio operations including some public radio organizations. So while there are excellent operational benefits from using *Vendor X Automation for Radio* and *Vendor X Traffic* together that do not exist when one or the other is missing, *Vendor X* definitely will not require WVEBA to replace Visual Traffic with *Vendor X Traffic* if it selects *Vendor X Automation for Radio* as its FM Radio Automation System.

With that as context, is the State of West Virginia actively seeking a traffic and billing system for WVEBA? And if so, is there an RFQ or other document that specifically outlines WVEBA's requirements for a traffic and billing system?

Answer 15: There is already a traffic and billing system in place- however, a vendor may feel that interfacing to the existing system is not good operating practice. The option is provided to allow replacement of the existing system in those circumstances. The EBA will have the final decision on whether such a substitution is to the advantage of the agency.

Question 16: My concern is that the interest in a traffic system expressed in RFQ465 seems incidental at best. Since *Vendor X Automation for Radio* can integrate with Visual Traffic, does that negate the need for us to quote *Vendor X Traffic* too? In other words, would a quote for *Vendor X Traffic* be disregarded because replacing Visual Traffic would not be necessary if WVEBA orders *Vendor X Automation for Radio*?

Answer 16: No, it won't be disregarded. We recognize the cost for Scenario Two will be costly, if it is a better solution, WVEBA reserves the right to select the Automation style, as outlined on the Pricing Page.

Question 17: If we should proceed with a quote for *Vendor X Traffic* ---which we would certainly like to submit if the opportunity to implement it is valid--- and there is no RFQ or other documentation that specifically addresses WVEBA's needs for a traffic and billing system, then a whole host of questions will follow. But since a tremendous part of the unique value proposition of *Vendor X Traffic* to WVEBA is that it is a multimedia solution, the most essential question will be: Should our quote for *Vendor X Traffic* include both the radio and television operations at WVEBA?

Answer 17: No television Traffic quote at this time.

Question 18: Page 31, Pricing - Pricing for the newsroom system is based on the number of concurrent users logged in for editing scripts and editing audio. What is the maximum number of users who will need to use the newsroom system at the same time at the main facility? What is the maximum number of users who need to use the system at the same time at each bureau?

Answer 18: Four users at the main facility, plus the news host position in the main studio. We could possibly have 10 simultaneous users with our current staffing.

Question 19: In order to provide appropriate pricing for on-site and systemic items, would it be acceptable to quote a base price of X for the first unit and Y for the second unit for an extended price of X+Y? Also, for the newsroom system, for the same reasons, would it be acceptable to quote a base price of X for the first unit and Y for subsequent units for an extended price of X+(Quantity * Y)?

Answer 19: Please refer to the bid specs 4. Contract Award, 4.2 Pricing Page.

Question 20: 6. Is electronic bid submission by email attachment or by fax number acceptable or must it be received via paper?

Answer 20: Email bids are not accepted. Please refer to the Instructions to Bidders Section 6 & 7. You may mail, hand carry, express mail or fax your bid. All bids must be received COMPLETE by no later than the specified bid opening date and time and must be clocked in received by the Purchasing Division.

Question 21: 3.1.1 The specs would seem to indicate that your intent is to play-out four streams of audio from one PC. If this is the case, are you comfortable with the reliability of this many streams in one PC - especially during live-assist modes?

Answer 21: Each automation "system" may be comprised of a single PC or multiple machines in a networked configuration (Clusters or Virtual Machines). The intent is for all 4 streams to have access to the same content and have the ability to play out independently. Individual streams shall have the ability of being stopped and restarted without affecting the remaining streams.

Question 22: 3.1.1 The specs refer in several places (including 3.1.1.8) to a quantity of two automation systems. Is your definition of "system" one PC? If it is, there appears to be three PCs specified: two studios at a home location and one at a remote location.

Answer 22: A "system" may be one PC or multiple machines. There will be two identical systems in two adjoining studios at the headquarters facility, and the third optional system will be deployed to a backup location.

Question 23: Are there any other studios that need to control the program automation?

