



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

BUYER: Ohara 2nd, John F
 PHONE #: 401-574-8125

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 URI ACCOUNTS PAYABLE
 CARLOTTI ADMINISTRATION BLDG
 75 LOWER COLLEGE ROAD, SUITE 1
 KINGSTON, RI 02881
 US

CREATION DATE : 10-APR-15
 BID NUMBER: 7549490
 TITLE: Audio Visual Services for the URI Commencement,
 May2015, URI
 BLANKET START : 01-MAY-15
 BLANKET END : 31-MAY-15
 BID CLOSING DATE AND TIME:30-APR-2015 02:00:00

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 URI SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

Requisition Number: 1409241

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>Blanket Requirement: May 1, 2015 - May 31, 2015.</p> <p>Audio Visual Services for the URI Commencement being held May 16th and 17th, 2015.</p> <p>There will be a MANDATORY Pre-Bid Conference held at: University of Rhode Island Alumni Center, 2nd Floor Conference Room 73 Upper College Road Kingston, RI 02881.</p> <p>Date: 4/21/15 at 10:00 AM</p> <p>Questions concerning this solicitation must be received by the Division of Purchases at: john.ohara@purchasing.ri.gov no later than April 23, 2015 at 12:00 Noon (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ# 7549490 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.</p> <p>Audio Visual Services for URI Commencement, May 2015. Vendors must complete the attached "Attachment A" by completing the Unit Price column. (20 line items)</p>	1.00	Total		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

Undergraduate Commencement

Audiovisual Specifications

The University of Rhode Island is seeking an audiovisual event support contractor to provide production services for the Undergraduate Commencement Exercises. These Exercises consist of an all-weekend series of events, held across the Kingston Campus, and are expected to draw an audience of twenty thousand people. Audiovisual production support is critical to the success of this event, and the University is seeking a contractor with sufficient inventory access and personnel expertise in the following fields:

- Outdoor and Indoor sound reinforcement
- Outdoor video screens
- AV Electronic Field Production (EFP) and Image Magnification (IMAG) services
- On-site closed caption encoding
- IP-based video distribution

The successful Contractor is required to furnish a full complement of technical crew members, who will provide a variety of event support services, including video and audio production. Due to the large audience and high visibility of these ceremonies, the Contractor is also required to provide on-site technical troubleshooting, spare equipment, and repair capacity for the duration of all technical operations. The contractor shall be prepared to address unexpected technical problems, including (but not limited to) equipment failures during the production of the event.

All contractors bidding on this proposal will attend a pre-bid conference, to address any specific technical questions or requirements in an open forum. The successful contractor will attend a series of meetings with different University personnel. The annual undergraduate commencement exercises require considerable planning across a variety of departments to ensure that all public safety, physical access, security, utility, and technical issues are understood and addressed. These meetings will include representatives of various URI technical service departments, who will coordinate access to utilities such as electrical service and network access, as well as the individual facility management personnel for each venue.

Due to the large amount of setup required for the weekend, equipment load-in, installation, and testing will begin on Saturday. The load-in and testing schedule must accommodate ceremonies that are held on Saturday, therefore, any venue hosting a ceremony shall be prioritized. Setup and testing for all indoor venues shall be complete by no later than 5:00PM on Saturday, unless an earlier per-venue deadline to accommodate a Commencement-related ceremony is specified. This setup deadline includes demonstration of the system to a URI

representative, and the URI representative's certification of compliance with the minimum technical requirements listed in this document.

The commencement exercises span the entire weekend, and take place across multiple venues. The University is coordinating a multitude of ceremonies. Beginning on Saturday, the contractor will provide audio production and video recording for the Student Excellence Awards, held indoors in Edwards Hall. Sunday's key events include the Main Commencement ceremony, which brings the graduates and families together to hear speeches and prepared remarks from the President and invited dignitaries. Due to the large audience expected, this ceremony will be held in the main venue (either the outdoor Quad or the indoor Ryan Center, depending on weather). During the main commencement ceremony, the contractor will be providing sound reinforcement and EFP services. The contractor's EFP operations will be divided into two parts. First, the contractor must provide IMAG service to the seated audience in the main venue. Second, the contractor will provide an audiovisual feed from the EFP vehicle, which will be distributed to broadcast partners (via direct cable connection), and to satellite venues (by IP-based multicast video stream). The contractor will also record this produced audiovisual feed. Due to the audience size, the production is subject to disability accommodation requirements. This includes the use of assistive listening technology for the seated audience in the main venue, as well as the integration of closed captioning into the EFP video feed (both in-venue IMAG and the distributed and recorded AV feed).

The satellite venues will be located across campus. Every venue across campus will provide viewing of the Main Commencement ceremony. Four of these venues will be used to host additional ceremonies on Sunday, and will thus require additional technical equipment and personnel. Each selected location has a varying level of installed audiovisual equipment. The Contractor will be required to provide sound reinforcement for these ceremonies, including microphone placement and mixing for the on-stage presenters. With each bid response, the contractor will submit an option, per site, to provide IMAG services during these individual ceremonies. Two of these venues will be limited to providing viewing of the Main Commencement ceremony.

Section 1: Venue Overview

The Undergraduate Commencement Exercises are comprised of a weekend long series of events, coordinating audiences in up to seven venues across the Kingston campus. On Saturday, the annual Student Excellence Awards are presented indoors, inside Edwards Auditorium. On Sunday, the main group of ceremonies are held. The events are divided into two types – the main Commencement address, featuring scripted addresses from the President, the Provost, and invited speakers; and the individual college Commencement ceremonies, in which the graduates are awarded diplomas. The main Commencement exercises utilize two stages – the main stage, featuring the President and the rest of the platform party, as well as the band stage, with an eighty (80) piece band providing live musical accompaniment. During the individual college Commencement ceremonies, a representative of each college shall call the individual graduates on stage and present them with a diploma.

The Student Excellence Awards is held on the stage in Edwards Auditorium, beginning at 03:30 PM and expected to last approximately one and a half hours. The Contractor's event support responsibilities shall include microphone placement and mixing in addition to providing a single camera and videographer to record the proceedings. The Contractor is required to set up and test the video projection equipment on Saturday; however, the Student Excellence Awards do not need any projected slides or video.

This venue will comply with the following schedule on Saturday:

- A. 01:00 PM - Venue Sound/Picture Check Deadline**
- B. 02:30 PM - Student Excellence Awards Begin**
- C. 05:00 PM - Student Excellence Awards Estimated End Time**
- D. Tech equipment left in place after the ceremony, venue is locked overnight

Under fair weather conditions, the main venue will be the Quadrangle, which will host the main Commencement ceremony, as well as the College of Arts and Sciences ceremony. However, in the event of rain, the indoor Ryan Center will serve as the main venue. The decision to switch to the Rain Plan will be made by URI personnel, and will be made by 6AM on the day of the event.

The main venue comply with the following schedule on Sunday:

- A. 08:00 AM - EFP truck internal sound/picture check, runs bars and tone**
- B. 10:00 AM - FOH/Monitor system sound check deadline**
- C. 11:00 AM - EFP truck camera check deadline**
- D. 11:00 AM - EFP truck rolls slides, soft music on stream + Quad IMAG display**
- E. 11:00 AM - Quad IMAG screen operational**
- F. 11:00 AM - FOH system provides pre-recorded soft music**
- G. 11:30 AM - Announcer VO/caption check deadline**
- H. 12:00 AM - Announcer VO on air**

- I. **12:00 PM - WRIU feed on air**
- J. **12:30 PM - Main Entrance, Main Ceremony Begins**
- K. **02:00 PM - College of Arts & Sciences (URIAS) Commencement (Estimated Start Time)**
- L. Site strike commences immediately after the College of Arts and Sciences ceremony, and must be completed by the end of the day.

