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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 7, 2013

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK, STATE OF ILLINOIS

HOSTED MASTER CONTROL AND TRAFFIC BROADCAST OPERATIONS
TWIN CITIES PUBLIC TELEVISION, INC.
WYCC PBS CHICAGO
KENNEDY-KING COLLEGE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Twin Cities Public Television, Inc. (TPT-JMC) to provide off-site hosting facilities and related professional services for a five year period from March 1, 2014 through February 28, 2019, at a total cost not to exceed \$1,755,000.

VENDOR: Twin Cities Public Television, Inc.
172 East 4th Street
St. Paul, Minnesota 55101

USER: WYCC PBS Chicago

TERM:

The term of this agreement shall commence on March 1, 2014 and will continue through February 28, 2019.

SCOPE OF SERVICES:

Twin Cities Public Television, Inc. will provide WYCC with off-site hosting facilities and associated services that pertain to WYCC's master control and traffic operations. TPT-JMC will design and implement a Hosted Master Control and Traffic Broadcast Operations solution to include migration, sustained operations, training and support. The facilities will provide a hosted Master Control and Traffic system, Support and Administrative Services solution for on-going broadcast related services. It is anticipated that the project will be completed by March 1, 2014.

BENEFIT TO CITY COLLEGES OF CHICAGO:

This solution will enable WYCC to continue to reduce operational and capital costs while retaining all services and channels that are currently aired. The provider will have a service level that meets or exceeds 99.99% availability and reliability, 24x7x365. The provider will perform all day-to-day monitoring, media ingest, live video switching and perform maintenance procedures on critical Master Control equipment in accordance with industry best practices and/or software/hardware provider recommendations including, but not limited to third-party software updates and release upgrades, service packs, security patches and fixes.

DELIVERABLES:

TPT-JMC will provide as follows from March 1, 2014 through February 28, 2019:

1. Provide an off-site facility to WYCC for all master control operations to keep the multiple channels on the air with 99.99% on-air availability/reliability.
2. Provide for growth as required by WYCC.
3. Provide local media storage and disaster recovery for programs and critical data.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Staff and a Request for Proposal (RFP) #MWJ1312 was publicly advertised on September 3, 2013. Seven (7) companies were contacted. Four (4) companies attended a pre-bid walkthrough meeting at WYCC on September 10, 2013. Three (3) companies responded to the RFP on September 19, 2013: Twin Cities Public Television, Inc. (TPT-JMC), Westar Satellite Services, L.P. and Encompass Digital Media, Inc.

All qualifications were reviewed, evaluated and ranked by staff which included Office of Development, Office of Infrastructure, WYCC PBS Chicago, Procurement Services and Office of MBE/WBE Contract Compliance.

The evaluation criteria included:

1. Qualifications and experience of the firm;
2. Proposer's plan of action for the execution of the requested services;
3. Past experience with similar services for educational institutions and governmental entities;
4. Fees in relation to the Scope of Services; and
5. M/WBE compliance

Based on the evaluation scoring of the proposal, the committee recommends Twin Cities Public Television, Inc. based on their proposal and solution.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above referenced agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services (off-site hosting) and the absence of direct subcontracting opportunities. Additionally, due to the technical nature of the service and no associated local operations, there are no opportunities for indirect participation.

GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable Provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year.

FINANCIAL:

Total FY14 – FY19: \$1,755,000

Charge to: WYCC

Source of Funds: Capital Funds (WYCC Facilities Improvement)

FY14-FY19: 92015-8005031-530000-70000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

November 7, 2013 – WYCC – Kennedy-King College