

REQUEST FOR BID

CABLE PROGRAMMING HOUSING AND RESIDENCE LIFE



RFB No. AA08-RH-2736

**University of Massachusetts
Housing and Residence Life
Cable Programming
Request for Bid
April 2008**

SECTION 1 – GENERAL INFORMATION

1.1 INVITATION

Housing and Residence Life at the University of Massachusetts at Amherst, hereafter referred to as the University, invites interested vendors to submit bids for select cable programming for Housing Services Cable Network (HSCN). HSCN is a private, University-owned cable system delivering bulk services to our residence halls and apartments. **This bid is for select programming services only.** All equipment will be purchased and installed by the UNIVERSITY separately. The following document contains the specific requirements for bids as well as information that the successful vendor will find helpful in the preparation of the bid.

1.2 DURATION OF CONTRACT

At minimum, the contract will be in effect from July 1, 2008 to June 30, 2010 with the option to renew for one additional year (July 1, 2010 to June 30, 2011). All contracts are contingent upon annual funding.

The successful bidder(s) will be required to sign a University Contract for Services (CFS); the terms and conditions of which are incorporated herein. A copy is attached for your review. The CFS is an inflexible document. **The successful bidder(s) must be prepared to execute the terms as specified.**

Prices, terms and conditions shall remain firm throughout the term of the contract. Where a term or condition in the CFS may be in conflict with a term or condition in this RFB, the RFB term or condition shall prevail.

1.3 BID EVALUATION

A Selection Committee representing the University will review the bid offers and select the bid(s) whose product, pricing, services, availability, and references have the most appeal to the University. The award will be made to the bidder(s) who, in the opinion of the Selection Committee, offers the best overall package. The evaluation will include, but will not necessarily be limited to, the following (in rank order of importance to the University):

- Overall cost to the University
- Record of demonstrated ability to successfully execute the services as specified in bid specifications and vendor references.
- Responsiveness to the RFB and quality of the bid offer
- Conformance with bid specifications herein, including University Contract For Services
- Launch Incentives

The bids will be evaluated based on a point system. The criteria and their assigned points will be placed in a sealed envelope in the bid file prior to the bid opening date and time, for use by the Selection Committee during the award process.

1.4 ACCEPTANCE/REJECTION OF BIDS

Only bids that are received by the bid opening date and time will be considered. The UNIVERSITY reserves the right to reject any or all bids, wholly or in part and to make an award in a manner deemed by the Director of Procurement at the Amherst campus to be in the University's best interest. The UNIVERSITY reserves the right to make a partial award for the services requested, or to make an award to more than one vendor.

1.5 QUESTIONS / CONTACT PERSONS

Questions pertaining to this RFB must be submitted in writing and received at the address below no later than 5:00 P.M. on Thursday, May 9, 2008. No telephone calls will be entertained.

Rosemary Hassay
Purchasing Manager
Procurement Department
407 Goodell Building
University of Massachusetts
Amherst, MA 01003
rhassay@admin.umass.edu
Fax (413) 545-1643
Ref: RFB No AA08-RH-2736

The University's response to written questions by Official Addendum will be mailed no later than Tuesday, Tuesday, May 14, 2008. The UNIVERSITY will extend the due date if such information significantly amends this RFB or makes compliance with the original proposed due date impractical.

1.6 BID OPENING DATE/TIME

Bidders shall deliver their bid to the following address by **2:00 p.m. on Thursday, May 23 2008 at which time the bids will be opened and publicly read.** The Vendor shall deliver one original and 3 copies of the complete bid package, clearly marked **RFB No. AA08-RH-2736** to:

**University of Massachusetts
Procurement Department
407 Goodell Bldg.
140 Hicks Way
Amherst, MA 01003
Attention: RFB No. AA08-RH-2736**

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. **Late bids will not be considered, and will be placed, unopened, in the bid file.**

1.7 PUBLIC INFORMATION

All bids and related documents submitted in response to this RFB are subject to the Massachusetts Freedom of Information Law, M.G.L. Chapter 66, Section 10 and to M.G.L. Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Statements in the bid response that are inconsistent with those statutes will be disregarded.

1.8 COST TO SUBMIT/PRESENT BID

The University is not responsible for any expenses that may be incurred by any bidder to prepare, submit, or present bids.

1.9 COMPENSATION

Invoices submitted to the University by the successful bidder for services provided under the contract will be itemized and priced out by the successful bidder in accordance with the figures contained in the bidder's response to this RFB, Part 3, The Bid Response. **Therefore, bids must be all inclusive. All payments shall be made in arrears, after services have been rendered to the satisfaction of the University.**

1.10 ALTERATIONS TO BID:

The bidder may not materially alter its bid response after the bids have been opened. Only the Director of Procurement may deem what constitutes a material alteration to a bid.

