

TABLE OF CONTENTS

1. INTRODUCTION.....	2
2. MINIMUM QUALIFICATIONS.....	2
3. ADHERENCE TO TERMS OF PROPOSALS.....	2
4. REJECTION OF PROPOSALS	2
5. BACKGROUND/DESCRIPTION OF ENVIRONMENT	2
6. AWARD CLAUSE INCLUDING RENEWAL OPTIONS	2
7. OPERATIONAL INFORMATION	2
8. SCOPE OF WORK	2
9. TECHNICAL INFORMATION.....	3
10. RESPONDENT PERFORMANCE HISTORY	3
11. EVALUATION CRITERIA.....	4
12. EVALUATION PROCEDURE	4
13. CONTRACT APPROVAL.....	4
14. REQUIRED SUBMITTAL INFORMATION	5
15. SUBMITTAL INSTRUCTIONS	5
16. PREPARATION OF PROPOSAL	5
17. REQUIRED CONTENT	6
18. REQUIRED FORMAT	7
19. REQUIRED COST PROPOSAL	7
20. TECHNICAL APPROACH	7
21. QUESTION DEADLINE.....	7
22. ECONOMY OF PREPARATION	7
23. PAYMENT.....	7
24. ORAL PRESENTATION/DEMONSTRATION	7
25. ASSIGNMENT	8
26. MISCELLANEOUS.....	8
27. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL.....	8
28. BID DEPOSIT & PERFORMANCE BOND (<i>OPTIONAL</i>).....	8
29. CHANGES IN FACTS.....	8
30. CONFIDENTIALITY OF PROPOSALS	8
31. NEWS RELEASE	8
32. REJECTIONS, MODIFICATIONS, CANCELLATION	8
33. ADDITIONAL REQUIREMENTS/TERMS	9

1. INTRODUCTION

The Detroit Charter Revision Commission (DCRC) requests proposals from qualified firms to provide full production, editing, and meeting video recording services to be provided to the Detroit Charter Revision Commission Media Services in HD Format (720p or 1080p .mp4 H.264), this includes providing the necessary services and equipment to allow members of the public/audience to hear the meeting and participate during public comment with full set up of speakers and mikes and a separate mike for public comment.

2. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of three (3) years of experience providing the services requested in the RFP for projects of similar scope and size.

3. ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the Detroit Charter Revision Commission, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

4. REJECTION OF PROPOSALS

The Detroit Charter Revision Commission expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the Charter Commission determines and/or to take any other appropriate action that is in the best interest of the Charter Commission.

5. BACKGROUND/DESCRIPTION OF ENVIRONMENT

Meeting locations may vary and it is the responsibility of the successful bidder to review the space in advance of each meeting for purposes of providing the contracted services.

6. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP it will be a Detroit Charter Revision Commission Model Services Contract (sample attached). The term of the contract will be for one (1) year(s) with 1 (one) one-year renewal options. Any renewal option exercised under this contract is effective only after the approval of the Detroit Charter Commission. The Charter Commission anticipates one award as a result of the RFP.

7. OPERATIONAL INFORMATION

The respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the Charter Commission.

8. SCOPE OF WORK

Provide full production, editing, and meeting video recording services for DCRC Committee of the Whole and special meeting, to be provided to the City of Detroit Media

Services in HD Format (720p or 1080p .mp4 H.264), this includes providing the necessary services and equipment to allow members of the public/audience to hear the meeting and participate during public comment with full set up of speakers and mikes and a separate mike for public comment.

Successful bidders will be responsible for providing the contracted services for all regularly scheduled meetings and special meeting. Regularly scheduled meetings will be held on the second (2nd) Tuesday and fourth (4th) Saturday of each month. Special meetings may be scheduled from time to time. Regularly scheduled and special meeting dates may change from time to time and such changes/cancellation will be provided to the successful bidder in advance.

