



Request for Proposal #0052128

For

Video Content Management System

August 10, 2017

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RFP 0052128
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Jerri L. Kemp, Assistant Director, Information Technology Procurement & Licensing Solutions, via e-mail at jerri@vt.edu.

DUE DATE: Proposals will be received until 3:00 PM, September 15, 2017. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals may be mailed via USPS or delivered by courier to: Virginia Polytechnic Institute and State University (Virginia Tech), IT Procurement Office (MC 0214) 1700 Pratt Drive, Blacksburg, Virginia 24061. Offeror's hand delivered proposal will be received at 1770 Forecast Drive, RB14 Receptionist, Blacksburg, Virginia 24061. **Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.**

Please note that USPS is delivered to a central location and is not delivered directly to Information Technology Procurement. Allow extra time if sending proposal via USPS. It is the vendor's responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number here: _____. For assistance with SWaM certification, visit the SBSBD website at <http://www.dmbv.virginia.gov/>.

_____ **Large**

_____ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Commonwealth of Virginia Department of Small Business and Supplier Diversity (VASBSD) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.

_____ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

_____ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees

to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)			E-MAIL ADDRESS
TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS	

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia, 2.2 – 3102 - 3112
 YES _____ NO _____

SIGNATURE _____ Date: _____
 (IN INK)

01/01/2016

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract or multiple contracts through competitive negotiations for a Video Content Management System by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. CONTRACT PERIOD:

The term of this contract is for three (3) year, or as negotiated. There will be an option for annual renewals as negotiated.

III. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university's main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the commonwealth's most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate and graduate degree programs to more than 31,000 students and manages a research portfolio of nearly \$513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

Video is now an essential component of instruction in the modern university. At Virginia Tech, critical requirements have evolved over the years to include live (synchronous) video, stored local playback, and networked streaming of recorded (asynchronous) digital video. In response to these emerging priorities, Virginia Tech has facilitated the acquisition and management of an array of solutions; however, the current collection of products lack integration and, in some cases, provide duplicate features and functionality. With a number of product contracts expiring in June 2018, the university has an opportunity to establish a comprehensive video strategy for the future.

This RFP is focused on the implementation of a central solution that provides centralized storage and distribution of video content along with video streaming and recording capabilities. This solution replaces the existing lecture capture functionality provided by Echo360 EchoSystem and centralizes content currently stored across multiple platforms.

Implementation Path:

This RFP will result in the following implementation schedule which the selected vendor is expected to be able to adhere to.

- Jan-Mar 2018: Implementation and starting of a pilot as verification of the functionality delivered at VT.
- May 2018: production implementation of the selected products. Sunsetting of current lecture capture products and usage (including integration with the LMS) of RFP selected product(s).

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVACustomerCare@dgs.virginia.gov, or call 866-289-7367 or 804-371-2525.

V. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Please refer to Attachment B, Zone Map, if the Offeror wishes to submit separate pricing structure based on approved zones for cooperative institutions. Refer to Attachment B for the approved Zone Map. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VI. STATEMENT OF NEEDS:

Virginia Tech is looking for a Video Content Management System (VCMS). This system will act as the central hub for video content produced by any number of sources. This platform will act both independently and within the context of our Learning Management System. Our focus is on video for instructional purposes (as opposed to athletics, marketing, advancement, etc.); however, the platform should provide us flexibility to grow in the future. Our vision here is to partially (or mostly) replace use of disparate systems (YouTube, Vimeo, Canvas, Echo360, Google drive, etc.) for video content, with one centrally supported and maintained system. The interface and organization of the content should be modern and clean.

A. High-level summary of functional requirements:

- A searchable/indexed and linkable video repository with granular administrative controls.

- Ability to record video both on a schedule and in an ad-hoc manner.

- Ability to up upload and perform simple edits of video content.

- Ability to playback video both on individual devices for a single person and to “live webcast” to a large number of watchers (thousands or more).

- If your solution does video conferencing or integrates with other video conferencing platforms it would be a benefit for you to describe this functionality.

**many of these features are traditionally called Lecture Capture (LC); our vision, however is to find a system that can be used broadly as our video distribution hub in addition to providing LC features*

B. Information helpful in understanding and responding to the RFP:

1. Requirements listed below have a rating code of (M), (SD), or (D) denoting the importance of the item and defined as:

- Mandatory (M) - Items listed as mandatory are required minimum features of a system.

- Strongly Desired (SD) - Items that are strongly desired represent functionalities that the university hopes to have. These items will be weighed very strongly when considering competing systems.

