



# Request for Bids

## Mississippi Valley State University

**THIS IS  
NOT AN  
ORDER**

14000 Hwy 82-W #7244  
Itta Bena MS 38941-1400

Web Address: [www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/)

Phone No: (662) 254-3319 Fax (662) 254-3314

**Bid Title:**

**Date:**

Requester and Requesting Department:

**Bid No.**

Number of Pages

Change Order:

**Term – End of Month**

**Bids/Proposals** – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

**Mississippi Valley State University** is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

This bid/proposal will be awarded on a line by line basis

This bid/proposal will be awarded on a all or none basis

**However,** the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}
Mississippi Valley State University
By: Billy D. Scott Purchasing Agent

Email: [bscott@mvsu.edu](mailto:bscott@mvsu.edu)

**NOTE:** If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.

**We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within \_\_\_\_\_ days from receipt of the order.**

<b>Company Quoting</b>	
Terms:	<input type="text"/>
Date:	<input type="text"/>
Phone/Fax:	<input type="text"/>
<b>Official Signature:</b>	

## **OVERVIEW**

Mississippi Valley State University (MVSU) is a public four year institution, serving the state of Mississippi and the Mississippi Delta. The current student enrollment is approximately, 2,500 student. MVSU is committed to reduce administrative costs, maximize efficiencies and move resources toward academics and student services. Mississippi Valley State University is soliciting proposals for Television Services for the campus located in Itta Bena, Mississippi. The intent is to award a contract for Television services including, but not limited to a 24/7 Call Center, system maintenance, an EAS Interface, and inserts for local on campus channels. We are looking for a bulk TV vendor to provide us with traditional programming suite which includes a turnkey Internet Protocol Television Solution. Television and IPTV services are to be provided year round with decreased usage during summer months, Christmas/New Year Break and Spring Break.

## **SPECIFICATIONS**

### **Technical Specifications**

- Campus Life channels for University content
  - Provision of TV Channel Guide
  - 24/7 Call Center
  - EAS Interface
  - HD broadcast over traditional coax network without Set top Box (ClearQAM encoding)
  - Solution must already exist at other Universities of comparable size
- Desirable (or Optional) Technical Specifications
- HBO GO / MAX GO implementation
  - Interface or Dashboard for us to monitor the system uptime and performance
  - Detailed reports on student utilization of the service provided including most watched channels and least watched channels.

### **Channel Lineups**

See the attached current base channel lineups. Base channels are the channels that the University wishes to provide as a minimum. Premium or Optional indicates channels that the campus would like to offer the students, at their expense. Bidder's responses should include the Bidder's ability to provide these lineups and equivalent alternatives for any channels they cannot. All channels should be HD.

The Programming and initial channel offerings must include those shown on the attached list. Bidder may offer additional channels, but our initial evaluation will be based upon those listed, additional channels will be considered as priced, if charged. Service Provider must provide students or residents with the option to sign-up for additional premium channels or digital services ("Premium Services"), but will not include the charges for any Premium Services in the

monthly invoice to MVSU. Any Premium/Optional Services must be billed directly to the student or resident, separate from the Contract with MVSU.

### **Cost Proposal**

Costs are inclusive of Channel Lineups; Customer Support / Service / Repairs; and Equipment / Installation / Upgrades. Bidders are to provide monthly unit price and annual prices.

There will be no escalation allowable under the contract.

### **Definition of Residency Terms (Billing Units):**

[ Living Unit – Physical space that contains either a dormitory room or a suite of dormitory rooms that is entered into by way of a single door from a common hallway of a University residence hall.

[ Common Area Unit – Common area located in residence facilities that are designed for television viewing, and specific offices/departments such as School of Business, Athletics, and Bookstore (others).

[ Service cost is to be calculated by billing unit.

[ The number of billing units for the University is listed in the Cost Proposal Worksheet - “Billing Units”.

[ The Campus shall pay based on the number of Active Living and Common Area units. A Unit is considered “Active” when it is occupied or in use. The number of “active” units shall be revised monthly to reflect changes in the number of Units.

[ Service Provider shall bill MVSU on a monthly bases for the Services, based upon the number of occupied billing units that received services. The billing amount is the number of occupied billing units times the monthly rate per unit. MVSU shall pay all undisputed amounts within thirty (30) days after the end of the month for which payment is due. Occupied units are computed by taking a snapshot of occupants on the fifth (5) day of each month. This date is subject to change based upon the academic calendar.

### **Campus Building Changes**

Over the period of the contract, the MVSU campus could experience rehabilitation in the residence facilities, which will require the campus to take various facilities off line for an extended period to affect the renovations. The appropriate credit will need to be made to these billing cycles. Any additional facilities created during the period of this contract will be included as additional Billing Units. The appropriate debit will be made to that billing cycle and addendum added to the contract.