9. TECHNICAL INFORMATION

Minimum Production Equipment:

- (9) Wired microphones (table mics or with table stands)
- (1) Wired microphone (audience mic)
- (1) Microphone floor stand
- (Minimum of 2) Power audio monitors (speakers)
- (1) Audio mixer
- (1) Audio snake
- (1) Audio multi-box/press box
- (Minimum of 3) HD Video Cameras (w stands/tripods) - Either PTZ/robotic cameras with camera controller or cameras with operators
- (1) HD Video Switcher Package (video switcher/recorder, monitor, power supply)

Including all necessary personnel and accessories/equipment:
audio/video technicians, camera operators, mic cords, video cabling, power cords, power adapters, gaff tape, cable covers/floor mats, etc.

10. RESPONDENT PERFORMANCE HISTORY

The respondent shall provide the following information with their proposal:

- a. Identify in detail at least three (3) similar projects by name, subject matter, location, respondent's services provided and the length of time respondent's service were provided on each. Included in this information shall be the description of services provided and the time period during which the services were provided;
- b. Identify the respondent's key personnel working on the projects identified in "section a" above;
- c. Identify any projects in which the respondent's contract was terminated for any reason;
- d. Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last ten (10) years;
- e. Attach your organization's financial statements (CPA Certified) for the previous three years; and

- f. Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel.

11. EVALUATION CRITERIA

PHASE ONE CRITERIA – NON-ECONOMIC DEVELOPMENT

Cost	35 points
Capacity	25 points
Experience	25 points

Maximum points for Phase One Criteria not to exceed eighty (85-five) points.

PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT

Detroit headquartered business	10 points
Detroit based business	5 points

Maximum points for phase two not to exceed fifteen (15) points.

12. EVALUATION PROCEDURE

After evaluating the proposal, oral presentations may be scheduled with the respondents. A final determination will be made after the oral presentations are complete.

Following the receipt of proposals, the Charter Commission will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the Charter Commission determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The Charter Commission may also at its discretion, request oral presentations, make site visits at Respondent’s facility and may request a demonstration of Respondent’s operations. If scheduled, a final determination will be made after any oral presentations and/or demonstrations are complete. The Charter Commission may also at its sole discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs of this evaluation procedure.

13. CONTRACT APPROVAL

Upon contract award, the Charter Commission and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the Charter Commission. No contract shall become effective until the contract has been approved by the Charter Commission and Detroit and signed by the Commission Chair. Prior to the completion of this approval process, the respondent shall

have no authority to begin work under the contract. No one shall authorize any payments to the respondent prior to such approvals; nor shall the Charter Commission incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

14. REQUIRED SUBMITTAL INFORMATION

The following documents must be submitted with each proposal: organizational chart, resumes of persons providing services, client list, brochures, cover letter, executive summary, financial statements (CPA certified), disclosure of past or present familial, financial or business relationships with Commission members or staff, disclosure of any political contributions made to Commissioners (whether individually or through affiliated groups or companies), copy of video production of public meeting or event (in the format required under this RFP).

The Charter Commission may reserve the right to request additional information at any time prior or subsequent to submission of proposals.

15. SUBMITTAL INSTRUCTIONS

All proposals must be received by mail or hand delivery to the Detroit Charter Revision Commission Office located at 7737 Kercheval Street, Ste 210, Butzel Family Center, Detroit, Michigan 48214. Each respondent is responsible for ensuring that its proposal is received by the Charter Commission on a timely basis. **Faxed or emailed proposals will not be accepted.**

PROPOSAL SUBMISSION DEADLINE: MONDAY, SEPTEMBER 30, 2019, 5:00p.m. (EST)

Firms shall not distribute their proposals to any Charter Commissioner or unauthorized Charter Commission employee. Proposals received become the property of the Charter Commission. The Charter Commission is not responsible for any costs associated with preparation or submission of proposals. Responses received **will not** be available for review. Proposals received will be subject to disclosure under applicable Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the Charter Commission must sign the proposals. The contact person regarding the proposal should also be specified by name, title, and phone number. The successful respondent will receive notification of the award. Respondents who are not awarded will receive a notification that the award decision has been made.