Answer 23: The intent is for the primary stream to be wholly controlled in the main studio. Secondary streams may require access from other areas.

Question 24: What type of audio files must be ingested and which machines do you propose to ingest them in?

Answer 24: The standard for production at WV Public Broadcasting is 44.1 stereo, with some MP3 files from the news bureaus. The system must ingest all standard formats (32, 44.1, 48, etc, plus MP3 and MP2)

Question 25: 3.1.3.1.1.1 Would you please expand upon how the program automation system needs to adjust timing to fit satellite-fed programming when a segment has been updated?

Answer 25: The preferred method would be time compression or expansion of the incoming satellite stream to make the adjustment.

Question 26: 3.1.3.3 Would you please define whether a Web posting of a stored segment refers to an audio file or a news script?

Answer 26: The posting would be an audio file with a text descriptor

Question 27: 3.1.3.3.2 Would you please expand on how a scan accompanying script for tag words for automated Web posting will be used?

Answer 27: Tag words would be used to allow search engines to find relevant audio clips.

Question 28: 3.1.4 The news software does not seem to require any vendor-supplied hardware as with the program automation software. Is this the case?

Answer 28: The news reporters have PCs and laptops already in service. Software only is needed for the news service, with the exception of the server which will ingest and distribute wire services and provide storage for contributions.

Question 29: 3.1.4.4 Will any of the news software capability (such as the news prompter) need to be extended to the program automation PCs?

Answer 29: No, the automation will function as an audio device only. Prompter services, etc will be displayed on a separate PC available in the studio.

Question 30: 3.1.4.4.4 Are you requesting that the automation system be able to switch to a news workstation for a live broadcast? While possible with an external router (not specified), typically automation systems don't provide this type of audio routing.

Answer 30: The operation would have a news host reading from a prompter and playing out audio from a station. The method would have either the news playout "pass through" the automation system or have the automation system play out on command from the news system.

Question 31: 3.1.4.4.4 Would a prerecorded newscast be recorded into the news workstation first and then ingested into the program automation or would the news workstation directly record a newscast into the program automation? If the latter, how many news workstations would need this capability?

Answer 31: Every newstation must have the emergency capability to deliver content to air.

Question 32: 3.1.5.7 & 3.1.5.8.4 Do you want flat panel screens with keyboard and mouse control included in the base hardware bid or only as options?

Answer 32: only as options.

Question 33: 3.1.5.6 Since each PC is specified as having a dual power supply, what spares are specified and in what quantity?

Answer 33: One spare for each system; two for the mandatory systems. If the option is exercised, one spare for the optional system.

Question 34: 3.1.6.1.4.1 Would you please provide more explanation on how you wish prioritization to be done for fill of unscheduled, available slots?

Answer 34: If a primary spot is unavailable for insertion, a secondary tier of preference spot would be inserted. In the event that second choice were not available, an "evergreen" or generic spot would run in that slot.

Question 35: 3.1.12.2 & Agreement Addendum for Software 5. Do you wish to know the estimated software support costs for the program automation system and the news software after the first year? If so, where should they be noted on the bid form?

Answer 35: Cost for the service in the first year shall be included in the base price for the system. Subsequent years will be examined in future years.

Question 36: 5.1 Would you please specify the payment terms? While the specs say that they will be in accordance with the State of WV, there seems to be no reference to a location to find these.

Answer 36: Please see the General Terms and Conditions page 10, item 17; Payment.

Question 37: 4.7 Purchasing Affidavit Is it necessary to complete and have notarized to supply with the RFQ response or can that be done before the award of a contract?

Answer 37: Please see the General Terms and Conditions page 15, item 47; Purchasing Affidavit.

END OF DOCUMENT

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EBA465

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Addendum No. 1

<input type="checkbox"/> Addendum No. 2

<input type="checkbox"/> Addendum No. 3

<input type="checkbox"/> Addendum No. 4

<input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 6

<input type="checkbox"/> Addendum No. 7

<input type="checkbox"/> Addendum No. 8

<input type="checkbox"/> Addendum No. 9

<input type="checkbox"/> Addendum No. 10 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012