### **Channel Lineups**

Requested Channel Lineups are attached. Bidders are to provide a proposal that meets these requirements. The bidder should provide alternative selections if the bidder is unable to provide the requested channels. Additionally, bidder should include a listing of alternative channels that may be substituted, at the college's request, for any proposed programming. Pricing shall be included for alternative channels.

### **HD Digital Content**

Vendor's response should describe their current ability to transmit HD digital content for the campus channel lineup. This includes HD content that will broadcast over the traditional coax network as well as in the IPTV solution. In the absence of the bidders' notification that it cannot provide a certain channel or channels in HD in Appendix 1 Channel Lineup, the Campuses will assume the channel pricing provided is for HD.

### **Channel Lineup Changes**

Bidder's response should describe procedure for adding to or changing channel lineups to include method of calculating price changes as well as eta for change request to be completed. If channels are no longer available by the provider, alternate channels of similar pricing tier must be substituted.

### **Channel Guide**

Vendor will provide a customized TV Guide channel. The TV Guide will include Campus programming schedules. The Vendor will develop channel listing based on Campus requirements. The users must be able to view programming information for a certain time and channel by visiting the customized channel guide channel for traditional TV viewers or in the IPTV interface for modern day viewers.

### **Delivery of Programming and Distribution System**

The selected vendor will provide customized video programming specified in this RFP may include channels for MVSU campus video programs. The vendor will provide uninterrupted programming per the agreed upon channel lineups for the duration of the contract. All equipment necessary for delivery of video services will be provided, operated, and maintained by the vendor. The distribution system is owned and will continue to be owned by MVSU as well as any future additions and upgrades installed over the life of the contract by the vendor. Use of existing infrastructure: The selected vendor will be responsible for troubleshooting, testing, and repairing any existing infrastructure they will utilize.

### **Emergency Alert System (EAS) Broadcasts**

The proposed system will interface with the Campus' EAS. The bidder's response should discuss the ability of the proposed system to meet EAS requirements. The response should also define how the messages are displayed and whether the alert interrupts programming on all channels simultaneously.

### **Head End Equipment**

Describe equipment/system to be used to receive and transmit media. Include detailed information including make and model numbers for all equipment provided. Also, include space, power, and HVAC requirements. The head end system will adhere to FCC performance standards including broadband signal level, CNR, CTB, incidental modulation, frequency response, etc.

### **Customer Service – Help Desk Services**

Bidder must have a system for receiving and responding to service calls. Call Centers must be operational on a 24-7 basis for the campus to place service calls. Bidder should provide a detailed description of their customer service operations including locations of technical service centers to include scheduled times of operation. Bidder must indicate whether they will provide a dedicated call center for MVSU. Bidder's response should describe the vendor's ability to provide remote monitoring.

### **Response Times:**

Four (4) hour response time regardless of time of day or day of week reported, including legal holidays, and remote diagnostics must be initiated in less than one (1) hour after reporting a problem.

### **Pricing and Cost Proposal**

Cost proposals will be provided as the monthly cost per Billing Unit. The cost per billing unit will provide a basis for determining contract price increases and decreases because of construction/renovation projects that result in an increase or decrease number of billing units that may occur over the contract term. Content / channel lineup pricing will be by channel. Pricing shall be inclusive of any Customer Support/Service/ Repairs and any System Equipment Costs/Installation Costs and Upgrades.

**Prices submitted are to be firm and inclusive of all costs – additional fees, taxes, or charges will not be allowed. The vendor is responsible for estimating all costs that will occur in the performance of the contract and to include such costs when calculating cost proposals.**

### **No Contract Cost Escalation**

These prices are to be firm over the life of the contract.

### **Invoicing and Payment**

The Contractor agrees to submit an individual monthly invoice. Service Provider shall bill MVSU monthly for the Services, based upon the number of occupied billing units that received services. The billing amount is the number of occupied billing units times the monthly rate per unit. MVSU shall pay all undisputed amounts within thirty (30) days after the end of the month for which payment is due. Occupied units are computed by taking a snapshot of occupants on the fifth (5) day of each month. This date is subject to change based upon the academic calendar.

### **Subcontractors, if applicable:**

The successful vendor must include in its proposal response a statement giving the name and address of all proposed subcontractors. Said statement must contain a description of the portion of work which the proposed subcontractors are to perform/provide, and information to show that the proposed subcontractors have the necessary skill, integrity, experience, and financial resources to provide the services in accordance with this RFP. The Campus' approval of subcontractors shall not relieve the Vendor of any of its responsibilities, duties and liabilities hereunder. The Vendor shall be solely responsible to MVSU for the acts or defaults of such subcontractors and of such subcontractor's officers, agents and employees. The vendor shall execute with each of its subcontractors and shall require all subcontractors to execute a written agreement which shall bind the latter to the terms and provisions of this RFP insofar as such terms and provisions are applicable to the work to be performed by such subcontractors.

