



Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Competitive Bid
Request for Proposal
This is Not an Order

Video Captioning System

Date:	14 June, 2016
Pre-Bid Meeting	Not Applicable
Proposals Due On:	27 June, 2016 by 9:00 a.m.
Project Coordinator:	Robin Weeks Kennebec Valley Community College 92 Western Avenue Fairfield, Maine
Telephone:	(207) 453-5818
Email:	rweeks@kvcc.me.edu



Competitive Bid Request for Proposal: Video Captioning System

1.0 Overview

Kennebec Valley Community College (KVCC) is requesting proposals for the purchase or lease purchase of a video captioning system that will automatically generate captioning on lecture videos. This video captioning is being mandated under the “Maine is IT!” grant and requires that online video lectures be in compliance with the American Disabilities Act and Sections 504 and 508 of the Rehabilitation Act of 1973 as amended, and the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA.

A detailed explanation of the scope and specifications is contained in **Section 3.0, Scope and Specifications**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 6.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

Please refer to **Enclosure 1: Standard Terms and Conditions Applicable to All MCCA Contracts**.

2.0 Schedule

Proposal Due On:	27 June, 2016 by 9 a.m.
Review of Proposals:	27 June, 2016
Notification of Award:	On or before 1 July, 2016

3.0 Scope & Specifications

3.1 Background

KVCC is a commuter college with two (2) campuses: a sixty-acre campus in the town of Fairfield, mid-Maine and over 500 acres of land and more than a dozen structures in Hinckley, Maine. The latter is six (6) miles from the main campus in Fairfield. The College is a public, non-profit, post-secondary institution which has strived to meet the educational needs of mid-Maine residents for over forty-six years.

3.2 Scope

The proposed scope of this project is to purchase or lease purchase a video captioning system that will provide video captioning of approximately 36,000 minutes of video lectures from pre-

recorded video/audio files without voice training and with a 90-98% accuracy rate.

3.3 Specifications

Please, refer to **Enclosure 2: Video Captioning System Specifications**

4.0 Bid Review and Evaluation

Proposals will be evaluated by the following weighted criteria:

- a. Proposed equipment / software
- b. Specification match
- c. Added value features of proposal
- d. References
- e. Warranty
- f. Availability of product
- g. Comparative analysis of proposals

5.0 Examination of Specifications

Each bidder or his authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to the proposal being requested. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

6.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Robin Weeks, Project Coordinator
Fairfield Campus
Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937

Or via email rweeks@kvcc.me.edu

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

7.0 Preparation of Bids

KVCC seeks a proposal that meets, or exceeds, the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal should include:

- The contractor's name(s)

- Contact information (address, phone, fax and email)
- Company quote with detailed specifications and pricing listed
- Company specific terms and conditions
- Copy of company proof of insurance

The proposal(s) should include a stated price or prices for (inclusive of all known or unknown costs associated with existing laws or government impositions) the relevant term of the proposal(s).

8.0 Submission of Bid

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than 27 June, 2016 by 9:00 a.m.**

All proposals are to be clearly marked "Video Captioning System".

Mail or Email proposals to:

Kennebec Valley Community College
Attn: Robin Weeks
Fairfield Campus
92 Western Avenue
Fairfield, Maine 04937
E-mailed to rweeks@kvcc.me.edu.

9.0 Withdrawal of Bids

All proposals must be valid for at least ten (10) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension. KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facility and training programs.

10.0 Taxation and Compliance

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

Dated: June 14, 2016

By:

Robin Weeks, Project Coordinator
Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937
(207) 453-5818
Email: rweeks@kvcc.me.edu

Enclosures: 1. Standard Terms and Conditions Applicable to All MCCS Contracts

2. Video Captioning System Specifications

14 June, 2016

Kennebec Valley Community College
Competitive Bid Request for Proposal
Video Captioning System
Enclosure 1

**NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

KVCC DOES NOT AGREE TO:

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed;
and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.



Enclosure 2
Video Captioning System Specifications

14 June, 2016

General Requirements

1. Automated Captioning Hardware/Software that works with recorded video/audio capable of captioning up to a minimum of 36,000 minutes of video lectures
2. Ability to transcribe approximately 120 minutes of video/audio lectures within a 18-hour turnaround time.
3. No Voice Training Required
4. 90-98% Accuracy Rate
5. Ability to recognize and adapt to the voice of the speaker through audio/video files
6. Development of a Local Dictionary to provide better recognition of applicable terms and items that correspond to the college and its courses