- Desired (D) - Items listed as desirable are the ‘nice to have’ items, or extras. These items will be considered but other considerations including cost, support levels, and items from the mandatory and strongly desired lists will weigh much more heavily on the decision.

2. Answer Codes and Description:

All statements require a numeric answer code and a description. Descriptions can include screen captures, process summaries, narratives, sample reports and/or demo materials. Descriptions should allow those reviewing your proposal to fully understand the functionalities, ease of use and capabilities of the items that you are addressing.

Descriptions should also include an idea of the extent of customization needed (minor / major), if a work-around is available, if a 3rd party solution is in place and if the requirement will be addressed by a future release (including projected release date) for items you are addressing.

- Code: 5= Exists in the current production version, can be demonstrated now;
 - Code: 4= Will exist future version available to us but can be demonstrated now
 - Code: 3= Can be added to the system at no cost during implementation
 - Code: 2= Can be added to the system for an additional cost during implementation. Please provide additional cost details with your pricing proposal.
 - Code: 2= Can be added to the system within a 6 month period of time (after implementation). Please provide additional cost details with your pricing proposal.
 - Code: 0= Cannot be provided within a 6 month period of time (after implementation).
 - Code: NA= Item or information being requested is unrelated to the Offeror's capabilities or the product's features.
3. For VT hosted solutions, describe how the proposed solution meets or otherwise addresses each of the following:
- Define the various hardware and software platforms necessary to operate the system as proposed in a locally-hosted environment. Provide an overview of the system architecture and a detailed hardware server recommendation including make, model, spec, and operating system. Please specify which type(s) of product(s) is/are being offered as part of your solution and which portions are to be supplied by Virginia Tech.
 - For your supplied software, specify security capabilities and levels, including password management, controlling access to staff functions, audit trails, and encryption.
 - Discuss the scalability of the system as proposed. How would additional capacity be added if needed?
 - Describe how your system defines concurrent users. Describe system performance as the number of programs/registrants increases and as the number of simultaneous usage increases.
 - Explain the maximum number of concurrent users that can be logged in consuming content simultaneously on your system; assume a minimum video quality of 720p and a bandwidth constraint of 10 Gigabit/sec connections to servers and a 30 Gigabit/sec connection to the Internet.
 - Identify which components of your product(s) or service(s) are provided by third-party technology partners. This includes OEM software, hosting, et al. If applicable, explain why underlying technologies for the components are provided by third party technology partners.
4. For Non-VT hosted solutions, describe how the proposed solution meets or otherwise addresses each of the following:

- Describe your hosted environment. Outline uptime and downtime history and expectations.
- Specify security capabilities and levels, including password management, controlling access to staff functions, audit trails, and encryption.
- Discuss the scalability of the system as proposed. Does this environment auto-scale (daily or hourly changes in capacity, similar to Amazon AWS or Google Cloud Platform's auto-scaling capabilities)? If so, how quickly can the system respond to sharp increases in demand?
- Describe how your system defines or would define concurrent users.
- Using the above definition, describe system performance as the number of concurrent users increases.
- Using the above definition, explain the maximum number of concurrent users that can be logged in consuming content simultaneously on your system; assume a minimum video quality of 720p and a bandwidth constraint of 10 Gigabit/sec connections to servers and a 30 Gigabit/sec connection to the Internet.
- Explain what access VT will have to the database.
- Will VT be able to request or bulk-download either raw or post-processed video files?
- Will VT have raw or API access to system logs, audit logs, and/or page views? Describe the attributes or provide samples of the types of logs available, if any.
- Identify which components of your product(s) or service(s) are provided by third-party technology partners. This includes OEM software, hosting, et al. If applicable, explain why underlying technologies for the components are provided by third party technology partners.

Detailed requirements:

The below requirements commonly refer to 4 groups of users:

- Administrators (application admins, hardware admins, support staff, etc.)
- Teachers/Instructors (typically "producers" or "owners")
- Students (typically "consumers")
- "End Users" are considered to be the combination of Teachers/Instructors group as well as the Students group.

The below requirements are written to expect this layout, however, solutions that allow students to be producers/owners, and teachers consumers are welcome. In such a case, please provide additional details when answering requirements.

