

**Minnesota House of Representatives**  
REQUEST FOR INFORMATION  
FOR  
TELEVISION PRODUCTION, DISTRIBUTION AND MEDIA MANAGEMENT SOLUTIONS

**INTRODUCTION**

**SECTION 1. PURPOSE**

The Minnesota House of Representatives (House) is issuing this Request for Information (RFI) regarding the design, purchase and installation of television production, distribution and media management solutions to assist the House in fulfilling its responsibilities to provide legislators, staff, the media and the public with public information. Responses to this RFI will be used to familiarize the House with products, solutions and firms that are competent to provide the products and services outlined in "Attachment A."

**SECTION 2. CONDITIONS OF RFI**

The issuance of this RFI constitutes exclusively an invitation to submit information to the House. Any information submitted as provided herein shall not be construed as an official and customary Request for Proposal, Request for Bid or an offer for a future binding contract.

Nothing in this RFI should be construed to imply an obligation of any kind by the House. At its sole and absolute discretion, the House may decide to further pursue one or more solutions by methods including, but not limited to: soliciting further information from one or more potential vendors; issuing a Request for Proposal or Request for Bid as the House shall deem appropriate; soliciting information from non-responding vendors with or without reference to this RFI; or taking no action at all. The House reserves the right to evaluate, use and determine, in its sole and absolute discretion, whether any aspect of any Responder's information satisfies the purpose and intent of the RFI.

Under no circumstances shall the House have any liability to any Respondent for any cost incurred in connection with this RFI or otherwise. The House is not obligated to respond to any Respondent's information nor is it legally bound in any manner whatsoever by the submission of information.

The House intends to make all information in the responses available to the public shortly after the deadline for submitting responses. A Responder should not submit information that it does not want to become public. Respondents agree, as a condition of submitting information, that the House will not be held liable or accountable for any loss or damage that may result from the House's public disclosure of information contained in a response.

The House reserves the right to accept or reject late responses at its sole discretion. The House reserves the right to cancel or amend this RFI at any time, either in part or in its entirety, and will notify all known RFI Responders accordingly. The House further reserves the right to extend the RFI due date. If a Responder needs an extension of time to prepare their submission, a written or e-mail request should be submitted no later than seven (7) days prior to the due date of this RFI to the contact listed in Section 5.5. The House reserves the right to extend the submission deadline at the sole discretion of the House and not at the mere request of the Responder. The Responder will be notified of the House's decision by letter or email.

Upon receipt and evaluation of qualified responses, the House may publish a Request for Bid related to the design, purchase and installation of solutions that may assist the House in fulfilling the intent of the project(s).

### **SECTION 3. NOTICE OF LIMITATIONS ON AVAILABLE RESOURCES**

As a consequence of the current economic environment in Minnesota and the resulting fiscal/budgetary constraints:

- No funds have been appropriated or committed for the project(s). It is unknown if or when any funds will be available.
- There may be limitations on resources for additional legislative staffing, if any, required for utilization, operation or maintenance of any technology that may be deployed by the House, if ever, as a consequence of this RFI.

### **SECTION 4. INFORMATION REQUESTED**

The Responder should provide responses to the information requested in Section 5.2 and “Attachment A.” The House intends to make all information in the responses available to the public shortly after the deadline for submitting responses. A Responder should not submit information that it does not want to become public.

### **SECTION 5. RFI SUBMISSION INSTRUCTIONS**

#### **5.1 KEY DATES**

<b>KEY ACTIVITY</b>	<b>DEADLINE</b>
Request for Information issued	Monday, June 4, 2012
Written questions due	Friday, June 15, 2012 5:00 p.m. (CT)
Responses to written questions posted online	Wednesday, June 20, 2012 5:00 p.m. (CT)
Informational meeting/on-site tour	Friday, June 22, 2012 9:30 a.m. (CT)
Request for Information responses due	Monday, July 2, 2012 5:00 p.m. (CT)
Presentations by Responders/demos (if applicable)	Monday, July 9, 2012 (To be determined)

#### **5.2 SUBMISSION FORMAT**

Responses to this RFI must consist of all of the following components:

• **Description of the Responding Organization:**

- Brief history of the organization.
- Experience and examples of past work relevant to the scope of work described in this RFI. Describe the organization’s experience with similar designs, equipment and installations, including experience with other large organizations, especially including other states or major local governments.
- Skill and experience of the staff that would be involved in implementing such a project(s), either during the development phase or on an on-going basis.
- Identification of a project manager with experience in planning and execution of the proposed services.

- Provide a brief overview of possible service/maintenance agreements, and include a description of the process involved in providing hardware or software support.
- Provide a brief overview of electronic and/or telephone access to resources for troubleshooting and user support.