The outdoor Quad is the first choice of main venue. For this location, the Contractor shall be tasked with providing the on-stage microphones and monitoring, the sound reinforcement system, assistive listening access, and large-screen video display to service the needs of the live audience. The Contractor shall also be tasked with providing EFP services – using multiple high definition cameras, additional audio elements, pre-recorded elements, and closed captions - to prepare an audiovisual recording and live feed of the event. The Contractor shall interface with the URI computer network to distribute this feed across campus, using Video over IP technology. Furthermore, the contractor is responsible for distributing this feed to selected media partners.

In the event of rain, the indoor Ryan Center will be used as the main venue. This venue has an existing sound reinforcement, assistive listening, and image magnification infrastructure. In this case, the sound reinforcement, assistive listening, and video display requirements are delegated to the Ryan Center technical personnel and infrastructure. However, the Contractor is still required to provide all EFP and recording/distribution services, including placement of cameras within the Ryan Center. Furthermore, the Contractor will need to interface with the Ryan Center sound personnel to take “splits” of microphone feeds, and place additional microphones as needed and approved by Ryan Center personnel.

Due to the large expected audience, and significant number of colleges conducting ceremonies, it is necessary to include satellite venues in the overall event planning. These satellite venues will each require different levels of technical support provided by the contractor. Some venues have pre-installed sound and video projection systems that will be made available for contractor access and interconnect during the event. During the main Commencement address, all of these satellite venues shall display the audiovisual feed generated by the Contractor’s EFP truck located at the main venue. For the rest of the day, certain satellite venues shall host individual college Commencement ceremonies.

The list of proposed satellite venues is as follows:

- A. **Edwards Auditorium.** Edwards Auditorium is an indoor venue with installed sound and stage lighting systems, as well as a motorized projection screen. This venue will comply with the following schedule on Sunday:
 - A. **10:00 AM - Venue Sound/Picture/Feed Reception check deadline**
 - B. **12:30 PM - Relay of Main Ceremony (on screen)**
 - C. **02:30 PM - College of Continuing Education (URICCE) Commencement**

- D. Site strike commences immediately after the CCE ceremony, and must be completed by the end of the day.
- B. **Mackal Field House.** This is an indoor athletics venue, configured to seat approximately 4250 people on a single level. The contractor shall provide the sound system and video projection, including screen. This venue will comply with the following schedule on Sunday:
- A. **08:00 AM - Venue Sound/Picture check deadline**
 - B. **09:00 AM - College of Human Science and Services (URIHSS) Commencement**
 - C. **10:00 AM - Main Venue Feed Reception check deadline**
 - D. **12:30 PM - Relay of Main Ceremony (on screen)**
 - E. **02:00 PM - College of the Environment & Life Sciences (URICELS) Commencement (Earliest Estimated Start Time)**
 - F. Site strike commences immediately after the CELS ceremony, and must be completed by the end of the day.
- C. **Keaney Gymnasium.** This is an indoor athletics venue, configured to seat approximately 3800 people, with floor and mezzanine level seating. The contractor shall provide the sound system and video projection, including screen. The contractor is required to provide a rear-projection based system. This venue will comply with the following schedule on Sunday:
- A. **08:00 AM - Venue Sound/Picture check deadline**
 - B. **09:00 AM - College of Engineering (URICOE) Commencement**
 - C. **10:00 AM - Main Venue Feed Reception check deadline**
 - D. **12:30 PM - Relay of Main Ceremony (on screen)**
 - E. **02:00 PM - College of Business (URICOB) Commencement (Earliest Estimated Start Time)**
 - F. Site strike commences immediately after the College of Business ceremony, and must be completed by the end of the day.
- D. **Pharmacy Quad.** This is an outdoor venue, however, a tent will be provided by a third party so the venue is usable during rain. The tent accommodates seating for 2000 people. The contractor shall provide the sound system (including assistive listening), video projector, and projection screen (including dressing kit using pipe and drape). The Contractor shall also provide theatrical lighting, to be used during the college Commencement ceremony held at this venue. This venue will comply with the following schedule on Sunday:
- A. **08:00 AM - Venue Sound/Picture check deadline**
 - B. **09:00 AM - College of Pharmacy (URICOP) Commencement**
 - C. **10:00 AM - Main Venue Feed Reception check deadline**
 - D. **12:30 PM - Relay of Main Ceremony (on screen)**
 - E. **02:00 PM - College of Nursing (URICON) Commencement (Earliest Estimated Start Time)**

- F. Site strike commences immediately after the College of Nursing ceremony, and must be completed by the end of the day.

- E. **Memorial Union.** This is an indoor venue, located at the center of campus and houses the Ram's Den cafeteria. In addition, there is an information desk which draws foot traffic. There are multiple installed video monitors located in this facility. This venue is used only as a viewing site for the Main Commencement ceremony. This venue will comply with the following schedule on Sunday:
 - A. **10:00 AM - Venue Sound/Picture/Feed Reception check deadline**
 - B. **12:30 PM - Relay of Main Ceremony (on screen)**
 - C. Site strike commences immediately after the Main Commencement ceremony, and must be completed by the end of the day.

- F. **Swan Auditorium.** This is a screening room, with installed sound and video projection systems (including projection screen). This venue will only be utilized if the Rain Plan is executed. This venue is used only as a viewing site for the Main Commencement ceremony. This venue will comply with the following schedule on Sunday:
 - A. **10:00 AM - Venue Sound/Picture/Feed Reception check deadline**
 - B. **12:30 PM - Relay of Main Ceremony (on screen)**
 - C. Site strike commences immediately after the Main Commencement ceremony, and must be completed by the end of the day.

Section 2: Contract Terms and Requirements

2.1 General Specifications, Terms, and Requirements

- A. This contract shall commence from the date of the award upon completion of all commencement activities in their entirety including any and all services required as a result of the commencement production
- B. Contractor is expected to perform site setup, production, and strike independent of URI labor, including technical troubleshooting and repair services
- C. Contractor is required to maintain regular communication with URI representatives during the pre-event planning phase
- D. Contractor is required to participate in safety analysis and planning as deemed necessary by the URI Department of Public Safety
- E. Contractor is required to coordinate access to utility access (for example, electric service and data network access) with the relevant URI representatives in advance of the event date. All temporary electrical installations shall be subject to inspection by a URI-designated official
- F. Contractor is required to be present during script read-through meetings
- G. In certain venues, the University has installed and maintained audiovisual equipment. The Contractor is requested to utilize this equipment during the ceremony to optimize the balance of production expenses. URI shall designate a representative to provide information about interconnect with these AV systems, and shall designate personnel to be available on site to assist with operation. This assistance will be limited to the specific venues with URI-installed audiovisual systems.
- H. Contractor is required to conduct on-site visits and walkthroughs to each venue present. During these site visits, the contractor shall have several responsibilities:
 - 1. Identify access to electrical utility services, including the need for distribution equipment required. Contractor will demonstrate a plan for cable management such that audience accessibility is not impaired.
 - 2. Identify access to the URI computer network. Due to the critical role of the network in interconnecting the venues, the Contractor shall plan to run redundant cabling. Contractor will ensure that access to network connection points is available during the set-up window
 - 3. Contractor will meet with venue management personnel at each venue
- I. Successful completion of this Contract is contingent on each specification being met and approved by a URI representative. All services rendered must meet the minimum technical requirements, as described in the acceptance test procedure section, to be considered successfully completed

- J. The selected Contractor understands that time is of the essence, and furthermore, agrees to indemnify URI for any costs incurred as the result of the Contractor's failure to fully comply with the specifications and requirements of this contract.

