



The Village of Oak Park
Village Hall
123 Madison Street
Oak Park, Illinois 60302-4272

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village@oak-park.us

November 23, 2009

To Whom it May Concern:

The Village of Oak Park desires to retain an expert to review the existing PEG facilities, existing Comcast studio used by Village of Oak Park residents, viewership of access programming and related factors. The goal of the review is to determine the future needs and interests of the Village related to PEG and the renewal of the franchise with Comcast. To accomplish this task we have outlined certain tasks to be completed. Please also recommend any additional steps you believe may be required to prepare a report to address this issue.

The Village of Oak Park desires to engage an expert who can:

1. Travel to the Village of Oak Park to review local access facilities.
2. Meet with local staff to discuss current and future needs.
3. Meet with any other Village of Oak Park or Comcast representatives regarding access programming.
4. Draft report which addresses the following:
 - a. Existing channels, equipment and origination locations for access programming in the Village of Oak Park.
 - b. Future needs for PEG channels, equipment and origination locations.
 - c. Prepare an equipment summary that includes total costs as well as anticipated replacement costs.
 - d. Determine a total dollar figure to support funding levels to be included in a renewed franchise.
5. Respond to any questions on the report via telephone/e-mail.
6. Include an optional presentation of the report to Village of Oak Park officials - if desired.

Please provide your qualifications, experience and a cost to complete this scope of work to me as follows:

Needs Assessment RFP
Attn: David M. Powers
Village of Oak Park
123 Madison St.
Oak Park, IL 60302

Electronic submissions as Adobe Portable Document Format (PDF) file attachments sent to powers@oak-park.us will be accepted. However, the Village of Oak Park will not be responsible for any e-mail delivery errors or incompatible file types.

Information must be received by the Village of Oak Park on or before 5 p.m., Wednesday, December 23, 2009.

Since this project could require additional work on related needs assessment issues, please include hourly rates and indicate availability for ongoing work as may be designated by the Village of Oak Park. This project would commence immediately following award of a contract and would follow a timeline to be mutually agreed upon with the Village of Oak Park.

Should you have any questions or need additional information, please contact me directly via e-mail to powers@oak-park.us.

Regards,



David M. Powers
Communications Director
Village of Oak Park

Cc: Telecommunications Commission
Raymond L. Heise, Village Attorney
Brian T. Grogan, Moss & Barnett