5. Security Requirements

A.1	The solution must be able to authenticate end users using Virginia Tech's Authentication Services (CAS or shibboleth).	M
A.2	The product must provide a robust capability to control permissions by roles and/or groups. Please describe any pre-defined access levels and how these are configured.	M
A.3	If solution is hosted external to VT, data must be backed up regularly and backups must be physical and electronically protected. Describe your backup schedule/system.	M
A.4	Solution should provide a fully detailed audit log for actions taken by both end users and administrative users. It is desirable for logging to have an Application program interface (API) to retrieve log data programmatically. Describe the log and audit process including types of events logged along with how they are stored and displayed/available.	M
A.5	Data about users must be protected to comply with Virginia Tech's interpretation of FERPA. List all user attributes requested from or provided by Virginia Tech about users and/or their accounts. Describe steps taken to protect this data in transit and at rest. Which attributes are exposed to the public Internet? Which attributes are exposed to other authenticated (but not admin) users by your system? Do users have capabilities to hide these attributes from others within your interface? Are any of these fields searchable by non-admin users?	M
A.6	Have you undergone a SAS 70 or SSAE 16 audit? Documentation on any security audits done, preferably by a third-party, should be provided.	SD
A.7	The OWASP 10 identifies the most critical web application security flaws. How does your organization address and mitigate the common application risk identified by the OWASP Top 10. Information about the OWASP Top Ten can be found at https://www.owasp.org/index.php/OWASP_Top_Ten_Project . Provide documentation on this subject and on vulnerability scans done for applications and systems.	SD
A.8	The service should have the ability to password protect recordings AND also to make these public. The content owner should be able to decide if he wants the video to be public or if rather is can only be watched when authenticated.	SD
A.9	Encryption should be built into the product. Describe how data is encrypted (standards) in transit and at rest. When is data encrypted?	D
	Attachment C provides further questions on security which will need to be completed before we consider purchase of your products.	

6. Accessibility Requirements

B.1	The system and associated documentation must comply with relevant provisions of Section 508 (as specified in the final rule published in the Federal Register on January 18, 2017) of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794d). This means filling out Subparts B, C, & D of 36 CFR part 1194 (also referred to as a GPAT and found at https://app.buyaccessible.gov/baw/Quick-Links/documentation/Video-Teleconferencing-GPAT.doc) or the equivalent, describing how your proposed Electronic and Information Technology (EIT) deliverables meet at least the provisions listed in the GPAT. Include what the current version of the application is, the version of the application that the Government Product/Service Accessibility Template (GPAT) applies to, and when the GPAT was completed. If a third party was used to complete the GPAT, name that third party. Provide contact information for the reviewing party.	M
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B.2	<p>The vendor should have documented policies and procedures to ensure that the application is developed and maintained to comply with relevant accessibility requirements under the law. For instance, this documentation should answer questions such as:</p> <ul style="list-style-type: none"> • What tools and processes do you use for ensuring compliance? At what points in the design, development, testing, and maintenance of the application are these tools and processes applied? • What are employee responsibilities in regards to ensuring the accessibility of the product? Are these responsibilities used in evaluating employee performance? If so, how? • What training is provided for employees on how to design, develop, and test the application to ensure that it complies with accessibility laws and standards? How is this training integrated into onboarding of new hires? How are employees kept up to date as technologies, techniques, legal requirements, and standards related to accessibility change? 	SD
B.3	<p>The vendor should have an established accessibility roadmap to remediate any accessibility gaps in a reasonable period of time. An Accessibility Roadmap can be a list and description of accessibility gaps, including current resolution status of each gap and a specific timeline for remediation. An Accessibility Roadmap also lists any known workarounds to provide end-users access until the vendor has resolved each of the accessibility gaps. If an Accessibility Roadmap is available, please provide it as an attachment to your response.</p>	SD
B.4	<p>The vendor should provide a name and contact information for someone who can answer questions about the accessibility of the system.</p>	SD
B.5	<p>The system should provide dedicated functionality for the provision of real-time captioning of live events and these captions should be available and searchable in recordings of these events.</p>	SD
B.6	<p>The system should provide dedicated functionality for third-party providers to add captions. If specific vendors supported, list.</p>	D
B.7	<p>The system should support the import of a variety of captioning formats. List.</p>	D
B.8	<p>The system should support the export of a variety of captioning formats. List.</p>	D
B.9	<p>The product should have dedicated functionality for users to create captions within the system.</p>	D
B.10	<p>The integrated media player for the product should allow for the inclusion of interactive transcripts (https://en.wikipedia.org/wiki/Interactive_Transcripts).</p>	D
B.11	<p>The integrated media player for the product should allow for separate, user-enabable description (https://en.wikipedia.org/wiki/Audio_description) (audio description/descriptive video) tracks.</p>	D
B.12	<p>The integrated media player for the product should support extended audio descriptions (https://www.w3.org/TR/UNDERSTANDING-WCAG20/media-equiv-extended-ad.html).</p>	D
B.13	<p>The integrated media player for the product should allow for separate, user-enabable descriptions via WebVTT (https://www.w3.org/WAI/GL/wiki/Using_the_track_element_to_provide_audio_descriptions).</p>	D
B.14	<p>The product should provide dedicated functionality for users to create descriptions within the system.</p>	D
B.15	<p>The system should provide dedicated functionality for third-party providers to add descriptions. If specific vendors supported, list.</p>	D