2.2 Personnel and Subcontractor Requirements

- A. All bidding contractors are required to submit a comprehensive listing and description of similar projections undertaken - specifically, outdoor event support with an audience of at least ten thousand (10,000) people, with coordination of overflow seating provided in additional venues.
- B. All bidding contractors are required to submit any industry or vendor-specific certifications held by key technical personnel.
- C. All bidding contractors are required to submit a list of past clients that the University may contact as part of the bid review process. These references should be based upon events of similar scale and magnitude. The bidding contractors will provide contact information, including name of company, contact person or persons, along with relevant mailing addresses, telephone numbers, and email addresses
- D. If any part of the technical requirements of this contract are to be subcontracted out, the bidding contractor must identify the subcontractors as part of the bid response. Background information, including references and qualifications
- E. The names of all employees and/or subcontractors working on the day of the event will be prepared in advance and submitted to security management personnel. All employees and/or subcontractors must carry government-issued photo identification.
- F. All employees and/or subcontractors will wear visible identification badges
- G. All employees and/or subcontractors are to wear dress blacks during the event
- H. Smoking is prohibited in and around all buildings, outdoor venues, and technical support areas

2.3 Storage, Inventory, and Insurance Coverage

- A. Secure, indoor storage will be made accessible to the contractor's vehicles beginning on Saturday
- B. Vehicle storage will be provided within URI's warehouse complex, which can accommodate large vehicles within a secure, locked environment
- C. The Contractor must have all equipment used during the event present and secured within the URI warehouse complex on Saturday
- D. URI representatives shall conduct a full and complete inventory of all audiovisual production equipment utilized for the Undergraduate Commencement Ceremony, including photographic documentation of the equipment itself, and the condition of the equipment

- E. Technical setup for indoor satellite venues will be done on Saturday. Access to these venues will be restricted over the weekend, as no scheduled events are being held
- F. Contractor shall provide proof audio/visual equipment coverage for their own equipment while on university property. If any equipment is to be stored over night on University property the following conditions must be met:
- G. Contractor shall notify the University of its Intent to store equipment on University property.
- H. Contractor shall store equipment in a boxed truck or vehicle.
- I. Vehicle with equipment will be stored in a secured facility designated by the University.
- J. Contractor will provide the University with a list of the equipment and equipment value being stored on University property.
- K. Equipment shall not be stored on University property for no longer than 7 consecutive days.
- L. The University will provide excess "audio visual equipment coverage" for contractor's equipment in the amount of \$200,000, while equipment is being stored on University property. This coverage will be in excess of the contractor's equipment coverage and will cover lost, stolen or missing equipment while being stored on the University's property. This coverage is not intended to replace contractor's primary equipment coverage nor will it cover any damage to equipment caused by contractor or a third party not affiliated with the University.

2.4 Bid Response

- A. Contractors will submit a bid response with all basic required services itemized per venue. Each line of this will include all material and labor costs for the relevant venue.
- B. Contractor will submit costs of each option, as described per venue.
- C. As part of a complete bid response, the contractor must provide the manufacturer and model number of all contractor-sourced items used during the event production and testing phases.
- D. All venues (both the main and satellite venue) hosting a college commencement ceremony shall include an option to include image magnification services and audiovisual recording to each event production
- E. This option cost shall include the additional labor and equipment needed to provide IMAG and recording services at these locations
- F. The IMAG/recording option for the main venue shall be strictly limited to the additional labor costs, as all the equipment will be present
- G. In the event that a satellite venue is hosting multiple college commencement ceremonies, the cost of the IMAG/recording option will consist of the additional equipment, plus the labor for both events. The contractor shall be

aware that the option may not be accepted in totality, if only one college chooses to accept the option.

- H. In the event only one college accepts the option, the total amount paid shall be limited to the cost of the extra equipment necessary for IMAG/recording, and the labor for the one event only
- I. Main Venue Bid Response Options
 - A. **(OPTION) Additional Video Screen**, equivalent in specification to the main IMAG display
 - B. **(OPTION) IMAG/Recording for College of Arts and Sciences ceremony**. This line is limited to the additional labor needed to operate the production vehicle, cameras, IMAG screen, and recording equipment during the college commencement ceremony
- J. Edwards Auditorium Bid Response Options
 - A. **(OPTION) IMAG/Recording Equipment**. This line includes two (2) HD video cameras, production video switching capability, and additional labor to provide IMAG and AV recording services during this college commencement ceremony.
 - B. **(OPTION) IMAG/Recording Labor - URICCE**. This line is limited to the additional labor to provide IMAG/Recording service during the College of Continuing Education ceremony, beginning at approximately 2:00PM.
- K. Mackal Auditorium Bid Response Options
 - A. **(OPTION) IMAG/Recording Equipment**. This line includes two (2) HD video cameras, production video switching capability, interconnect with the video projection system, and audiovisual recording. This line is limited to the cost of equipment only.
 - B. **(OPTION) IMAG/Recording Labor - URIHSS**. This line is limited to the additional labor to provide IMAG/Recording service during the College of Health and Human Services ceremony, beginning at 9:00AM.
 - C. **(OPTION) IMAG/Recording Labor - URICELS**. This line is limited to the additional labor to provide IMAG/Recording service during the College of the Environment and Life Sciences ceremony, beginning at approximately 2:00PM.
- L. Keaney Gymnasium Bid Response Options
 - A. **(OPTION) IMAG/Recording Equipment**. This line includes two (2) HD video cameras, production video switching capability, interconnect with the video projection system, and audiovisual recording. This line is limited to the cost of equipment only.
 - B. **(OPTION) IMAG/Recording Labor - URICOE**. This line is limited to the additional labor to provide IMAG/Recording service during the College of Engineering ceremony, beginning at 9:00AM.

- C. **(OPTION) IMAG/Recording Labor - URICOB.** This line is limited to the additional labor to provide IMAG/Recording service during the College of Business ceremony, beginning at approximately 2:00PM.
- M. Pharmacy Quad Bid Response Options
 - A. **(OPTION) IMAG/Recording Equipment.** This line includes two (2) HD video cameras, production video switching capability, interconnect with the video projection system, and audiovisual recording. This line is limited to the cost of equipment only.
 - B. **(OPTION) IMAG/Recording Labor - URICOP.** This line is limited to the additional labor to provide IMAG/Recording service during the College of Pharmacy ceremony, beginning at 9:00AM.
 - C. **(OPTION) IMAG/Recording Labor - URICON.** This line is limited to the additional labor to provide IMAG/Recording service during the College of Nursing ceremony, beginning at approximately 2:00PM.

Section 3.0: Main Venue Service Summary

- A. Contractor shall provide sound reinforcement and electronic field production (EFP) services to support the events held within the Main Venue. These services shall include sound reinforcement and image magnification, as well as real-time closed captioning and live streaming. Contractor is also responsible for rigging and temporary electrical installation needed for production support.
- B. Sound Reinforcement will include microphone placement and mixing, in addition to providing the Front of House (FOH) and on-stage monitor mixing.
- C. EFP services will include camera placement and operation, video switching, audio for video mixing, closed captioning, and audiovisual recording.
- D. On-stage microphones will be split at the individual channel level between the SR and EFP audio mixing positions
- E. The contractor will provide independent technical crews to operate test and operate equipment at the SR and EFP positions.
- F. The University of Rhode Island Quadrangle is expected to be the main venue for the Undergraduate Commencement Ceremonies. This is an open-air venue, in the event of rain; the Ryan Center is the designated backup. The Quad plan is described first. A subsequent section will describe the changes made to the main venue plan if the Ryan Center is substituted in the event of rain.
- G. The staging layout includes two stages – the main stage, seating the President and the rest of the platform party. Staging, seating, and podiums are provided by a third party. The main stage has two podiums from which prepared remarks will be delivered. In addition to the podium, there will be a single microphone stand placed on the main stage for a soloist. Live musical accompaniment will be provided from a eighty-piece ensemble positioned on the band stage.
- H. The contractor's equipment and personnel placement will be in a series designated locations on the Quad. Personnel will be divided between the FOH mix position and camera positions on the Quad itself, in addition to a production vehicle positioned adjacent to Davis Hall, a nearby building. Technical equipment such as speaker placements and video screens will be positioned in designated areas.
- I. Vehicles used for loading and transport for equipment must be positioned off the quad, located by Davis Hall.