• **Description of Proposed Deliverables and Scope of Work:** The Responder should describe the scope of work the organization is prepared to provide. If the Responder is unable to provide the full scope of work as contemplated in this RFI, Responder must delineate the specific services and functionality that the organization is prepared to provide, and suggest approaches to achieve the additional deliverables excluded from the response. Specific functions to be addressed are set forth in “Attachment A.”

• **Implementation Plan:** The Responder should detail how the project(s) would be carried out and completed in an effective and efficient manner, including:

- Who would be involved.
- Estimated timeframes for: Completion of phase #1; completion of phases #1 and #2; and completion of phases #1, #2 and #3.
- Any anticipated training that would be required for House staff in relation to project or equipment.

• **Pricing / Budget Information:**

- Responder should provide detailed list pricing for solution components, if available, clearly describing the elements included in each price component.
- Responder should provide detailed pricing for installation, if available, clearly describing the elements included in each price component.
- The House is interested in leasing options, if possible, for any elements of the proposed project(s).

### 5.3 INFORMATIONAL MEETING / ON-SITE TOUR

Entities interested in responding to this RFI may attend an on-site informational meeting for a tour of the facilities and an overview of the project(s). Questions regarding the project(s) or this RFI may be asked by attendees. Attendance at this meeting is strongly encouraged.

The informational meeting/on-site tour will be held:

Friday, June 22, 2012  
 9:30 a.m. (CT)  
 State Capitol Room 118  
 100 Rev. Dr. Martin Luther King Jr. Blvd.  
 St. Paul, MN 55155-1298

### 5.4 QUESTIONS

In order to provide the best information possible to all Respondents, questions regarding the project(s) or RFI should be submitted by electronic mail or in writing. We encourage questions be submitted in advance of the informational meeting/on-site tour. Please submit them by 5:00 p.m. (CT), Friday, June 15, 2012, to the contact listed below. No other House staff is authorized to accept or respond to questions. Telephone inquiries will not be accepted.

Minnesota House of Representatives  
175 State Office Building  
100 Rev. Dr. Martin Luther King, Jr., Blvd.  
St. Paul, MN 55155-1298  
Attention: Barry LaGrave, Director, House Public Information Services  
barry.lagrave@house.mn  
Fax: 651-297-8135

Questions and responses that pertain to all Responders or that materially affect the RFI will be issued as an Addendum, and will be posted on House Public Information Services' Request for Information website at [www.house.leg.state.mn.us/hinfo/RFI.asp](http://www.house.leg.state.mn.us/hinfo/RFI.asp) by 5:00 p.m. (CT), Wednesday, June 20, 2012.

## **5.5 DEADLINE FOR SUBMISSION OF RFI**

The House must receive responses no later than 5:00 p.m. (CT), Monday, July 2, 2012, at the following address:

Minnesota House of Representatives  
175 State Office Building  
100 Rev. Dr. Martin Luther King, Jr., Blvd.  
St. Paul, MN 55155-1298  
Attention: Barry LaGrave, Director, House Public Information Services

Responders must submit one (1) original and three (3) paper copies of their response together with an electronic PDF copy on computer disk. All materials submitted related to this RFI will become property of the Minnesota House of Representatives and will not be returned.

Responses should be prepared in such a way as to provide a straightforward, concise explanation of proposed solutions. Published materials to support your response to the RFI may be included with your response. If demonstration media of your proposed product is available, submit them with your response. Demonstration or presentation of your proposed solution may be required.

Complete responses by Respondents will be available for viewing at the State Office Building by sending a written request to the contact listed in section 5.4.

## **5.6 ADDENDA**

The House reserves the right to add, change, or delete any provision or statement in the RFI at any time prior to the requested due date. If it becomes necessary to revise any part of the RFI, addenda will be posted on House Public Information Services' Request for Information website at [www.house.leg.state.mn.us/hinfo/RFI.asp](http://www.house.leg.state.mn.us/hinfo/RFI.asp)

**End of Introduction  
"Attachment A" follows**

# “ATTACHMENT A”

## SCOPE OF WORK

The Minnesota House of Representatives seeks to establish comprehensive technology solutions that will allow the House to effectively and efficiently create, distribute and manage audio, video, data and media in order to provide the public with information about, and access to, legislative activity.

Because of the possible scope of these projects and their anticipated order of implementation, this “Scope of Work” is detailed into three (3) anticipated project phases:

- PHASE #1:** Television camera replacement - House Chamber  
Signal distribution
  
- PHASE #2:** Television camera replacement - committee room(s)  
Audio/video/data signal router
  
- PHASE #3:** Television graphics upgrade  
House-wide media asset management system; digital recorder/server  
Secondary television production control room

It is critical that the design and installation of all of the phases, and specific elements within each phase, allow for the smoothest possible integration. The House is willing to consider options that incorporate one or more specific elements into a single system (i.e. a single system that meets signal distribution and signal router needs, a single system that meets media asset management and digital recorder/server needs, etc.)