B.16	The product should provide dedicated functionality for testing the accessibility of content created within the system.	D
B.17	The product should provide the ability for users to customize the way functionality is accessed and presented based on individual needs and preferences and these customizations should be preserved between sessions. If provided, describe how?	D
B.18	The system should provide accessible and well-documented keyboard shortcuts (preferably customizable) for important functionality. List.	D
B.19	The system should provide a way for users to take notes while watching a presentation and for those notes to be time-synched with the presentation for later viewing.	D
B.20	Explain how mobile applications, if applicable, are tested for accessibility	D

7. Application & System Administration Requirements

A unit within Virginia Tech's IT department will provide centralized technical administration for this service, likely with delegated responsibilities to other units at the university. These requirements focus on this small administrative group of trusted individuals.

C.1	It is mandatory that administrators of the system can see, manage, and download all videos, regardless of the producer.	M
C.2	The Lecture Capture system must provide an admin interface to monitor ongoing recordings. This allows the admin to monitor sessions for quality.	M
	If videos are unable to be viewed while processing, The Video Content Management System must provide an interface to view the status of video processing conversions.	M
C.3	It is strongly desirable that this solution could support a level of administrator (or "manager") that grants access to some portion of a hierarchy or structure, but not other parts, thereby limiting access by role/group.	SD
C.4	Specify typical release schedule of new software versions and of patches for different hardware platforms. Explain who is responsible for installing patches, updates and releases. Does your solution allow for minor delays of up to 4 months on deploying a major upgrade?	SD
C.5	It is strongly desired that the lecture capture solution supports multiple formats for scheduling recordings. Do you allow file uploads that can schedule multiple recordings? Can recordings be setup through an API? Do you provide a web interface to set up one or more recordings on-demand?	SD
C.6	It is strongly desirable that the videos are organized in a structure that videos can be identified and marked for recoverable archiving. Describe how administrators can identify videos that are good candidates for archival, and how to recover such videos if retrieval is required.	SD
C.7	It is strongly desirable that videos can be purged from the system, typically after a period of archival. Describe how videos can be automatically purged from the system, and what capabilities the system has to alert the content owners with steps to prevent deletion.	SD
C.8	The system should provide for dynamic storage provisioning so that we cannot "run out of space".	SD

8. Technical Requirements, Core VCMS

These are the general technical requirements that should apply to all parts of the system.

D.1	The VCMS must work with seamlessly with Canvas (by Instructure) via the Learning Tools Interoperability (LTI) standard. Canvas is the Learning Management System (LMS) in use by Virginia Tech.	M
D.2	It is mandatory that the VCMS not rely solely on Adobe Flash to provide video or information to consumers of the video content; if used, the system must	M

	detect when Adobe Flash is not available and switch to an alternate playback system without user interaction.	
D.3	Our students/faculty/staff run a mixed environment with roughly 60% Windows OS and 35% Mac OS. Both must be supported.	M
D.4	It is mandatory that the solution supports all major functions in Edge (and/or Internet Explorer), Safari, Chrome, and Firefox. Any limitations or preferences for browsers should be documented and shared.	M
D.5	The VCMS must support video content using standard formats such as those produced by Apple iMovie, Windows Media Player. It is additionally desired that the solution supports other video formats such as MPEG-4, VP8/VP9, H.264, WMV, and others. List the video codecs and containers that your solution accepts for uploads, produces, and can playback. If transcoding is required and multiple copies are stored on the server, please describe.	M
D.6	Android and iOS devices must be able to play back content either through a web interface or application.	M
D.7	For "on premises" solutions, we prefer server software to run on Debian-based Operating Systems and, if a separate relational database is necessary, to run in a MySQL database environment. Other variants can possibly be supported here, but will be seen as a negative.	SD
D.8	We'd like to use our own URL. Does this solution support a "vanity" URL (a URL under the vt.edu domain name)? If this solution integrates entirely into Canvas and appears seamless to content consumers and producers, this requirement is satisfied.	SD
D.9	It is strongly desired that the video content has mechanisms to deter video copying. Please describe what steps the solution has taken to do so, if applicable.	SD
D.10	It's desirable for the solution to have additional device support/capability. Can content producers or consumers use your solution on Linux desktops, Windows Phones, on Android/iOS (or other) Tablets? Describe the known additional supported capabilities of your system.	D

