



**Request for Qualifications
VOP-TV and Village of Oak Park
Web Streaming with On-Demand Features
August 16, 2010**

I. Introduction

The Village of Oak Park, Illinois, is seeking proposals from vendors interested in providing web-streaming solutions for government television station, [VOP-TV](#). The station broadcasts live and recorded meetings of the Village Board, as well as original programming and select video provided by other government agencies. Currently, VOP-TV is only available to residents who subscribe to Comcast or AT&T Uverse cable television services. The Village is interested in offering access to VOP-TV programming, both live and recorded, to users via the internet, but without any commercial messages or private sector promotion aspects.

The Village of Oak Park is seeking a *turnkey* solution. The selected vendor must provide all equipment, software, program storage, training and related services, with little or no support from Village staff including information technology personnel.

II. Project Detail

The Village of Oak Park has identified the following minimum requirements for the web streaming solution:

1. Vendor-hosted system that has no or minimal impact on the Village's internal information technology network.
2. Unlimited bandwidth and storage, with no limit on the amount of programming that can be accommodated.
3. Live indexing of agendas and related documents.
4. Ability to assemble and publish comprehensive meeting agenda packets.
5. Searchable, integrated public records that merge video with documents.
6. Ability to reach low broadband and mobile users with features such as podcasting and RSS.
7. Closed-captioning integration that complies with ADA requirements.

8. Ability to track and measure public use of the service.

III. Proposal Requirements

In addition to the items outlined in the above section, respondents to this RFQ must demonstrate an ability to provide the following services:

1. Maintain online for an indefinite time all Village of Oak Park public meetings broadcast by VOP-TV after the implementation of the service authorized in a contract between the Village of Oak Park and the selected vendor.
2. Provide unlimited storage for non-meeting content provided by VOP-TV, such as public service announcements, original programming and event coverage.
3. Index public meeting agendas by item and provide key word search capability.
4. Provide a public-facing web site with configuration options that maintain design features of the current Village of Oak Park web site, www.oak-park.us.
5. Provide solutions for integrating social networking and RSS (really simple syndication/rich site summary).
6. Turnkey deployment and managed service that requires minimal staff time.
7. Explanation of how the vendor's solution would interface with other types of electronic records management software that may be implemented by the Village of Oak Park in the future.

IV. Submittal Requirements

All responses to this RFQ must be received no later than 3 p.m., Central Daylight Time, Tues., Aug. 31. Proposals should be provided in an Adobe Portable Document Format (PDF) file via e-mail to voptv@oak-park.us. Proposals received after this deadline will not be accepted. In addition to detailing how the proposed solution will meet the requirements outlined in Sections II and III of this RFQ, proposals must contain the following information:

1. Cover letter bearing the signature of a company officer authorized to commit the company to the services offered.

2. Detailed pricing quotation covering all up-front costs, including hardware, installation, configuration and training. Solutions should not include ways to reduce or eliminate costs by selling advertising space or using VOP-TV content in any commercially related manner.
3. Itemized price quotation covering fixed recurring costs, including maintenance, bandwidth and hosting.
4. Expected life span for the proposed solution, including projections of the itemized annual costs for the life span of the solution offered.
5. Description of responding company, including its history and experience providing the services sought by this RFP.
6. List of current clients, including web site addresses where vendor's services are in use, and client contacts for reference purposes.
7. List of key personnel who will be involved in the project and a summary of support staff available.

V. Miscellaneous Information

Written questions regarding this RFQ should be sent via e-mail to voptv@oak-park.us no later than noon, Central Daylight Time, Fri., Aug. 27.

This RFQ does not obligate the Village of Oak Park to award a contract. No expenses incurred by the vendor in generating a proposal will be reimbursable should a contract be awarded. The Village of Oak Park reserves the right to negotiate, accept or reject any or all proposals submitted. If the Village selects a vendor as a result of this process, the vendor will enter into a negotiated contract in a form approved by the Oak Park Village Attorney.

The final guaranteed maximum prices and scope for the project may be altered from this request and negotiated with the successful respondent at the discretion of the Village of Oak Park. The implementation of web video streaming may be contingent upon Village Board authorization of the project, waiver of bids and approval of the Village's budget. Therefore, respondents must guarantee the prices and services offered through February 2011.

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