- J. The services rendered by the contractor shall be described in two sections. The first is the Audio section, which is concerned with sound reinforcement and on stage monitoring. The second is the EFP (Electronic Field Section), which is concerned with aspects of video, audio for video, and associated production services.

Section 3.1: Sound Reinforcement Description

- A. Contractor shall supply on stage microphones for the presenters and soloists on the main stage. This will include microphones placed at each podium, as well as an additional microphone, placed on a boom stand, for the vocalist. Each microphone shall be fitted with a windscreen to attenuate wind noise
- B. Contractor shall supply the on-stage monitoring system for the main stage, with sufficient power to cover a 40 foot by 15 foot stage at a reasonable volume level (65dBA SPL). The speakers used must not impede audience viewing of the platform party, as such, side-fill speakers are recommended.
- C. Contractor shall supply microphone placement for the band. Microphone placement shall include "house" mics for the entire band, as well as sectional microphones for woodwind and reed instruments. Mic placement shall be done in consultation with the Musical Director of the band, to identify sections that may require additional reinforcement.
- D. Contractor will provide playback of classical or jazz music as ambient music before the main ceremony
- E. Contractor shall supply the on-stage monitoring system for the band stage, providing sufficient power to cover a 20 foot by 20 foot stage at a reasonable volume level (65 dbA SPL).
- F. Contractor shall provide a custom, comprehensive sound system providing complete coverage at an even volume level throughout the audience seating area
- G. Contractor shall provide an FM-type assistive listening system with RF coverage of the entire seated audience area, in compliance with ADA regulations. Contractor will provide both the transmitter, and twenty-four (24) "beltpack" receiving units, with headphones. Distribution will be handled by URI Disability Services, along with wheelchairs.
- H. Contractor shall produce separate FOH and EFP audio mixes. The on-stage microphones used for FOH shall be split at the individual channel level between the two mix positions.

Section 3.2: Sound Reinforcement Technical Requirements

A. Consoles, Processing, and Assistive Listening Equipment

1. Contractor is required to supply a professional mixing console at the main mix position (for example, Yamaha, Soundcraft, Allen and Heath). Presonus or Behringer products are not acceptable
2. Analog or digital consoles are both acceptable. Analog consoles shall include outboard equalization (1/3rd octave) and dynamics processing. Digital consoles shall have equalization and dynamics processing functionality per channel
3. On-stage monitor mixes will be run through the main FOH console
4. Vendor will provide microphone splitting capacity, such that individual microphone channels are divided between the FOH console and the TV mix console
5. TV audio console and equipment requirements are described in a later section
6. Each on-stage monitor channel will be equipped with approved feedback suppression capability – 1/3rd octave graphic equalizer, a parametric equalizer, or a dedicated feedback suppression unit with automated notch filter placement.
7. The FOH speaker system is to be fed via a system processor, incorporating active crossover, system EQ, protection limiting, and feedback suppression. This processing unit will have zone-specific outputs, with separate equalization and delay.
8. The Contractor will be required to demonstrate proper operation of the sound system to a University representative. Sound check deadline is 10:00 AM.
9. Contractor will include CD or flash media playback capacity
10. The contractor shall supply an FM-based assistive listening system with twenty-four (24) belt pack receivers.
11. The contractor is required to distribute the belt packs during the event, and will ensure that the batteries are charged and that the receivers are tuned properly before the beginning of the event.
12. The assistive listening feed will not have any of the FOH equalization applied.
13. Contractor will supply a CD or Flash media based deck to provide entrance music before the ceremony

B. Microphones

1. Contractor is required to supply podium-mounted microphones for both podiums on the main stage.
2. Contractor is required to supply a microphone on a boom stand for the soloist
3. Each microphone position shall include a redundant back-up microphone of the same type. These microphones are to be used for the FOH and TV mixes
4. All microphones used on the main stage must be equipped with wind screens
5. Contractor is required to supply microphones for a eighty-piece brass and wind ensemble located on the band stage. Seating layout is provided ahead of time. Contractor shall include additional microphones for soloists or sections as needed and appropriate. These microphones are to be used for the FOH and TV mixes

C. Monitoring Requirements – Main Stage

1. Audience visibility of the speakers is of paramount importance.

2. Contractor shall provide full-range speaker cabinets (minimum 12" woofer, plus horn-loaded tweeter), to be used as side-fill monitoring
3. The main stage monitor mix will need to support the speakers at both podiums (located center stage), and the soloist (located stage left).
4. The rest of the platform party will be seated towards the back of the stage
5. The monitor mix will include the podium microphones, the soloist microphone, and the band
6. The monitor signal processing chain must include feedback suppression, or appropriate equalization capacity

D. Monitoring Requirements – Band Stage

1. Contractor shall provide side-fill monitoring (as specified in section 3) to cover the band stage
2. Contractor shall provide an additional "wedge" type speaker to provide monitoring for the conductor
3. The monitor mix will only include the podium microphones and soloist
4. The monitor signal processing chain must include feedback suppression, or appropriate equalization capacity

E. Front of House Speaker System

1. The contractor shall supply a sound system capable of providing sufficient and even volume across an outdoor venue seating approximately 17,000 people in a ground-level stadium-style arrangement.
2. The seated audience area extends about 300 feet from the stage, and is approximately 350 feet wide, at the widest point.
3. The sound system shall have a frequency response of 80Hz to 15kHz.
4. The sound system will provide a minimum sound pressure level (SPL) of 75dB (A-weighted) within the designated audience area
5. Contractor is required to source loudspeakers used from a professional vendor including, but not limited to, JBL, EAW, or QSC. Behringer or other "budget" brands are not acceptable.
6. The sound system design should maintain a (maximally) uniform volume level throughout the audience area
7. Contractor shall use stereo pairs of line array speakers, supplemented by full-range center fill cabinets
8. Line Array Specification
 - A. Line array speakers are to be mounted on ground support towers
 - B. Ground support towers must be stable under a maximum wind load of 65 miles per hour.
 - C. Ground support towers must have appropriate stabilization equipment (outriggers, sandbags, etc)
 - D. "Scaffold" style mounting is not acceptable
 - E. Contractor shall supply an inclinometer (or laser measuring device) to ensure that the array is properly directed

- F. The main line array speakers shall be flown (top trim height) twenty (20) feet above ground level
 - G. The main line array speakers shall have a minimum horizontal dispersion of 110 degrees
 - H. The main line array speakers shall have a minimum of ten (10) boxes, mounted in a J-curve
 - I. Contractor shall supply caution tape or other method to restrict public access to the base of the speaker towers.
9. Center Fill Specification
- A. Center Fill speakers provide coverage for first few rows of seating
10. Contractor shall locate speaker stacks throughout the quad. Speakers will be positioned in two areas – the main group, located by the stages, and the delay group, located by the FOH mix position, approximately halfway down the Quad.
11. Main speaker group positions
- A. House left line array position must be located at least twenty feet away from the stage itself, and must be located at least twenty feet away from VIP seating areas.
 - B. House right line array position is positioned between the Main Stage and the Band Stage, and must be located at least twenty feet away from both stages, as well as any VIP seating areas.
 - C. Center fill will not impede viewing of the stage. Positioning of ground-level speakers behind the stage entrance paths is recommended
12. Delay speaker group positions
- A. Speakers will be positioned in the gap between the graduate and general seating areas, along with the FOH mix area
 - B. Center fill will be located near the FOH tent, with the two line arrays positioned to cover the bulk of the general audience seating.
13. Cabling
- A. Contractor is responsible for supplying all necessary audio, data, and power cabling, including spare cables
 - B. Contractor is responsible for organizing and dressing all cable runs, including use of mats or “yellow jacket” style cable bridges when cabling crosses publicly accessible walkways or roadways
 - 1. Mats or carpeting is required to cover cabling in pedestrian traffic areas. Mats or carpeting must be secured with sandbags
 - 2. Cable bridges are required when roadways are crossed, to accommodate potential vehicle traffic.
 - C. All microphone-level audio signals shall be carried on balanced, shielded cable
 - D. All line-level audio signals (with the exception of per-channel or per-group “inserts”) shall be carried on balanced, shielded cable
 - E. Any digital audio connections should be made using professional interconnects such as AES, MADI, or Dante.

