



**CITY OF MILWAUKIE**  
*Office of the City Recorder*

**Request for Proposals (RFP) for Government and Public Access Services**

**Issued: May 10, 2016**  
**Due Date: June 3, 2016 at 3:30 p.m.**

## **PURPOSE**

The City of Milwaukie is seeking proposals from individuals and organizations to provide government and public access services to the City and its residents.

**Proposals will be accepted until June 3, 2016 at 3:30 p.m., and should be identified as “Public/Government Access Services” and be submitted in pdf format via email, in person, or by U.S. Postal Service to:**

**Pat DuVal**  
**Milwaukie City Hall**  
**10722 SE Main Street**  
**Milwaukie, OR 97222**  
**[duvalp@milwaukieoregon.gov](mailto:duvalp@milwaukieoregon.gov)**  
**Questions: 503-786-7502**

**An on-site tour of the City’s audio visual equipment and meeting facilities will be held on May 23, 2016, at 10 a.m. at Milwaukie City Hall at 10722 SE Main Street.**

Anticipated start date for selected contractor(s) would be the week of **June 27, 2016.**

## **BACKGROUND**

Currently, the City of Milwaukie (the “City”) contracts with Willamette Falls Media Center (WFMC) to operate and maintain its Public and Government Access programs. The City’s current agreement with WFMC for both these services expires on **June 30, 2016.**

The feed for the City’s government access channel (channel 30) is currently housed at the WFMC studio site in Oregon City. When it becomes necessary, the City will take responsibility for relocating the feed to City Hall, in Milwaukie, or to another location recommended by the future contractor. Regular and consistent monitoring of the City’s public and government channel broadcasts is an important element of these services.

In addition to broadcasting public and government access programs on Cable channel 30, the City posts its government meeting videos on the City website. Some familiarity with the Granicus content delivery platform will be helpful to prospective contractors.

## **SCOPE OF SERVICES**

### **Public Access**

1. Provide residents of the City with full access to a studio to produce and edit television (TV) programs for showing on the public access channel. Maintain videography equipment and schedule equipment rentals for use by residents.
2. Allow residents of the City to cablecast programs on public access channels.
3. Assist City residents in producing, editing and broadcasting reader board notices.
4. Provide residents with full access to education and training for media production classes.
5. Maintain accessibility of services to City residents by:
  - a. Scheduling, monitoring, and maintaining editing and production facilities and studio.
  - b. Monitoring equipment and performing maintenance as needed.
  - c. Managing and coordinating cablecast of programming on the public access channel, according to an established cablecast schedule.

### **Government Access**

1. Provide the City with a videographer to operate City-owned, on-site audio/video equipment located at City Hall (10722 SE Main Street) for a total of 60 meetings per year or an equivalent, including:
  - a. Twenty-four (24) Council meetings per year, two (2) per month held on the first and third Tuesdays, typically running from 4 p.m. to 9 p.m.;
  - b. Twenty-four (24) Planning Commission meetings per year, two (2) per month held on the second and fourth Tuesdays, typically running from 6 p.m. to 10 p.m.; and
  - c. Twelve (12) Council Study Session meetings per year, one (1) per month held on the third Thursdays, typically running from 6 p.m. to 9 p.m.
2. Produce audio/video media copies of meetings as needed.
3. Maintain and keep current public messages on a video bulletin board on the government access channel.
4. Ensure quality audio/video output of broadcasts on the government access channel.
5. Coordinate, develop, maintain and manage the programming and playback of an established schedule for all programs and meetings.
6. Work with City staff and cable provider (Comcast) to coordinate selection and purchase (with City funds) of appropriate cablecast equipment to enhance the audio/video quality.
7. Monitor City-owned equipment and perform basic maintenance as needed.
8. Transport media to off-site broadcast feed locations, as necessary.
9. Be on call and available by phone within one hour to troubleshoot playback errors.
10. Provide on-call videography and production services (for additional special meetings) at an hourly rate to be specified by the contractor.

## **PROPOSAL FORMAT**

*A signed copy of each proposal is required from each proposer.* Please keep the number of pages for your submittal to 5 pages or less.

The proposal should consist of the following elements:

- **Description of Organization:** state full name and address of individual or organization; include 501(c)(3) status and current State of Oregon designation and identity number, if applicable; if 501(c)(3) status is pending provide approximate date of formal approval.
- **System Concept and Solution:** define, in detail, your understanding of the tasks presented in the Scope of Work section of this RFP and your proposal for completing each one.  
*Please note whether your proposal applies to Public or Government Access, or both, and whether you would be able to provide the proposed services by June 27, 2016; if not, specify when you would be able to begin service provision.*
- **Program Management Structure:** provide a general explanation or chart which specifies project leadership and reporting responsibilities; identify how leadership will interface with the City contact and other project partners; include names and qualifications of all professional personnel who will be assigned to this project; state the primary work assigned to each person and the percentage of time each person will devote to this work.
- **Prior Experience:** describe your relevant experience or that of your organization and individual experience for personnel who will be actively involved in this project.
- **Authorized Negotiator:** include name, address, email address, and telephone number of person in your organization authorized to negotiate contract terms and render binding decisions on contract matters.
- **Budget:** provide a budget for the services you plan to provide; if your proposed budget exceeds the available budget allocations described below, specify which service elements the City might consider eliminating or modifying to stay within the approved budget.

## AVAILABLE FUNDING

### Public Access Funding

Government and public access funding for the 2017-2018 biennium is \$170,000 and covers costs including education grants, materials and services, and capital outlay.

## CONTRACT

Successful applicants will be asked to sign a Personal Services Agreement (PSA) with the City. A sample agreement is attached; as noted in the PSA, the City will require specific levels of insurance, a Milwaukie business registration, and a tax identification number.