9. Functional Requirements, Core VCMS

The VCMS serves as the central hub for video content produced by a variety of sources. This platform acts as a standalone application and provides integration with the Learning Management System. Users will have the ability to record videos, upload videos, edit videos (basic editing only), and manage access.

E.1	It is mandatory that the content producers can download their own videos	M
E.2	Content producers must be able to restrict access to a video playback to authenticated users of the system; for example, a teacher must be able to upload a video that is restricted to being viewable by other course members (and support personnel) only.	M
E.3	Content should, at the producers discretion, be publicly available for playback.	SD
E.4	The system should index all content via "meta data" that is searchable. This would include user supplied data (upon upload) and system provided meta data (for example, a course ID per the scheduled recording).	SD
E.5	Content producers should have ability to manage their video content including the ability to easily share the same video with another authenticated group (or "class").	SD
E.6	It is strongly desired that end-user usage of the system could be done entirely through the Learning Management System (Canvas); this solution should allow course participants to click on a course-level menu item (as enabled by the teacher) and provide an interface for playback of videos for that course.	SD
E.7	It is very desirable for the solution to interface with Canvas by adding additional buttons to the Canvas "rich content editor" which allow an instructor to insert videos into pages, modules, and/or posts.	SD

E.8	It is strongly desired that the solution allows instructors to create playlists (a series of videos to be watched in a specified order) and for this playlists to be sharable to students.	SD
E.9	It is desirable for the system to support basic video trimming (adjusting start/end time) and cutting (removing portions from the middle of a video). Full video editing capabilities are not expected.	SD
E.10	Teachers, and optionally students, should be able to add content and manage videos through a personal library; these video can then be copied or otherwise be made available to specific courses.	D
E.11	It is desirable that the solution support video conferencing or integrates with other video conferencing platforms.	D

10. Recording and Uploading pre-existing content Requirements

Video recording provides capturing mechanisms for lectures and screencasts. The solution will range from in-classroom hardware capture appliances to software-based applications that support screen recording and personal capture on computers and mobile devices. Closely tied to recording new lectures is the capability to ingest already existing content, so these are combined here.

F.1	The solution must provide a scheduling mechanism for automation of recordings on a set day/time (for class sessions). Ideally this can be done in bulk by an admin or self-service by a teacher. Describe the scheduling process and who can do which parts of the process.	M
F.2	Solution should produce (and handle for ingestion) a standards based capture file i.e. non-proprietary MP4/AAC. Please describe the acceptable file types and known limitations.	M
F.3	It's highly desirable for the solution to support uploads of recordings from WebEx, Skype, and/or Google Hangouts natively, without first requiring conversion to a different/intermediate format.	SD
F.4	It's highly desirable for the solution to support uploads of Adobe Flash videos/animations. It is further desirable if this content is converted to another format.	SD
F.5	It is highly desirable that the system supports video ingestion of 2K or 4K video.	SD
F.6	It is desirable for all roles to be able to upload content (admin, student, teacher).	SD
F.7	It's strongly desired that a capture appliance (CA) be provided (as opposed to software capture on an end user desktop/laptop). The next set of requirements, tagged with CA are only applicable if one is proposed.	SD
F.8	CA: The appliance should produce a RTMP (HLS) live stream	SD
F.9	CA: The appliance must have an html password protected interface	SD
F.10	CA: The appliance should provide real time video and audio controls	SD
F.11	CA: The appliance should capture configurable resolutions i.e. 416x234, 480x270, 640,360, 960x540, 1280x720, 1920x1080	SD
F.12	CA: The appliance should have multiple video inputs (VGA, DVI, HDMI)	SD
F.13	CA: The appliance should have balanced and unbalanced audio inputs	SD
F.14	CA: The appliance should store multiple captures and automatically manage disk space; if network connection were to drop, the in classroom experience would not be impacted as the appliance will still capture video.	SD
F.15	CA: There should be an automated workflow that takes captured video and uploads to the VCMS.	SD
F.16	Video uploads through an application programming interface ("API") is desirable	D
F.17	It's desirable that the system supports 360-degree video for ingestion.	D
F.18	The solution should provide for a software capture application for Desktop/Laptop scenarios. This should be able to capture both the screen and a camera input (two channels).	D
F.19	Solution should provide for multi-camera recording.	D

F.20	The solution should provide for RS-232 in our classrooms, i.e. Crestron control	D
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11. Video Streaming/Playback Requirements

Webcasting provides a streaming media presentation. The solution is designed to distribute a single content source to multiple listeners/viewers. It is ideal for lectures or town-hall meetings that do not require interaction with the audience. Additionally, substantial amounts of playback will be done by students on PCs or mobile devices, asynchronously.