SECTION 2 – SPECIFICATIONS

2.1 BACKGROUND

There are 45 residence halls and 63 Family Housing buildings that receive cable service. Three of the 45 halls have a suite configuration whereby there are 63 suites per building. Each suite is then comprised of 5 rooms and a shared lounge and bathroom. Four of the 45 halls are apartment-style. There are 215 apartments, each consisting of four single bedrooms, two bathrooms and a shared kitchen/living area. The remaining residence halls are all traditional double-loaded corridors with a combination of double and single occupancy rooms. In addition, a small number of non-residential on campus locations receive services such as the University Police, University Health Services waiting areas, dining halls, fitness centers and a few classrooms, conference rooms and student centers.

There are TV lounges in our residence halls that are considered private space, as they are accessible only to residents and their approved guests. They serve as living areas for the rooms nearby and no food or drink is served in these areas. All residence hall entrances are secured twenty-four hours a day, seven days a week.

Based on this information and our occupancy (seasonally adjusted), we arrive at the following plan for unit counts:

2.2 Unit Counts

Month	Days	Unit Count	Days * Count
July	31	460	14260
August	31	460	14260
September	30	6142	184260
October	31	6142	190402
November*	30	1068	32040
November	27	5074	136998
December*	31	1068	33108
December	22	5074	111628
January*	31	1035	32085
January	4	4818	19272
February	28	5853	163884
March*	31	1035	32085
March	23	4818	110814
April	30	5853	175590
May*	31	547	16957
May	22	5306	116732
June	30	460	13800
			1,398,175
			Divided By 365
		Monthly Unit Count	3831

* - Counts for non-traditional 9 and 12 month residence halls/apartments.

A dollar amount will be encumbered with a University issued Purchase Order at the initiation of the subscription year. Equal monthly payments will be deducted from the original amount encumbered for the Purchase Order. The amount on the purchase order is for UNIVERSITY encumbrance purposes and should not be construed as a guaranteed amount to the vendor.

2.3 BIDDERS EXCEPTION TO CONTRACT TERMS & CONDITIONS

If bidder takes exception to any of the contract terms and conditions contained herein, it must be so noted in the bid. Such an exception may be grounds for rejection of the bid, at the option of the University.

SECTION 3 - BID RESPONSE

3.1 REFERENCES

List three customers with similar requirements as those of the University whom the University may contact for reference purposes, including the company name, contact person, telephone number, address, and brief description of business done with the company within the past year. By submitting this information, bidder authorizes the UNIVERSITY to contact these clients for purposes consistent with the review of this bid.

Company Name & Address	Contact Person	Telephone Number	Services Provided
1.			
2.			
3.			

3.2 BID RESPONSE NOTES

- a. **Please pay special attention to these bid response notes when preparing your bid response.** Responses outside of the stated parameters will not be reviewed. In order to maximize the programming offered given our programming budget, *we are looking for the lowest cost for programming services. Therefore, consider how to package the programming selections that will result in the least overall cost to the University.*
- b. **Bidders must use the response forms provided, or an exact likeness.** A complete bid will consist of answers to ALL questions in sections 3.3 through 3.4, with no omissions.
- c. Responses outside of the stated parameters will not be reviewed.
- d. Bidders are encouraged to provide per unit, per month pricing for three years.

- e. For Section 3.3 provide rates per channel, per month, per unit, if a la carte. You may provide bids based on a tiered or bundled delivery option, as long as you list the services included and provide quotes per package, per month, per unit.
- f. The University reserves the right to split the award of this bid to multiple providers, or make any award deemed to be in the best interest of the University.
- g. The vendor must indicate any price changes between calendar years in their response form as a specific dollar amount, a percentage increase/decrease or a not to exceed dollar amount or percentage. The University must be notified in writing, at least 30 days in advance, of any contracted pricing changes that are part of the final agreement.
- h. If a contract or other document requiring the University's signature (other than the University's Contract for Services) is required by the vendor or any affiliate, a sample must be included in your bid response packet. The University will not consider outside contracts after the bid opening date
- i. All bids shall be guaranteed for a minimum of one hundred and twenty (120) days from the bid submission deadline.
- j. Please indicate any guidelines or restrictions for providing specific programming service to on-campus locations other than apartments, residence hall rooms and lounges.
- k. During the transition to digital, the University would like to offer a subset of our channels in both analog and digital formats to our residents. Bid responses that support this will be considered more responsive.

