



SEDGWICK COUNTY, KANSAS

FINANCE DEPARTMENT

DIVISION OF PURCHASING

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<http://www.sedgwickCounty.org/finance/purchasing.asp>

REQUEST FOR INFORMATION

17-2043

Sedgwick County Communications

Broadcasting Provider

1.0 Description

1.1 Sedgwick County (County) Communications is seeking technical and budgetary information to provide live “over the air” television production and coverage, closed captioning services and provide the live feed to the County personnel to make live online coverage of the Board of Sedgwick County Commission (BoCC) meetings.

1.2 THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the County to contract for any supply or service whatsoever. Further, the County is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that the County will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party’s expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be posted on the County’s website <https://ssc.sedgwickCounty.org/RfbRfp/>. Interested offerors may send an e-mail to Paul.Regehr@sedgwick.gov including all contact information and list all products and services offered to be added to any future bid lists and receive an e-mail notification of the release of any related solicitations, however it is strongly advised to monitor the above site for additional information pertaining to this requirement.

2.0 Background

County desires a television station (station) to provide live “over the air” television production and coverage, closed captioning services and provide the live feed to the County personnel to make live online coverage of the Board of Sedgwick County Commission (BoCC) meetings.

"Regularly scheduled meetings" means those scheduled Board of Sedgwick County Commission meetings that begin every Wednesday at 9:00 A.M. and generally conclude no later than 12:00 noon the same day.

The BoCC does not hold a regularly scheduled meeting on the last Wednesday of each month and accordingly does not need broadcast support nor closed captioning on the last Wednesday of each month. The County has exclusive rights to the broadcast time and closed captioning during the regularly scheduled meetings.

3.0 Requested Information

The County would like to receive detailed technical capability and estimated budgetary information for the project described herein. Information provided should include, but not be limited to:

Outline of the production and broadcast method and necessary technical specifications.

Method for making the broadcast available for County employees to put online.

Estimated audience reach for over the air broadcast.

Broadcasting of Regularly Scheduled Meetings

Per hour charge with a two-hour minimum time period for regularly scheduled meetings during the time of the agreement. All time broadcast in excess of two (2) hours per meeting shall be pro-rated to the nearest quarter hour based on the hourly rate. This includes all production and broadcast charges.

Closed Captioning

Per hour charge with a two-hour minimum time period for regularly scheduled meetings during the time of the agreement. All closed captioning in excess of two (2) hours per meeting shall be pro-rated to the nearest quarter hour based on the hourly rate stated herein.

Installation and Start-up Costs

Provide costs for equipment and installation charges.

All technical and budgetary information shall be clearly marked as Section 2 of your submittal.

4.0 Responses

4.1 Interested parties are requested to respond to this RFI electronically to Paul Regehr.

4.2 Responses in Microsoft Word or Adobe PDF format are **due no later than January 31, 2018 by 5:00pm CDT**. Responses shall be submitted **via e-mail only** to Paul.Regehr@sedgwick.gov. Subject line should read **“RESPONSE TO RFI 17-2043”**. Proprietary information, if any, should be minimized and **MUST BE CLEARLY MARKED**. Please be advised that all submissions become County property and will not be returned.

4.3. Section 1 of your submittal shall provide administrative information, and shall include the following as a minimum:

4.3.1. Name, mailing address, e-mail address, phone number, and fax number of designated point of contact.

4.3.2. Experience with similar projects, preferably government organizations.

4.3.3. Recommendations for preparing a Request for Proposal, any suggestions based on past experience working on previous implementations.

5.0 Industry Discussions

County representatives may or may not choose to meet with potential offerors. Such discussions would only be intended to get further clarification of potential capability to meet the requirements.

6.0 Questions

Questions regarding this RFI shall be submitted in writing by e-mail to the Purchasing Agent as listed above in Section 4.2. Verbal questions will NOT be accepted. Questions will be answered to the best of the ability of County staff. The County does not guarantee that questions received after January 15, 2018 will be answered.

7.0 Summary

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify capabilities and budgetary estimates for a turnkey data management system. The information provided in the RFI is subject to change and is not binding on the County. The County has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become County property and will not be returned.

A handwritten signature in black ink, appearing to read "Paul Regehr", with a stylized flourish at the end.

Paul Regehr