G.1	It is mandatory that the solution is capable of video playback at 1920x1080 resolution and at least 24 fps ("1080p") when the source video was of such quality (or greater) and assuming no client computer technical or bandwidth constraints.	M
G.2	The service should have no unchangeable software-determined restrictions on the number of live event and total events (this therefore appears to be "unlimited").	M
G.3	The service should have no unchangeable software-determined restrictions on the number of simultaneous live stream events (unlimited individual channels).	M
G.4	Live streaming must be available. Please provide details of the maximum capacity of viewers your system can support. Theoretical estimates are welcome, but actual examples of supporting a thousand or more concurrent live-stream viewers are desired.	SD
G.5	It's highly desirable that the system supports video playback of 2K or 4K video.	SD
G.6	It's strongly desirable that the playback system auto-detects the appropriate video quality for playback based on the client computers technical capabilities, such as bandwidth (adaptive bitrate). Describe technical details of playback and what we can control.	SD
G.7	It's strongly desired that the end-user can select the select a streaming quality setting, which would overwrite any auto-detected settings (if applicable).	SD
G.8	It's desirable that the system supports 360-degree video for playback.	D
G.9	The video player from your solution should be easily embeddable into other applications/websites; however, allowing for admin control here (in terms of allowed domains for playback) would be helpful.	D
G.10	It's desirable that the content producer has the ability to generate a weblink that bypasses their access restrictions and allows a guest with the URL to view their video(s).	D
G.11	Advertising should be controllable for playback. The ability to go "add free", insert a "publisher/channel owners" ad, and allow the "publisher/channel" owner to charge by view or subscription are desirable. Explain advertising and/or any billing capabilities provided by the solution.	D
G.12	The service should have the ability to support and control live blogging tools	D
G.13	The service should have the ability to support and control live native chat with moderation.	D
G.14	The service should have the ability to support and control live off platform chat with moderation (FaceBook, YouTube, Twitter, etc.)	D
G.15	The service should have the ability to support and control inserted polls.	D
G.16	The service should have the ability to support and control inserted text overlays	D
G.17	The service should have the ability to support audio/video interview insertion via WebRTC.	D

12. Reporting and Analytics Requirements

H.1	It is strongly desired for the system to capture analytics on video playback when a student is watching the video through their web browser. Such analytics might include who has watched the video, who downloaded the video, and a way to determine which portions of the video are watched more or	SD
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	less frequently. Describe your solution's capabilities, if applicable. These should be available for both live events and recorded events.	
H.2	It's desirable for solution to provide for data analytics exports, hopefully using Caliper . (http://www.imsglobal.org/activity/caliper) If this isn't available, describe API access to the system in terms of analytics exports we can pull.	SD
H.3	Reports should be available to help manage disk space and data transfer usages. It is highly desirable to get a listing at multiple levels, such as for an entire branch of a hierarchy, or for individual users. Describe how an administrator might identify an individual using a vastly disproportionate amount of storage space or data transfer. Describe how an administrator might determine the data storage and data transfer usage of an entire department (or group of individuals labeled or identified as being from a specific department).	SD

13. Customer Support Requirements

I.1	Technical support should be provided with various options – 24x7x365 vs. 8x5x200 or similar. Please describe options for support provided to our technical team.	SD
I.2	The ability for Virginia Tech students or faculty to call the vendor directly for help is desired. Please describe options for support for our end users.	D
I.3	Online knowledge-bases, training videos, and similar reference materials would be helpful. Describe offerings that can help us to learn and use the products.	D

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. **Quality of Products/Services:**
Provide a detailed plan on your organization's ability to provide the services outlined in section VI. Statement of Needs. Describe your expectations of Virginia Tech should you be awarded a contract as a result of this solicitation.
2. **Qualifications and Experience:**
Provide references from at least three (3) higher education institutions of similar size or larger where you have provided similar services for a video content management system. Discuss how you implemented the program and associated implementation time. Include dates the services were provided, the client name, address and the name and phone number of the individual Virginia Tech has permission to contact.
3. **Methodology Used to Provide Services:**
Provide specific plans or methodology to be used to provide the services outlined in section VI. Statement of Needs. Provide a detailed timeline for implementation of services.
4. **Cost:**
Provide a detailed proposal for cost of services.
5. **Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:**

If your business can not be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSB website at <http://www.dmbv.virginia.gov/>.

