

City of Albany

REQUEST FOR PROPOSALS FOR THE PROVISION OF CABLE TELEVISION PUBLIC ACCESS COORDINATOR

**RFP Number 2012-12
November 15, 2012**

SECTION 1: PURPOSE

- 1.1 The City of Albany, New York hereby requests proposals from qualified professionals to provide Cable Television Public Access Coordinator Services. Minority Business Enterprises and Women's Business Enterprises are encouraged to apply.

SECTION 2: RECEIPT OF PROPOSALS:

- 2.1 Three (3) copies of each proposal must be received no later than **Monday, December 3, 2012, at 1:00 p.m.**, at the following address:

Michelina C. Wojton, Esq.
Assistant Corporation Counsel
City Hall, Room 106
24 Eagle Street
Albany, New York 12207
- 2.2 The proposal is the document upon which the City of Albany will make its initial judgment regarding the proposer's qualifications, understanding of the City's scope and objectives, methodology, and ability to complete services under the contract.
- 2.3 Those submitting proposals do so entirely at their expense. There is no express or implied obligation by the City to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the City, or participating in any selection interviews.
- 2.4 Submission of any proposal indicates an acceptance of the conditions contained in the RFP unless the submitted proposal clearly and specifically states otherwise.
- 2.5 The City of Albany reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional proposals. The City of Albany reserves the right to award the public access coordinator work, in whole or in part, to one or more individuals.
- 2.6 Any award of the work contemplated by this Request for Proposals shall be conditioned upon the later execution of a formal written agreement. The City of Albany reserves the right to revoke or rescind any award at any time prior to the full execution of said agreement.

SECTION 3: QUALIFICATIONS OF PROPOSERS:

3.1 Each proposer shall provide a statement of qualifications including:

- i. A resume that details qualifications, years and types of experience, education, accomplishments, etc. Bachelor's Degree in Communications, Broadcast Journalism or similar fields preferred.
- ii. At least three (3) references, including addresses and telephone numbers.
- iii. A summary of proposer's experience in studio and field production including lighting and use of studio and field production equipment.
- iv. A summary of any broadcast experience.
- v. A summary of any previous teaching experience and any specific experience with working with the general public. Proposer should demonstrate his/her ability to manage and coordinate activities and schedules.
- vi. Proposer should possess a general knowledge of professional level video production, including shooting, lighting, non-linear editing, and familiarity with equipment used in a basic television studio configuration. Knowledge of various file formats, both analog and digital, along with web access familiarity is necessary. Previous experience operating a public access facility is highly desirable.
- vii. Proposer must be outgoing with good interpersonal skills and comfortable relating and directing both one to one or in a group setting.

3.2 Proposer shall provide any additional information which would serve to distinguish him/her from other proposers submitting proposals.

3.3 The City of Albany may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposers shall promptly furnish all information and data for this purpose as may be subsequently requested by the City of Albany.

SECTION 4: SCOPE OF SERVICES:

4.1 The City of Albany is seeking a Cable TV Public Access Coordinator to oversee the City's Public Access Facility and to train and supervise volunteer staff in creating local programs.

4.2 Programming & Production responsibilities include but are not limited to:

- (a) Oversee daily programming and monitor it's playback on Time Warner Cable Public Access Channel, including collection of program materials and scheduling programs
- (b) Assist in obtaining volunteers and provide training to volunteers and the general public in creating and editing programming to be aired on the Public Access Channel
- (c) Coordinate and work with the liaison hired by the New School of Radio & Television to ensure programming is transmitted to Time Warner Cable via a Fiber Link from the Harriman Campus to Time Warner Cable including collecting programs produced by the public and delivering said programs as needed to the New School of Radio & Television for ingest into the server

4.3 Administrative responsibilities include but are not limited to:

- (a) Monitor & track equipment
- (b) Database upkeep, including scheduling the use of the Public Access facility and equipment
- (c) Develop guidelines for collection of tapes from the public
- (d) Organization & oversight of archives
- (e) Community outreach
- (f) Other duties as assigned by the City of Albany

SECTION 5: CONTRACT:

- 5.1 The selected proposer(s) will be required to execute a contract with the City of Albany. A sample City of Albany Professional Services Agreement is available upon request. The contract period for the service contemplated by this RFP will be one (1) year and shall commence on or about December 15, 2012. The City reserves the right to extend the Agreement for two (2) additional one (1) year terms upon budget approval. The City of Albany further reserves the right to terminate the contract at any time, with or without cause, upon thirty (30) days written notice.