### **Experience and references:**

The bidder should be companies qualified to provide multi-channel television services. Bidders are to include in their response their qualifications to meet RFP specifications in terms of past and current experience. Focus on experiences in providing the requested services to the college/university market. State the length of time your firm has been providing services. Bidder is to provide a minimum of three (3) references. References are to be from customers with a similar environment. The name and address of the organization, the name(s), titles and telephone numbers of the person(s) to be contacted and a general scope of services provided are to be stated in the proposal. The references must be relevant to services performed in the last 36 months.

### **Corporate Viability**

Bidder will supply an annual reports and/or financial statements attesting to the fiscal viability of the company. Further documentation attesting to corporate growth, market share, reputation, experience, quality of service, quality of support personnel, etc. should be supplied. Reports should be for three most recent years available.

### **Optional Services**

The bidder should include optional services that they can offer the individual area, and to students. Please include a complete description of optional services and pricing. For the

purposes of this RFP, any optional services and the pricing for said optional services will be noted and considered in the decision-making process, but will not be rated.

### **Optional Questions**

The bidder is asked to provide a response to each of the following questions. The answers to these questions will be considered into the decision-making process but will not be rated.

1. How much bandwidth is utilized on average for your full 1080p HD stream?
2. Once HDR content is available by providers, will you make that content available for our users?
3. Once 4K content is available by providers, will you make that content available to our users?

### **Project Plan**

Bidder will supply a project plan to demonstrate their understanding of the scope of the project. The plan should identify the administrative and supervisory personnel associated with this project, their roles, and their qualifications. The plan should identify the labor resources that will be used for any installation, testing, and programming. An estimated project timeline should be included. The bidder may include other relevant information. Timeliness is vital in the performance of the resulting contract. The successful bidder shall make every effort, barring events over which the Vendor has no control, to keep to the schedule.

### **B. Method of Award**

This RFP is part of a competitive procurement process designed to serve the best interests of Mississippi Valley State University. It is also designed to provide all bidders with a fair and even opportunity to have their services considered. MVSU will conduct a comprehensive review of each responsive bid submitted in accordance with the terms of this RFP. Proposals will be evaluated based on "best value" by an evaluation committee comprised of MVSU representatives, and shall be conducted in the following steps:

#### **1. Administrative Review**

Each bid received by the due date and time will be screened for completeness of submission in accordance with Bid Submission Requirements.

#### **2. Review of Bidder Qualifications**

Each bid remaining after the Administrative Review will be advanced to the evaluation committee for determination of whether Bidder has met the requirements of Bidder Qualifications.

#### **3. Technical Evaluation**

Each bid remaining after review of Bidder Qualifications will advance for review and independent evaluation and scoring by the technical review evaluation committee.

#### **4. Financial Evaluation**

The Financial Proposals of each bid remaining after the Technical Evaluation will be independently evaluated and scored by the designated officer.

#### **5. Presentation, Demonstration, Interview**

Presentations, Demonstrations, or Interviews, if determined to be necessary, will be held for all finalists in person at Mississippi Valley State University at Itta Bena, Mississippi or, at the discretion

of the Evaluation Committee, by telephone or videoconference. Finalists who cannot be contacted via telephone to arrange the interview after three attempts by the University may be disqualified. The purpose of the interview is to allow the evaluators to validate the Proposer's experience and qualifications. No new material will be permitted to be introduced during the interview.

## **6. Selection**

Proposals will be evaluated on the basis of "best value" by an evaluation committee comprised of MVSU representatives, utilizing an evaluation methodology that considers the following factors:

### **Proposal Points**

Total Technical Proposal = 60

Financial Proposal = 40

**Total = 100**

### **Evaluation Criteria**

**The following criteria will be included:**

Cost

Vendor Qualifications

Channel Lineups

Flexible IPTV Solution

Help desk process

System maintenance proposal

Project Plan

Infrastructure by the Campus to accommodate Proposed Technical Solution

RFP response – conformance with RFP requirements

Additional Services – Cabling and system upgrades.

The Bidder earning the highest final composite score (technical + financial) will be selected to contract with MVSU and will be notified by MVSU. Tentative award of the contract shall consist of written notice of the contract award by MVSU to the successful bidder, who shall thereupon be obligated to execute a formal contract.

## **BIDDER QUALIFICATIONS**

### **Minimum Bidder Qualifications**

Bidder must be able to provide programming over traditional coax and IPTV.