Section 3.3: Electronic Field Production Description

- A. Contractor shall supply a large, outdoor rated, video display screen used for image magnification
- B. Contractor shall supply a minimum of three HD cameras
- C. Contractor shall supply a production vehicle with:
 - 1. HD Production Switcher
 - 2. Audio Mixer
 - 3. CG/Titling Capabilities
 - 4. Closed Captioning
 - 5. HD Recording Capabilities
- D. Contractor shall supply technical personnel to fill the following roles
 - 1. Director/Producer
 - 2. Technical Director
 - 3. Audio Mixer
 - 4. Stenographer
- E. Contractor shall facilitate a pre-event voiceover provided by URI Communications and Marketing voice talent.
- F. Contractor shall record the program video and audio mix in an approved format, using redundant recording units.
- G. Contractor shall stream the produced audio and video across the URI campus network, using either Multicast or HTTP-based delivery. Multicast is the University's preferred option, but HTTP-based streaming via an off-site distribution provider is acceptable, provided it meets the minimum technical requirements.
- H. Contractor shall distribute the produced audio and video to selected media partners.

Section 3.4: Electronic Field Production Technical Requirements

A. Camera and Video Processing

1. The video format used and delivered shall be HD 1080i (1920x1080, interlaced, 59.94 fields per second)
2. Contractor shall supply a minimum of four cameras
3. All cameras used must have three individual CMOS or CCD sensors (“3-chip”), with each sensor having a 1920x1080 (Full HD) resolution
4. One camera will be dedicated to close-up shots of presenters speaking at the podium and will be mounted on a secure, production quality tripod. This camera will be equipped with an EFP box lens and a camera control unit with full remote exposure and paint controls.
5. The close-up camera, with box lens, must be mounted on a raised platform equal to the height of the stage.
6. Three cameras will be carried by the camera operators, accompanied by a cable tender. These cameras will cover the entrance march of the graduates, performance by the band, and ambience shots of the seated audience.
7. All camera positions shall have intercom circuits back to the production vehicle
8. The production vehicle will have professional production monitors for the switcher’s Program and Preview outputs, calibrated against color bars on the day of the event
9. The Contractor shall provide a production (video) switcher
10. The switcher shall have HD-SDI (or 3G-SDI) inputs, used for the cameras
11. The switcher shall have an HD-SDI (or 3G-SDI) output, used to feed the closed captioning and distribution components.
12. The switcher shall have a full HD signal path, and shall not reduce the resolution or bit depth of the input signal
13. The switcher shall not change chroma subsampling format (example – 4:2:2 to 4:2:0)
14. The switcher shall have at least two still-store channels with enough frame memory to store at least 64 Full HD resolution slides
15. The switcher’s still store may be used as a source for production graphic elements
16. The switcher must have some form of keying function
17. The primary video delivery format is HD-SDI, 1080i, 59.94 fields per second

B. Production Video

1. Speakers will be visually identified on screen
2. Lower-thirds titling will not be used due to potential conflict with closed captions
3. Close-up shots should include space for a name graphic in the upper corner of the screen (for example, where a DVE element would typically be located)
4. Before the main ceremony, the contractor has the option of integrating slide playback in addition to ambience shots of the seated audience
5. Critical shots include entrance and procession of the graduates, starting at Ranger Road
6. Multi-camera coverage of the band is required during live performances
7. Close-up shot of the vocalist during live performances

8. Roving cameras will provide wide shots of the platform party to cover framing adjustments on the close-up camera

C. Production Audio

1. The Contractor shall provide an in-truck audio mixer with stereo speakers for monitoring
2. Contractor is required to supply audience microphones (or microphone) to provide ambience for the TV mix.
3. Contractor is required to accommodate a pre-event voiceover provided by URI voice talent. A broadcast-style headset (Beyerdynamic DT290 or equivalent) with closed-back earphones and a boom microphone is to be provided. The talent will require a broadcast-style headset (Beyerdynamic DT290), with a dedicated monitor mix with talkback functionality. Talent's headphones will be fed by a headphone amplifier with a local volume control. Talent will also require a video monitor, fed with the switcher PGM output (no captions). This voiceover is used for the TV mix only.
4. The Contractor shall provide in-truck audio playback, from CD or flash media to provide pre-event ambient music if the band is not performing.
5. The audio mixer shall have sufficient inputs for all production microphones (described in the main Audio section) in addition to recorded media playback
6. The audio mixer output format shall be stereo (2.0)
7. The audio mixer shall provide a monitor feed to URI's announcer, located by the production vehicle. This monitor feed will include an appropriate amount of the announcer's voice, and must not have any perceptible delay.

D. Closed Captioning Requirements

1. The contractor is required to provide an on-site closed caption encoder, fed directly from the switcher's program output
2. The closed-caption encoder shall feature an HD-SDI (or 3G-SDI) input
3. The closed-caption encoder must be compatible with 1080i 59.94 video.
4. The closed-caption encoder shall be configured to visibly superimpose the captions (burn-in) into the video feed itself
5. EIA-608 (Line 21), CEA-708, or SDI embedded captions are not acceptable
6. The closed-caption encoder shall feature an HD-SDI (or 3G-SDI) output
7. All distributed, delivered, streamed, or recorded video must feature visible closed captions

E. Distribution Requirements

1. All recorded, publicly-displayed, or streamed video must have visible closed captions present.
2. The term "switcher PGM" will refer to the direct output of the video switcher. EFP PGM refers to the switcher's program signal with visible captions, in addition to embedded stereo audio on channels 1 and 2.
3. Contractor will provide one copy of switcher PGM signal to the voice talent's personal monitor. This will be provided by the switcher PGM DA (Distribution Amplifier) located on the switcher's output
4. The caption encoder will be fed via HD-SDI off the switcher PGM DA.

5. Contractor will provide an HD-SDI audio embedder, fed from the output of the caption encoder. This will provide the input signal to the EFP PGM DA.
6. Contractor will a EFP PGM DA, distributing the HD-SDI signal output by the closed caption encoder, which will provide the video inputs to the production recorders and the EFP stream encoder or encoders.
7. Contractor will provide a HD-to-SD downconversion unit for the EFP PGM signal, outputting standard composite video (CVBS) and analog audio. Aspect ratio conversion shall be accomplished by letterboxing.
8. Composite video (CVBS) will be provided on 75 ohm BNC connectors, provided by a distribution amplifier
9. Analog audio will be provided as line-level balanced audio on a stereo pair of XLR connectors, provided by a distribution amplifier
10. One stereo audio feed will be provided to WRIU
11. One CVBS and stereo audio feed will be provided to URI Live!

F. Display Requirements

1. Contractor shall supply a large-screen, outdoor rated video display unit
2. Video display shall have a minimum width of twelve (12) feet, and will have a minimum brightness of 2000 foot-Lamberts.
3. Contractor shall quote an additional display of the same specs as an option
4. Display supports, enclosure, and/or bezel must be matte black, or dressed with matte black fabric. Reflective surfaces are not acceptable.
5. Video display unit must be powered from the main power distribution unit on the Quad – onboard generators are not acceptable
6. Video display unit is fed with the EFP Program video signal, including closed captions
7. Video must not have any letterboxing applied.
8. Video display unit must be stable under a maximum wind loading of 65 miles per hour.