SECTION 6: COST PROPOSAL:

- 6.1 Provide the total weekly not to exceed fee for performing the engagement as set forth in Section 4 above (include hourly rate). Proposer shall devote a minimum of fifteen (15) hours per week, five days per week. Some evening and weekend hours are required. Fixed hours must be posted for the general public.
- 6.2 Clearly set forth in detail any and all additional expenses for which you expect to be reimbursed. The proposal must provide a guarantee that no additional fees will be charged to the City of Albany without prior written consent by the City.
- 6.3 The selected proposer(s) shall submit itemized bills, properly executed claim forms, vouchers, and such other necessary information or supporting documentation as may be required by the City of Albany in order to process payment.

SECTION 7: PROPOSAL EVALUATION:

- 7.1 Proposals shall remain valid until the execution of an Agreement by the City of Albany.
- 7.2 Proposals shall be examined and evaluated to determine whether said proposals meet the requirements of this RFP. The contract will be awarded based on the following criteria:
- Demonstrated experience, capabilities, and professional qualifications.
 - Completeness of the proposal.
 - Total proposed cost.
- 7.3 The selection of a proposal will not be based solely on a cost evaluation. There will be an evaluation of the proposer's understanding of the work required and approach to this project with considerable weight being given to experience in the areas required and proposer's track record.

SECTION 8: ALTERNATIVES:

- 8.1 Each proposer may include in its proposal items which are not specified in this RFP but considered to be pertinent by the proposer. All such alternatives shall be listed separately from the proposal and the cost thereof shall be separate and itemized.

SECTION 9: INDEMNIFICATION:

- 9.1 The selected proposer shall defend, indemnify and save harmless the City, its employees and agents, from and against all claims, damages, losses, and expenses (including without limitations, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the selected proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses, and expenses.

SECTION 10: SPECIFICATION CLARIFICATION:

- 10.1 All inquiries with respect to this Request for Proposals shall be directed to the City of Albany as follows:

Michelina C. Wojton
Assistant Corporation Counsel
24 Eagle Street, Room 106
Albany, New York 12207

- 10.2 All questions about the meaning or intent of the specifications shall be submitted in writing to the individual referenced in Section 10.1 above. Replies will be issued by Addenda mailed or delivered to the party that submitted the inquiry/inquiries and will be posted on the City's website at <http://www.albanyny.org/home.aspx>. Questions received less than four (4) business days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.

SECTION 11: MODIFICATION AND WITHDRAWAL OF PROPOSALS:

- 11.1 Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
- 11.2 If within twenty-four (24) hours after the proposals are opened, any proposer files a duly signed written notice with the City and promptly thereafter demonstrates to the reasonable satisfaction of the City that there was a material and substantial mistake in the preparation of its proposal, that proposer may withdraw its proposal and the proposal security will be returned. Thereafter, that proposer will be disqualified from submitting further proposals on the work.

SECTION 12: RELATIONSHIP

- 12.1 The selected proposer(s) will function as an independent contractor under the terms of the written agreement with the City and shall not be considered an agent or employee of the City for any purposes.

SECTION 13: NON-COLLUSIVE PROPOSAL CERTIFICATE AND ACKNOWLEDGMENT:

- 13.1 Each proposer shall complete and submit with its proposal the “Non-Collusive Proposal Certificate” and the “Acknowledgment” found on the two (2) pages which follow this page.

**NON-COLLUSIVE PROPOSAL CERTIFICATE
PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the proposal have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(date)

(signature)

(name and title)

(name of firm)

ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 2012, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 2012, before me personally appeared _____ to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 2012, before me personally came _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he/she is a partner of the firm of _____ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.

Notary Public, State of _____
Qualified in _____
Commission Expires _____