While the House anticipates proceeding through the phases in the order listed above, the House may decide to: change the order of the phasing; implement one, two or all three phases at a time; or implement only specific elements of individual phases.

The timeline of implementation of these projects or their elements have not been determined. If any implementation was to take place in Calendar Year 2012, it would likely be that of Phase #1. If so, the intention would be that Phase #1 would be fully completed by November 1, 2012.

# “ATTACHMENT A”

## PHASE #1

### **Television camera replacement - House Chamber**

Replace three (3) television cameras and the camera-related signal processing in the House Chamber located in the State Capitol.

Minimum requirements include:

- Three (3) cameras that produce HD/SD broadcast quality signals. It is the intention that these cameras be capable of using existing Fujinon A16x9BRM-28 lenses which are currently modified by VITEC for robotic control.
- Design and operability of cameras shall be for 10 years minimum life.
- Cameras will be connected to local camera control units (CCUs) within 100 meters that provide all power, control and signal distribution.
- Cameras will be connected to the CCUs with high quality interconnect components suitable for National Fire Protection Association plenum standard. The connection at the camera must be durable and flexible enough to be trouble free over its lifetime, and should expect multiple future camera replacements.
- The CCUs will be located within an enclosed and secure rack containing air handling, UPS power and an engineering test station to monitor the Chamber portion of the signal distribution system.
- Cameras will be controlled by remote control units (RCUs) located in television control room utilizing IP technology. Additional interface components will be required in the television control room.
- Power and control of Vinten Radamec pan-and-tilt robotic heads to remain as is. Rack spacing will be required for Vinten system upgrades or replacements (8 RU, 450 watts).

# “ATTACHMENT A”

PHASE #1 (continued)

## **Signal distribution**

Install signal distribution technology in order to distribute audio, video, data, communication, control and other signals bi-directionally within the State Capitol, and between the State Capitol and State Office Building as follows:

- between the House Chamber and a State Capitol signal distribution hub;
- between a State Capitol signal distribution hub and the television production control room(s);
- between a State Capitol signal distribution hub and a State Office Building signal distribution hub. (The State Office Building signal distribution hub would be required if the “Television camera replacement - committee room(s)” from Phase #2 was implemented.)

Minimum requirements include:

- Primary interconnections between camera, hub and control room locations shall be single mode fiber optic cable.
- Primary interconnection will be for HD/SD serial digital video.
- A fiber optic IP system shall be established to provide the highest bandwidth and interconnection speeds to facilitate future media asset management system needs utilizing a controlled network by Cisco equipment.
- Signal path between the House Chamber and State Capitol signal distribution hub shall be a minimum of 10 video paths and an IP network.
- Signal path between State Capitol signal distribution hub and the television production control room(s) shall be a minimum of 20 video paths and IP network.
- Signal path between State Capitol signal distribution hub and State Office Building signal distribution hub shall be a minimum of 20 video paths and IP network.
- State Capitol signal distribution hub shall consist of passive fiber optic connectors, a network connection and a connection for tying into the State Office Building and state fiber network (allowing for connection to MPTA, our public television broadcast provider.)
- State Capitol signal distribution hub shall include fiber-to-SDI connection to and from the Minnesota Senate’s television facilities.
- Signal distribution hubs shall be available for use for any and all phases instituted or anticipated.

# “ATTACHMENT A”

## PHASE #2

### **Television camera replacement - committee room(s)**

Replace four (4) television cameras and the camera-related signal processing in each of up to three (3) committee rooms in the State Office Building: specifically rooms 5, 10 and 200.

Minimum requirements include:

- Three (3) main cameras in each room that produce HD/SD broadcast quality signals. It is the intention that these cameras be capable of using existing Fujinon A16x9BRM-28 lenses which are currently modified by VITEC for robotic control.
- One (1) camera in each room that produces a HD/SD broadcast quality signal. This camera does not have robotic capabilities, serves only as a fixed wide shot of a committee table and can be a lower cost/local control camera. (The existing cameras are SONY DXC-950 3CCD Power HAD cameras which utilize Canon YH18x6.7 KRS-A SY14, 6.7-121mm 1:1.4 BCTV zoom lenses.)
- Design and operability of cameras shall be for 10 years minimum life.
- The three (3) main cameras will be connected to local camera control units (CCUs) within 100 meters that provide all power, control and signal distribution.
- Cameras will be connected to the CCUs with high quality interconnect components suitable for National Fire Protection Association plenum standard. The connection at the camera must be durable and flexible enough to be trouble free over its lifetime, and should expect multiple future camera replacements.
- The CCUs will be located within an enclosed and secure rack containing air handling, UPS power and an engineering test station to monitor the committee room portion of the signal distribution system.
- Cameras will be controlled by remote control units (RCUs) located in television control room utilizing IP technology. Additional interface components will be required in the television control room.
- Power and control of Vinten Radamec pan-and-tilt robotic heads to remain as is. Rack spacing will be required for Vinten system upgrades or replacements (8 RU, 450 watts).