G. Recording Requirements

1. Contractor shall supply two independent recording units
2. Recorders shall utilize hard drives, or flash media, recorded using the Apple ProRes codec (AJA KiPro)
3. Recording shall be made at Full HD resolutions – 1920x1080 (1080i, 59.94 fields per second)
4. Each recorder shall have a dedicated video monitor to confirm proper recording operation
5. Each recorder shall have visible VU meters to demonstrate audio signal presence
6. Each recorder shall have the option to monitor recorded audio
7. Recording will be delivered to URI representatives as a ProRes encoded file, in the original camera resolution.
8. Recording must be delivered within two weeks of the event's completion, and the vendor will archive the recording for a period of three months.
9. Filename must clearly identify the ceremony recorded
10. Recorded audio must be in synchronization with the video.

H. Stream Requirements - Multicast-based system

1. The network-based live stream interconnects the production vehicle with the satellite venues across campus.
 2. The stream encoder shall feature an HD-SDI input with embedded audio support
 3. The stream encoder shall feature hardware-based encoding, laptop based systems are not acceptable
 4. MPEG-4 AVC (H.264) encoded video is preferred, but MPEG-2 is acceptable
 5. AAC or MPEG (MP3 or MP2) audio is acceptable
 6. The encoded video format shall be HD 1080i
 7. The encoded video shall be distributed via RTP over Multicast, on a multicast address and port assigned by URI
- I. Stream Requirements - HTTP-based system
1. Must state service provider used during bid response
 2. Contractor must have a premium account with the streaming host service provider.
 3. Must use a provider licensed for commercial, for-profit use
 4. Must provide for redundant encoders
 5. Encoder hardware will comply with software vendor's published recommended specs
 6. Must be able to encode H.264 video, with AAC audio, at a maximum bitrate of 10Mbps

Section 3.5: Utility Access

A. Electrical Service

1. Three phase, 208Y, 100A per phase electrical service is accessed via a connection point on the Quad.
2. Contractor shall observe amplifier manufacturer's recommendations for maximum number of amplifiers on a single 120V 20A circuit.
3. Contractor shall distribute equipment to maintain a maximally even loading on each phase

B. Backup Generator

1. Must be of equivalent phasing, voltage, and current capacity as main Quad electrical feed
2. Generator shall use the same electrical connections as the main feed, such that a quick changeover can be accomplished
3. Must be located off the Quad such that audience members are not exposed to exhaust
4. Generator position may be subject to approval by the Fire Marshal

C. Network Access

1. Wired network connection points are accessed via Davis Hall
2. Wireless network use is prohibited for any production-related usage

D. Access to Davis Hall

1. Technical equipment will not be located in Davis during the production
2. Contractor shall run a bundle of network and phone cables from the Communications Department office, and distribute these at ground level as appropriate
3. One Ethernet connection will be made available to WRIU as their primary connection path
4. One Ethernet connection will be made available to URI Live! as their primary connection path
5. One analog phone line will be made available to WRIU as their backup connection path

Section 3.6: Rain Plan Modifications

- A. Changes to Sound Reinforcement Requirements
 - A. Contractor is not required to provide the venue sound system or FOH/monitor mixes
 - B. Contractor is required to take per-channel split of vocal microphones from Ryan Center audio personnel
 - C. Contractor is required to place additional microphones for the band, as needed
- B. Changes to EFP Requirements
 - A. Contractor is required to locate cameras within the Ryan Center auditorium
 - B. URI voiceover talent will be located within the Ryan Center auditorium, located near the Ryan Center FOH mix position
 - C. Contractor is not required to provide the large screen video display
- C. Changes to Utility Access
 - A. Power will be accessed via venue power access points (three-phase). Contractor will relocate power distribution box and backup generator to the loading dock area close to the Ryan Center
 - B. Contractor will utilize the broadcast connection facility to access in-venue wiring, as appropriate
 - C. Contractor will take hardwired computer network connectivity from a location determined by Ryan Center personnel

Section 4.0: Satellite Venue Service Requirements

- A. All venues must display the EFP feed from the Main Venue for the duration of the Main Commencement ceremony, including audio and video
- B. All satellite venues must have at least one technician present for the duration of publicly-accessible events hosted at that venue to take corrective action in the event of EFP feed reception failure, or any other technical problem
- C. All satellite venues hosting any ceremony will be equipped with vendor-provided microphones and mixing equipment
- D. All satellite venues hosting any ceremony must have an audio technician present during the ceremony to adjust microphone levels, and take corrective action in the event of feedback

Section 4.1: Edwards Auditorium Description

- A. Contractor will provide microphone placement on stage. Microphones will be mounted to on-stage podiums.
- B. Contractor will provide sound reinforcement services by interconnecting with the in-house sound system.
- C. Contractor will provide assistive listening services during the event
- D. Contractor will provide playback of classical or jazz music as entrance music before the main ceremony
- E. Contractor will provide video projection services using a single screen. Contractor is responsible for providing the projector, and will utilize the in-house motorized projection screen.
- F. Contractor will provide a single camera position and videographer during the Student Excellence Awards, which are held on Saturday.
- G. The contractor shall quote IMAG services during the Sunday college ceremonies. IMAG services will include two camera positions and a production switcher
- H. Contractor will locate stream reception, audio mixing, and optional video switching equipment within the designated technical space in the rear of the floor level seating area
- I. Cabling run to the technical position must be secured with mats, such that access to aisles and emergency egress routes are not restricted

Section 4.2: Edwards Auditorium Technical Requirements

A. Sound

1. Contractor will provide a podium-mounted microphone
2. Any microphone cables on stage must be neatly dressed and must not present a trip hazard. Use of a wireless microphone is strongly recommended.
3. Contractor will utilize the venue's sound system to provide sound reinforcement during all productions
4. Contractor will interface directly to the amplifiers, bypassing all URI processing, routing, and scaling equipment
5. Interface shall be a line-level, balanced signal
6. Contractor will be responsible for ensuring adequate system equalization and feedback suppression capability
7. Contractor will utilize an audio mixer featuring an auxiliary output, which will be fed to the video camera
8. Contractor will provide an FM-type assistive listening system, including transmitter and twelve (12) belt pack receivers.
9. Contractor will ensure that receivers are properly tuned and that all batteries are fully charged before each event held in the venue
10. The feed to the assistive listening transmitter must not have any of the FOH equalization applied
11. Contractor will supply a CD or Flash media based deck to provide ambient music before each ceremony

B. Video Projection

1. Contractor will utilize the venue's motorized projection screen, which measures 20 feet wide
2. Contractor will provide a projector with an output of at least 6500 ANSI Lumens
3. Image will be projected in a 16x9 aspect ratio

C. Student Excellence Awards

1. Contractor will provide a single camera position and dedicated camera operator to produce an audiovisual recording of the ceremony
2. Camera must have three individual sensors ("three-chip"), with a minimum size of 1/3" each.
3. Camera must be capable of recording in Full HD (1080i 59.94)
4. Camera must have external, line-level audio input to receive a dedicated feed from the main audio mixer. Using an on-camera microphone is not acceptable.
5. Recording will be delivered to URI representatives as a ProRes encoded file, in the original camera resolution.
6. Recording must be delivered within two weeks of the event's completion, and the vendor will archive the recording for a period of three months.
7. Filename must clearly identify the ceremony recorded
8. Recorded audio must be in synchronization with the video.

D. IMAG option

1. Contractor will utilize at least two camera positions, with dedicated operators
2. Camera must have three individual sensors (“three-chip”), with a minimum size of 1/3” each.
3. Camera must be capable of output in Full HD (1080i 59.94), without any superimposed graphic elements
4. Contractor will provide a production switcher, with operator
5. The video system must incorporate protection against timing errors. All components must be genlocked together, alternatively, a switcher with frame sync on each inputs may also be used.
6. Contractor will maintain an intercom circuit to each camera operator during the production
7. Contractor will provide audiovisual recording of the IMAG feed and audio mix.
8. Recording will be delivered to URI representatives as a ProRes encoded file, in the original camera resolution.
9. Recording must be delivered within two weeks of the event’s completion, and the vendor will archive the recording for a period of three months.
10. Filename must clearly identify the ceremony recorded
11. Recorded audio must be in synchronization with the video.