3.3 PRICING FOR PROGRAMMING

Please respond on this form or an exact facsimile. Attach additional sheets as necessary.

Cable Programming Pricing			Unit Price FY 2009	Unit Price FY 2010	Unit Price FY 2011
Current Line Up	Programming	Bundle Name	7/1/2008 - 6/30/2009	7/1/2009 - 6/30/2010	7/1/2010 - 6/30/2011
	ESPN (SAMPLE)	Sports Pack	\$2.40	5% increase	2% increase
	ESPN2	Sports Pack	Included in Sports Pack		
*	A&E				
*	AMC				
*	Animal Planet				
*	AZN				
	BBC America				
*	Black Entertainment				
	Boomerang				
*	Bravo				
*	Cartoon Network				
*	CCTV-4				
	Cinemax				
*	CNBC				
*	CNN				
*	CNN Headline News				
*	Comedy Central				
*	Country Music				
*	Court TV				
*	CSPAN				
	CSPAN2				
	CSTV				
*	Deutsche Welle				
*	Discovery				
*	Discovery Health				
*	Discovery Science				

Cable Programming Pricing			Unit Price FY 2009	Unit Price FY 2010	Unit Price FY 2011
Current Line Up	Programming	Bundle Name	7/1/2008 - 6/30/2009	7/1/2009 - 6/30/2010	7/1/2010 - 6/30/2011
	Discovery Times				
*	Disney				
*	E!				
*	ESPN Classic				
*	ESPN				
*	ESPN2				
*	ESPN News				
*	ESPN-U				
*	FitTV				
*	Food Network				
*	Fox Family				
*	Fox News				
*	Fox Sports				
	Fox Reality				
*	FX				
*	G4 TV				
	GAC				
*	Galavision				
*	Game Show Network				
	Hallmark Channel				
*	HBO				
*	HBO2				
*	HBO Family				
*	HBO Signature				
*	HGTV				
*	History Channel				
*	Independent Film Network				
*	The Learning Channel				
*	Lifetime				

Cable Programming Pricing			Unit Price FY 2009	Unit Price FY 2010	Unit Price FY 2011
Current Line Up	Programming	Bundle Name	7/1/2008 - 6/30/2009	7/1/2009 - 6/30/2010	7/1/2010 - 6/30/2011
*	MSNBC				
*	MTV				
*	MTV2				
*	MTV-U				
*	National Geographic				
*	NESN				
*	NFL Network				
*	Nickelodeon/Nick-At-Nite				
*	SciFi				
	Sleuth				
*	Speed Channel				
	Speedvision				
*	Spike TV				
	Showtime				
	Starz				
*	TBS				
	TechTV				
	The Biography Channel				
	The Science Channel				
*	TNT				
*	Travel Channel				
*	TV Japan				
*	TVLand				
*	TV One				
*	Univision				
*	USA				
*	Versus				
*	VH1				

Cable Programming Pricing			Unit Price FY 2009	Unit Price FY 2010	Unit Price FY 2011
Current Line Up	Programming	Bundle Name	7/1/2008 - 6/30/2009	7/1/2009 - 6/30/2010	7/1/2010 - 6/30/2011
*	WE				
*	Weather Channel				
	WSBK-38 Boston				

* Year 2 (3) Price or not to exceed percent.

3.4 Other Items

1. Please list any or all programming launch or contract incentives.
2. It is not uncommon for the number of units in the residential system to change. For example, entire residence halls may be out of service for renovation, administrative spaces may be converted for residential needs, or administrative locations may be added. Please indicate what percentage change to the monthly weighted average drop count would constitute a material change to the drop calculation, thereby requiring a contract adjustment within the contract period.
3. What channel lineup services do you offer, i.e. TV Guide, Elite 2000 lineup? Please indicate the cost per year. Also indicate any additional hardware or software necessary to run the guide channel and the cost for each.
4. Please indicate your ability to provide some or all channels in a digital (QAM) format to accommodate end user televisions with digital tuners. Include which channels, if any can be provided in High Definition.
5. Please indicate your protocol for notifying and updating your accounts concerning planned and unplanned service interruptions.

3.5 Submission and Contact Information

Please provide both technical and customer service/account representative information –

Name of Service Contact:
Title:
Telephone:
FAX:
Email:

Name of Technical Support Contact:
Title:
Telephone:
FAX:
Email:

Bid Submission Information:

Submitted By:	Email Address:
Title:	
Print Name:	Fax No:
Telephone:	
List toll free number for service	