Bidder must be authorized to provide all major Cable TV programming packages.

### **Bidder References**

Provide a minimum of three (3) references from other universities, colleges or similar-sized organizations. The references should demonstrate the bidder's ability with projects similar in scope, size and nature of this RFP. Provide a list of accounts where a contract was terminated by the customer within the past 5 years. Each bidder must provide a narrative addressing its ability



and experience in the business of providing Cable Television Services. Include information pertaining to ability and experience in the business of IPTV. Bidder must document its ability to service a contract with a volume similar to the scope of this RFP, by submitting financial statements and documenting past sales history. MVSU reserves the right to reject any bidder who does not demonstrate financial stability sufficient for the scope of this RFP.

## Mississippi Valley State University

	TV Viewing Channel	RF Transport Channel	Channel Lineup
	2	2	Analog Test Channel
OTA	21	21	PBS-WMAB
Sub	22	22	CBS-WCBI
OTA	23	23	NBC-WLBT
OTA	24	24	ABC-WABG
Local Origination	52	52	MTVU
Dish	13.1	25	ABC-WABG
Dish	13.2	25	CBS-WNBD
Dish	14.1	26	NBC-WNBD2
Dish	14.2	26	PBS-WMAO
Dish	15.1	27	FOX-WABGD
Dish	15.2	27	CNN HD
Dish	16.1	28	HLN HD
Dish	16.2	28	MSNBC HD
Dish	18.1	29	CNBC HD
Dish	18.2	29	Fox News Channel HD
Dish	19.1	30	Fox Business Network HD
Dish	19.2	30	Bloomberg
Dish	20.1	31	CSPAN
Dish	20.2	31	CSPAN2
Dish	25.1	32	EPIC
Dish	25.2	32	Impact Network
Dish	26.1	33	INSP
Dish	26.2	33	Christian Television Network
Dish	27.1	34	FM
Dish	27.1	34	CMT HD
Dish	28.1	35	Fuse HD
Dish	28.2	35	VH1 HD
Dish	30.1	36	MTV HD
Dish	30.2	36	MTV2
Dish	31.1	37	Disney Channel HD
Dish	31.2	37	Disney Channel West
Dish	32.1	38	Disney XD
Dish	32.2	38	Nickelodeon HD
Dish	33.1	39	Nicktoons
Dish	33.2	39	TeenNick
Dish	34.1	40	Cartoon HD
Dish	34.2	40	Cartoon West
Dish	35.1	41	E! Entertainment HD
Dish	35.2	41	Comedy Central HD
Dish	36.1	42	Animal Planet HD
Dish	36.2	42	Lifetime HD
Dish	37.1	43	OWN HD
Dish	37.2	43	Oxygen

Dish	38.1	44	Bravo HD
Dish	38.2	44	Cooking Channel HD
Dish	39.1	45	Food Network HD
Dish	39.2	45	HGTV HD
Dish	40.1	46	Syfy Channel HD
Dish	40.2	46	ION Television (East)
Dish	41.1	47	TV Land
Dish	41.2	47	tru-TV HD
Dish	42.1	48	Spike TV HD
Dish	42.2	48	BET HD
Dish	43.1	49	A&E HD
Dish	43.2	49	Freeform HD
Dish	44.1	50	FX HD
Dish	44.2	50	USA Network HD
Dish	45.1	51	BBC America HD
Dish	45.2	51	Velocity HD
Dish	46.1	53	Weather Channel HD
Dish	46.2	53	Weather Nation
Dish	47.1	54	Travel Channel HD
Dish	47.2	54	TLC HD
DISH	48.1	55	History Channel HD
Dish	48.2	55	National Geographic HD
Dish	49.1	56	Discovery Channel HD
Dish	49.2	56	Hallmark Channel HD
Dish	50.1	57	Hallmark Movies and Mysteries HD
Dish	50.2	57	FXX
Dish	51.1	58	AMC HD
Dish	51.2	58	ReelzChannel
Dish	53.1	59	TBS HD
Dish	53.2	59	TNT HD
Dish	54.1	60	In Country Television
Dish	54.2	60	TV Games Network
Dish	55.1	61	Big Ten Network HD
Dish	55.2	61	SEC Network HD
Dish	56.1	62	NFL Network HD
Dish	56.2	62	NBC Sports Network HD
Dish	57.1	63	Fox Sports 1 HD
Dish	57.2	63	ESPN HD
Dish	58.1	64	ESPN2 HL)
Dish	58.2	64	ESPNews HD
Dish	59.1	65	ESPNU HD
211K	60.1	7	HBO (East) HD
211K	60.2	7	HBO2 HD
211K	61.1	8	Cinemax HD
211K	61.2	8	Action Max HD
	116	116	Analog Test Channel