Section 4.3: Mackal Auditorium Description

- A. Contractor will provide microphone placement on stage. Microphones will be mounted to on-stage podiums.
- B. Contractor will provide a sound reinforcement system, including speakers and all necessary mounts and rigging support. The system must provide clearly intelligible vocal reproduction throughout the seating area. The indoor track area is a large space and reverberant space, and the sound system must ensure intelligibility of all vocal elements used in the production.
- C. Contractor must coordinate with venue management to certify safe rigging of all production assets.
- D. To ensure adequate projection over the seated audience area, a stereo pair of line array speakers with center fill is required for this venue
- E. Contractor will provide playback of classical or jazz music as ambient music before any ceremonies held in this venue
- F. Contractor will provide assistive listening services during the event
- G. Contractor will provide video projection services using a single projection screen. The contractor is responsible for the projector and screen, as well as any support or rigging needed.
- H. Contractor will provide a black drape behind the entire width of the stage
- I. The contractor shall quote IMAG services during the Sunday college ceremonies as an option. IMAG services will include two camera positions and a production switcher.
- J. Technical equipment placement must not impair access to aisles and emergency egress routes. Cabling must be bundled neatly and must not present a trip hazard within publicly accessible areas.
- K. Contractor will interface to a URI-provided three-phase power feed, operating in a 208-volt wye configuration. This power source will provide power for all technical loads during the production.

Section 4.4: Mackal Auditorium Technical Requirements

A. Sound

1. Contractor will provide a podium-mounted microphone
2. Any microphone cables on stage must be neatly dressed and must not present a trip hazard. Use of a wireless microphone is strongly recommended.
3. Contractor will be responsible for ensuring adequate system equalization and feedback suppression capability
4. Contractor is required to provide the sound system for the venue, comprising a stereo pair of line arrays
5. Contractor is required to provide necessary rigging to fly the line arrays at a sufficient height to ensure coverage to the end of the audience seating area
6. Line array speakers used shall have a minimum of six full-range (3-way) modules per line
7. Line array speakers shall provide a minimum horizontal dispersion of one-hundred and ten (110) degrees
8. Line array system must include an inclinometer or some other method of properly aligning the array
9. Contractor is required to provide additional center-fill speakers to provide coverage for the first rows of seating
10. Contractor will provide an FM-type assistive listening system, including transmitter and twelve (12) belt pack receivers.
11. Contractor will ensure that receivers are properly tuned and that all batteries are fully charged before each event held in the venue
12. The feed to the assistive listening transmitter must not have any of the FOH equalization applied
13. Contractor will supply a CD or Flash media based deck to provide ambient music before each ceremony

B. Video Projection

1. Contractor will provide a projection screen and necessary mounting with a minimum width of 35 feet
2. Contractor will provide the appropriate pipe and drape kit to mask the screen to a 16x9 aspect ratio
3. Contractor will use a front-projection based system
4. Contractor will provide a projector with an output of at least 10,000 ANSI Lumens
5. Image will be projected in a 16x9 aspect ratio

C. IMAG Option

1. Contractor will utilize at least two camera positions, with dedicated operators
2. Camera must have three individual sensors ("three-chip"), with a minimum size of 1/3" each.
3. Camera must be capable of output in Full HD (1080i 59.94), without any superimposed graphic elements
4. Contractor will provide a production switcher, with operator

5. The video system must incorporate protection against timing errors. All components must be genlocked together, alternatively, a switcher with frame sync on each inputs may also be used.
6. Contractor will maintain an intercom circuit to each camera operator during the production
7. Contractor will provide audiovisual recording of the IMAG feed and audio mix.
8. Recording will be delivered to URI representatives as a ProRes encoded file, in the original camera resolution.
9. Recording must be delivered within two weeks of the event's completion, and the vendor will archive the recording for a period of three months.
10. Filename must clearly identify the ceremony recorded
11. Recorded audio must be in synchronization with the video.

Section 4.5: Keaney Gymnasium Description

- A. Contractor will provide microphone placement on stage. Microphones will be mounted to on-stage podiums.
- B. Contractor will provide a sound reinforcement system, including speakers and all necessary mounts and rigging support. Audience members will be seated on two levels of the facility. The indoor gym is a reverberant space, and speakers must be distributed through the venue to ensure intelligibility throughout the seated audience area
- C. Contractor will provide playback of classical or jazz music as entrance music before the main ceremony
- D. Contractor will provide video projection services using a single projection screen. The contractor is responsible for the projector and screen, as well as any support or rigging needed. As floor space is limited, the Contractor is required to use a rear-projection based system.
- E. The contractor shall quote IMAG services during the Sunday college ceremonies as an option. IMAG services will include two camera positions and a production switcher.
- F. Technical equipment placement must not impair access to aisles and emergency egress routes. Cabling must be bundled neatly and must not present a trip hazard within publicly accessible areas.
- G. Technical equipment will be distributed throughout the venue. Technical power will be supplied by individual circuits.

Section 4.6: Keaney Gymnasium Technical Requirements

A. Sound

1. Contractor will provide a podium-mounted microphone
2. Any microphone cables on stage must be neatly dressed and must not present a trip hazard. Use of a wireless microphone is strongly recommended.
3. Contractor will be responsible for ensuring adequate system equalization and feedback suppression capability
4. Contractor is required to provide the sound system for the venue, consisting of speakers located on both levels
5. Full-range, single cabinet speakers are acceptable (two-way system with horn loaded midrange/high-end driver and minimum 12" woofer)
6. Ground Level Speaker Placement
 - A. Contractor shall provide a pair of speakers located next to the projection screen
 - B. Contractor shall provide an additional pair of speakers located near the main entry doors
7. Upper Level Speaker Placement
 - A. Contractor shall provide four speakers, located at the corners of the railing surrounding the lower level.
8. Contractor will provide an FM-type assistive listening system, including transmitter and twelve (12) belt pack receivers.
9. Contractor will ensure that receivers are properly tuned and that all batteries are fully charged before each event held in the venue
10. The feed to the assistive listening transmitter must not have any of the FOH equalization applied
11. Contractor will supply a CD or Flash media based deck to provide ambient music before each ceremony

B. Video Projection

1. Contractor will provide a projection screen and necessary mounting with a minimum width of 20 feet
2. Contractor will provide the appropriate pipe and drape kit to mask the screen to a 16x9 aspect ratio
3. Contractor will use a rear-projection based system
4. Contractor will provide a projector with an output of at least 10,000 ANSI Lumens
5. Image will be projected in a 16x9 aspect ratio

C. IMAG Option

1. Contractor will utilize at least two camera positions, with dedicated operators
2. Camera must have three individual sensors ("three-chip"), with a minimum size of 1/3" each.
3. Camera must be capable of output in Full HD (1080i 59.94), without any superimposed graphic elements
4. Contractor will provide a production switcher, with operator

5. The video system must incorporate protection against timing errors. All components must be genlocked together, alternatively, a switcher with frame sync on each inputs may also be used.
6. Contractor will maintain an intercom circuit to each camera operator during the production
7. Contractor will provide audiovisual recording of the IMAG feed and audio mix.
8. Recording will be delivered to URI representatives as a ProRes encoded file, in the original camera resolution.
9. Recording must be delivered within two weeks of the event's completion, and the vendor will archive the recording for a period of three months.
10. Filename must clearly identify the ceremony recorded
11. Recorded audio must be in synchronization with the video.