6. The return of the General Information Form and addenda, if any, signed and filled out as required.

B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP to include;
 - a. **One (1) original and five (6) copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - b. **One (1) electronic copy** in WORD format or searchable PDF (*CD or flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Attention: Jerri L. Kemp, CPPB, CUPO
Information Technology Procurement & Licensing Solutions (MC 0214)
1700 Pratt Drive
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
 - e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	25
2. Qualifications and experiences of Offeror in providing the goods/services	20

3. Specific plans or methodology to be used to provide the services	20
4. Cost (or Price)	25
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
<hr/>	
Total	100

B. Award

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, Virginia Tech shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one Offeror has made the best proposal, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment C for sample contract form.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

IX. INQUIRIES:

All inquiries concerning this solicitation should be submitted in writing via email to Jerri Kemp, Procurement Officer, at jerri@vt.edu citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by **10:00 a.m. on August 23, 2017.**

X. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University
 Accounts Payable
 North End Center, Suite 3300, Virginia Tech
 300 Turner Street NW
 Blacksburg, Virginia 24061

XI. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website or contact the procurement officer identified in the RFP.

<http://www.procurement.vt.edu/Vendor/WellsOne.html>

XII. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <https://itpals.vt.edu/index/itprocurementsolutions/solicitations.html>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the website regularly.

XIII. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the IT Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than the IT Procurement Department representative may result in the offending Offeror's proposal being rejected.

XIV. CONTRACT ADMINISTRATION:

A. Ken McCrery, Deputy Executor Director, Technology-enhanced Learning and Online Strategies (TLOS), at Virginia Tech or his/her designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.

B. The Contract Administrator, or his/her designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his/her designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XV. CONTROLLING VERSION OF SOLICITATION:

The PDF version of the solicitation and any addenda issued by Virginia Tech IT Procurement is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech IT Procurement. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVI. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVII. ATTACHMENTS:

Attachment A - Terms and Conditions

Attachment B - Sample of Standard Contract Form

Attachment C - Zone Map for Cooperative Contracts

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

Reference:

http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_07012017.pdf

ADDITIONAL TERMS AND CONDITIONS

- A. ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
- B. AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
- C. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- D. CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
- F. IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____
Name of Bidder or Offeror Due Date Time Due

Street or Box No. Solicitation Number

City, State, Zip Code Solicitation Title

Name of Procurement Officer: _____

Please note that USPS is delivered to a central location and is not delivered directly to Information Technology Procurement. Allow extra time if sending proposal via USPS. It is the vendor's responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Attn: Jerri L. Kemp, CPPB, CUPO
Information Technology Procurement (MC 0214)
1700 Pratt Drive
Blacksburg, Virginia 24061

The Offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

G. NOTICES: Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address:

If to Contractor: Address Shown On RFP Cover Page
Attention: Name of Person Signing RFP

If to Virginia Tech:

Virginia Polytechnic Institute and State University
Attn: Jerri L. Kemp, CPPB, CUPO
Information Technology Procurement (MC 0214)
1700 Pratt Drove
Blacksburg, Virginia 24061

and

Virginia Polytechnic Institute and State University
Attn: Ken McCrery
Technology-enhanced Learning and Online Strategies (TLOS)
620 Drillfield Drive
Torgersen Hall, Room 1220C (MC 0292)
Blacksburg, Virginia 24061

H. SEVERAL LIABILITY: Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

SPECIAL TERMS AND CONDITIONS

- A. ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf
- C. CRIMINAL CONVICTION CHECKS:** All criminal conviction checks must be concluded prior to the Contractor's employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. Virginia Tech reserves the right to audit a contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If at any time during the term of the contract Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee's access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.