16. PREPARATION OF PROPOSAL

The proposal shall include all forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective respondent, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective respondent. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its proposal to take exception to any requirement of the RFP. Should a respondent be in doubt as to the true meaning of any portion of this

RFP or find any patent ambiguity, inconsistency, or omission herein, the respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFP.

Respondents are advised that no oral interpretation, information or instruction by a Commissioners or representative of the Detroit Charter Revision Commission shall be binding upon the Detroit Charter Revision Commission.

17. REQUIRED CONTENT

Bid responses must include the following content:

Letter of Transmittal

The prospective respondent's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the Detroit Charter Revision Commission, whichever occurs first.

Accuracy and Completeness of Information

All information pertaining to the prospective respondent's approach in meeting the requirements of the RFP shall be organized and presented in the prospective respondent's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

In your introduction, please include, at a minimum, the following information and/or documentation:

- A statement to the effect that your proposal is in response to this RFP;
- A brief description of your firm;
- The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- The name and contact information of the of the firm's partner and or manager(s) that will be in charge of this project;
- The firm's financial solvency, fiscal responsibility and financial capability;
- The age of the firm's business and the average number of employees during each of the last three (3) years;
- The firm's current tax status and Federal Employer Identification Number; and
- Evidence of any licenses or registrations required to provide the services under this contract.

18. REQUIRED FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

- Overall Scope of Work, Technical Information and Operational Responsibilities;
- Respondent's Performance History;
- Proposal Submission Procedure;
- Required Submittal Information.

19. REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the Detroit Charter Revision Commission. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The Detroit Charter Revision Commission reserves the right to select proposals from the most responsible respondents with the most reasonable costs. The Charter Commission reserves the right to select one or more firms to perform all or separate parts of this function

Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates broken out for each type of staff member that will work on the project (i.e., Engineer, Camera Operator, Video Editor, etc.)

20. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the Charter Commission is evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

21. QUESTION DEADLINE

All questions regarding the RFP shall be submitted via email to Dorian Tyus, Executive Director, ed@detroitcharter2018.com no later than Wednesday, September 25, 2019, 5:00pm(EST). Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The Detroit Charter Revision Commission does not guarantee a response to questions submitted prior to the question deadline.

22. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

23. PAYMENT

All properly executed invoices submitted by the successful respondent will be paid within forty-five (45) days of submission and approval.

24. ORAL PRESENTATION/DEMONSTRATION

The Charter Commission reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Proponents will be notified by the Commission of the date, time and location for Oral Presentations.

25. ASSIGNMENT

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract entered into with the Charter Commission pursuant to these specifications, without prior written approval of the Charter Commission.

26. MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the Charter Commission as the same now exists or may hereafter from time-to-time be changed in writing.

27. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The Charter Commission reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the Charter Commission.

28. BID DEPOSIT & PERFORMANCE BOND (OPTIONAL)

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29. CHANGES IN FACTS

Proposers shall advise the Charter Commission during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

30. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

31. NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the Charter Commission and then only in coordination with the Charter Commission.

32. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The Detroit Charter Revision Commission expressly reserves the right to: 1) accept or reject, in whole or in part, any and all proposals received; 2) waive any non-conformity; 3) re-advertise for proposals; 4) withhold the award for any reason the Charter Commission determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the Charter Commission. This RFP does not commit the Detroit Charter Revision Commission to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

33. ADDITIONAL REQUIRMENTS/TERMS

- 33.01 This Contract shall be voidable or rescindable at the discretion of the Commission at any time if a Commissioner who is a party to the Contract has an interest in the Contract and fails to disclose such interest.
- 33.02 This Contract shall also be voidable or rescindable if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Commissioner in relation to the Contract.
- 33.03 A fine shall be assessed to the Contractor in the event of a violation of Sections 33.01 or 33.02. If applicable, the actions of the Contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.