Section 4.7: Pharmacy Quad Description

- A. The Pharmacy Quad is an outdoor venue, protected from weather by a 100 by 180 foot Century tent. The staging will be set up against the wider dimension. The edges of the tent are 13 feet high, and the center supports are 37 feet high.
- B. Contractor will provide a sound reinforcement system, including speakers and all necessary mounts and rigging support. Hanging speakers from the horizontal support poles is an available option.
- C. Contractor will provide playback of classical or jazz music as entrance music before the main ceremony
- D. Contractor will provide video projection services using a pair of projection screens. The contractor is responsible for the projectors and screens, as well as any support or rigging needed. As the height of the tent is relatively limited, placing the screen on stage may not be an acceptable option. The projector may be flown from the horizontal support poles.
- E. If the Contractor elects to hang audiovisual equipment from the tent horizontal supports, the contractor must communicate with the tent vendor to ensure that loading limitations are not exceeded.
- F. Contractor will need to provide stage lighting during the college commencement ceremonies. This will be sufficient to provide audience visibility of the ceremonies, and will accommodate the needs of potential IMAG services. The contractor will need to provide any necessary truss or other form of support, in addition to the fixtures. Lighting requirements will be added into the overall technical power demand
- G. The contractor shall quote IMAG services during the Sunday college ceremonies as an option. IMAG services will include two camera positions and a production switcher.
- H. Technical equipment placement must not impair access to aisles and emergency egress routes. Cabling must be bundled neatly and must not present a trip hazard within publicly accessible areas.
- I. Contractor will interface to a URI-provided three-phase power feed, configured a 208-volt wye connection, providing 100 amps per phase . This power source will provide power for all technical loads during the production.

Section 4.8: Pharmacy Quad Technical Requirements

A. Sound

1. Contractor will provide a podium-mounted microphone, including windscreen.
2. Any microphone cables on stage must be neatly dressed and must not present a trip hazard. Use of a wireless microphone is strongly recommended.
3. Contractor will be responsible for ensuring adequate system equalization and feedback suppression capability
4. Contractor is required to provide the sound system for the venue
5. Contractor will supply full-range loudspeaker cabinets with a minimum twelve inch woofer and horn loaded midrange/treble driver.
6. Sound system will have sufficient projection ability to cover the one hundred foot long audience seating area
7. Due to the considerable width of the venue, contractor must provide a minimum of four groups of speakers, distributed along the width of the venue. The horizontal dispersion of the loudspeakers used will determine if additional front placements are necessary.
8. Contractor shall supply additional rear fill speakers to provide adequate volume towards the rear portion of the seating area. A minimum of four evenly distributed speakers is required. Total number will be contingent on the horizontal dispersion pattern of the exact units used.
9. Mounting speakers on the Century tent horizontal supports is an option available to the Contractor. In this case, contractor will supply a minimum of two rows of speakers, distributed across the depth of the audience, with each row comprising at least four cabinets distributed across the width of the seating area.
10. Contractor will provide an FM-type assistive listening system, including transmitter and twelve (12) belt pack receivers.
11. Contractor will ensure that receivers are properly tuned and that all batteries are fully charged before each event held in the venue
12. The feed to the assistive listening transmitter must not have any of the FOH equalization applied
13. Contractor will supply a CD or Flash media based deck to provide ambient music before each ceremony

B. Video Projection

1. Contractor will provide screens with a 48 inch sill height
2. Contractor will provide a screen with a minimum width of twelve feet
3. Contractor will provide a 16x9 format screen
4. Contractor will use a front-projection based system
5. Contractor will provide projectors with an output of at least 5,000 ANSI Lumens each
6. Image will be projected in a 16x9 aspect ratio
7. Contractor will supply caution tape or other barrier to restrict access to projector

C. Stage Lighting

1. Contractor is required to provide a full-stage wash of lighting such that all on-stage presenters and graduates are clearly visible

2. Contractor will use PAR (Parabolized Aluminum Reflector) Can fixtures.
3. Contractor is required to provide trussing or other support (lighting tree) for fixtures
4. Lighting shall also accommodate the potential use of video cameras if the IMAG option is taken. The on-stage lighting will provide a minimum of 2000 lux (186 foot-candles) of illumination on stage.

D. IMAG Option

1. Contractor will utilize at least two camera positions, with dedicated operators
2. Camera must have three individual sensors (“three-chip”), with a minimum size of 1/3” each.
3. Camera must be capable of output in Full HD (1080i 59.94), without any superimposed graphic elements
4. Contractor will provide a production switcher, with operator
5. The video system must incorporate protection against timing errors. All components must be genlocked together, alternatively, a switcher with frame sync on each inputs may also be used.
6. Contractor will maintain an intercom circuit to each camera operator during the production
7. Contractor will provide audiovisual recording of the IMAG feed and audio mix.
8. Recording will be delivered to URI representatives as a ProRes encoded file, in the original camera resolution.
9. Recording must be delivered within two weeks of the event’s completion, and the vendor will archive the recording for a period of three months.
10. Filename must clearly identify the ceremony recorded
11. Recorded audio must be in synchronization with the video.

Section 4.9: Memorial Union Description

- A. The Contractor will interface with the venue installed cable television system for distribution of the EFP feed producing during the Main Commencement ceremony
- B. The existing in-venue televisions will be used for feed display, including audio
- C. The Contractor will test integration with the venue audiovisual equipment during the setup period on Saturday

Section 4.10: Swan Auditorium Description

- A. This site will only be utilized as overflow seating in the event that the Rain Plan is executed
- B. The Contractor will utilize the existing venue sound and video projection systems to display the EFP feed during the Main Commencement.
- C. Contractor will coordinate and test interconnect with the in-venue switching and processing infrastructure with CMA (Classroom Media Assistance) during the site visit.
- D. The Contractor will test integration with the venue audiovisual equipment during the setup period on Saturday

Section 5: Acceptance Test Procedures and Requirements

A. General

1. Each venue used during the commencement exercises must have all technical event support facilities demonstrated to URI technical personnel in advance of any ceremonies held.
2. If contractor is using any URI-owned audiovisual or other technical facilities, interconnection and operation of this equipment must be tested during the mandatory site inspections.
3. URI technical personnel shall certify proper operation according to URI minimum standards before the venue is used during the production of the Commencement Exercises.
4. Whenever URI facilities, including (but not limited to) computer network access or venue AV infrastructure are used as part of the event production, contractor access to these facilities must be tested as part of the mandatory site visits.

B. Sound Check Procedures

1. Contractor shall provide a source of pre-recorded speech programming to utilize during the University's test process
2. URI technical personnel will conduct a walk-through examination of the venue to ensure intelligibility of vocal programming
3. On-stage "wedge" based monitoring should be "rung out" to identify and eliminate feedback frequencies. Monitor channels shall have no perceptible audio delay.
4. Headphone based monitors (for example, URI voiceover talent) will have the monitor mix adjusted to talent's satisfaction. Monitor channels shall have no perceptible audio delay.
5. FOH systems should be "rung out" or otherwise tested to ensure feedback-free operation during programming

C. Video Check Procedures

1. Contractor shall provide a source to display test patterns on all displays
2. Contractor will use a greyscale test pattern to calibrate and demonstrate the contrast and brightness of all displays
3. Contractor will use a SMPTE color bar test pattern (either scaled SD or HD bars) to calibrate and demonstrate proper color rendition and test for color cast on the screen
4. Contractor will use a focus and distortion test pattern (for example, an "H-pattern slide) to calibrate and demonstrate all projection-based displays
5. Large format displays must not have any non-functioning pixels, defined as a non-responsive pixel stuck on black, or any color
6. Large format displays must not have any flicker or image distortion

D. EFP Feed Reception Check Procedures

1. EFP truck will run continuous bars and tone, or other test audio/video well in advance of stream broadcast
2. All satellite venues will audition the received audio and video to ensure proper reception

3. All satellite venues will monitor for reception dropouts, buffering, or any other network related problem during the test period. Reception problems during the test period must be reported to URI personnel immediately for documentation and re. Reception problems during the event period will be considered an operational failure of the stream distribution system.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

**MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND,
DIVISION OF PURCHASES**

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

CHARGES PERMITTED

**NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE,
NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.**

AWARD

**THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR
MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.**