D. INSURANCE:

By signing and submitting a Proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- A. Worker's Compensation - Statutory requirements and benefits.
- B. Employers Liability - \$100,000.00
- C. General Liability - \$1,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
- D. Automobile Liability - \$500,000.00
- E. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.
- F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from

bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

E. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

F. PROPOSAL ACCEPTANCE PERIOD: Any Proposal received in response to this solicitation shall be valid for (90) days. At the end of the (90) days the Proposal may be withdrawn at the written request of the Offeror. If the Proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

G. REFERENCES: In accordance with section VII.A.2. Offerors shall provide a list of at least three (3) references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

	ORGANIZATION CONTACT PERSON	ADDRESS	TELEPHONE #
1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____

H. SPECIAL OR PROMOTIONAL DISCOUNTS: The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

I. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

ATTACHMENT B

SAMPLE CONTRACT FORM

**Standard Contract form for reference only
Offerors do not need to fill in this form**

VIRGINIA POLYTECHNIC INSTITUTE & STATE UNIVERSITY
STANDARD CONTRACT

Contract Number: _____

This contract entered into this ____ day of _____ 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

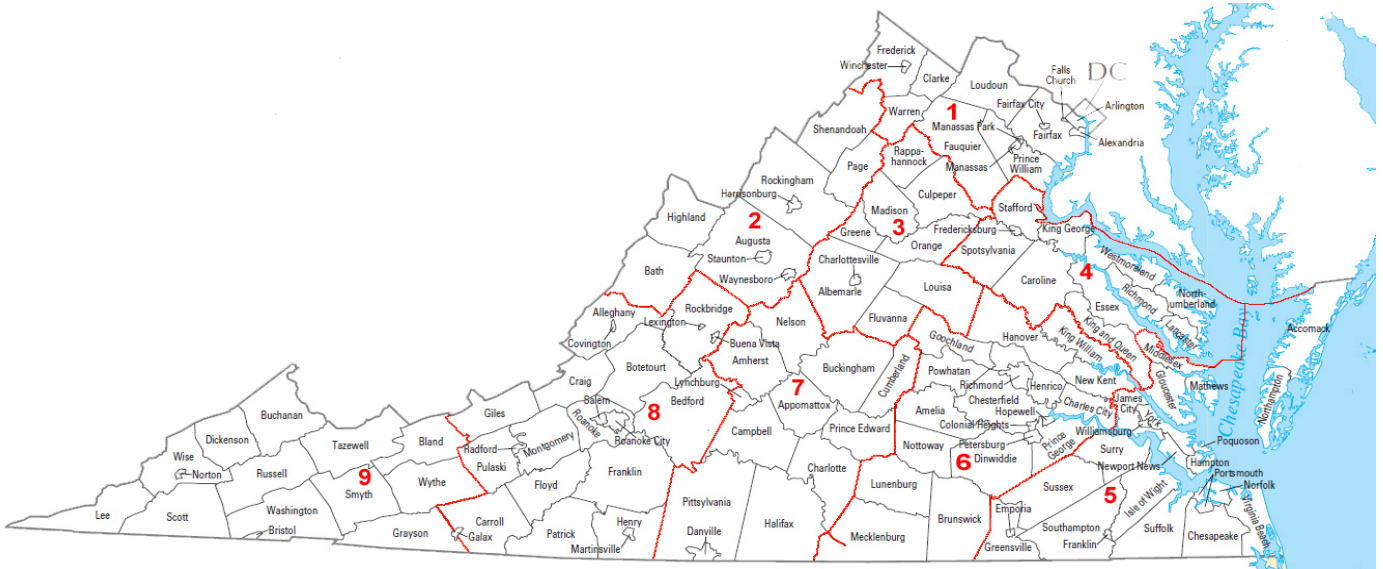
CONTRACT DOCUMENT: The Contract Documents shall consist of this signed contract, Request For Proposal Number _____ dated _____, together with all written modifications thereof and the proposal submitted by the Contractor dated _____ and the Contractor's letter dated _____, all of which Contract Documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor:	Virginia Tech
By: _____	By: _____
Title: _____	Title: _____

ATTACHMENT C

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP) List of member institutions by zones

Zone 1

**George Mason University
(Fairfax)**

Zone 4

**University of Mary Washington
(Fredericksburg)**

Zone 7

**Longwood University
(Farmville)**

Zone 2

**James Madison University
(Harrisonburg)**

Zone 5

**College of William and Mary
(Williamsburg)
Old Dominion University
(Norfolk)**

Zone 8

**Virginia Military Institute
(Lexington)
Virginia Tech (Blacksburg)
Radford University
(Radford)**

Zone 3

University of Virginia (Charlottesville)

Zone 6

**Virginia Commonwealth University
(Richmond)**

Zone 9

University of Virginia - Wise (Wise)