**“ATTACHMENT A”**  
PHASE #2 (continued)  
**Audio/video/data signal router**

Install master router capable of handling all television facility (State Capitol and State Office Building) audio, video, data, control, communications and monitoring signals.

Minimum requirements include:

- To be located in existing computer server room in the basement of the State Office Building.
- To be co-located with signal timing generator and be “0 timing point.”
- 128 X 128 with multiple output connections.
- Low operating costs and heat generation.
- Web-based control.
- Integrated multi-viewer.
- Support all video standards in and out.
- Redundant protected paths.
- Fiber optic capable.
- Ability to integrate into media asset management system as needed. Scalable capacity for expansion.
- Multiple control panels, connected by IP shall be either single channel or XY as needed.

# “ATTACHMENT A”

## PHASE #3

### **Television graphics upgrade**

Upgrade existing television graphics system to current hardware and software platform.

Minimum requirements include:

- Nearly 15,000 pages of graphics required at nearly any moment. Vizrt is the House’s established graphics system.
- This graphics configuration may be integrated into the media asset management system in order to facilitate the movement of content with no graphics or with differing levels of graphics as determined by the final use of the content.
- The design work will be at a dedicated artist station.
- Must be simply expandable to include use in Adobe Premier Pro edit suite, use by the media asset management system connected to simple editing suites, and in secondary television production control room.

# “ATTACHMENT A”

PHASE #3 (continued)

## **House-wide media asset management system; digital recorder/server**

Primary function is to ingest and propagate all House television-related content. This could include audio/video content generated by nonpartisan television staff and audio/video content generated by other House media staff. The intent is that all users would share access to content and edit system capabilities.

It is preferable, but not mandatory, that the media asset management system and the digital recorder/server be contained in one system.

Minimum requirements include:

- System must be capable of multiple simultaneous recordings and playbacks for broadcast. An absolute minimum of two channels of input, two channels of output required.
- Recordings of content will be made on a suitable near-line device and be made ready for broadcast while recording.
- Playback and time shifting of content for broadcast (individually or as a list) must be easily and quickly achievable, and easily and quickly modifiable.
- Back-up recordings must be maintained and be made to a non-magnetic recording media capable of very long recording times (10 hours or more, continuous.) Said recordings will be removable and have an expected shelf life of 50 years.
- Recordings will be of broadcast quality and readily accessible to a variety of editing systems (i.e. Adobe Premier Pro).
- A proxy recording will be provided and be able to be distributed to a wide number of internal and external users via IP protocol.
- A proxy edit system will be suitable for use on standard Windows desktop and laptop computers, and be useable by a wide number of internal users.
- Recordings will be utilized and convertible for public access via on-line archives.
- Live content may be utilized for live unicast and multicast streaming technology. It is expected that these on-line streams will be available to all popular computer formats (desktop and handheld) used now and in the future. Transition to each new format will be the responsibility of the manufacturer.
- It is possible that other House media (i.e. audio recording of committee hearings) may be stored and distributed via this system.

# “ATTACHMENT A”

PHASE #3 (continued)

## **Secondary television production control room**

The secondary television production control room will be for producing live and recorded content simultaneous to production in primary television production control room, but likely with limited staffing.

Minimum requirements include:

- May be used for live studio, live remote, or for post-production work to supplement primary television control room production or programming. May also be used for direct on-air broadcast or for webcast.
- The video switcher could be limited in the effects it provides, as most productions will be cuts-only as well as fade-to-black.
- The audio mixer could be limited in the effects it provides; audio could be combined with video switcher for ease of use.
- Graphics will be identical to that used in primary television production control room and share in its database.
- Camera control will be by remote control units (RCUs) via IP technology.
- Camera robotic control will be via IP technology to existing Vinten pan-and-tilt system.
- House television audio/video/data signal router will provide all sources to secondary television production control room.
- Monitor displays may be routed multi-display technology.
- Recording and limited playback will utilize media asset management system.
- CD player will provide transition music.
- This secondary television production control room is intended to be compact, and should fit into small office space in the State Capitol or the State Office Building.

**- End of Attachment A -**