

**Salem State University**  
**RFP 2020-01**  
**Addendum #1**  
**Pre-bid Conference Minutes**  
**Date: September 25, 2019**

**Attendees:** Michael Soares, Apogee; Scott Bruchel, College Cable Services; Bill Bodkin, Privatel Inc.

**SSU attendees:** Brian Helman, ITS, Networking Services; Evelyn Wilson, Senior Director, Purchasing and Vendor Relations

Minutes: Frances Squires, Administrative Assistant II, Finance & Facilities

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**1. Timetable**

- All RFP proposals are due on November 15, 2019 by 3:00 pm. Any proposal received after that will not be accepted.
- Very tight schedule – the goal is to have new systems in place by the start of the Spring semester which is Monday, January 13, 2020. Contract will be 3-3½ years with an additional 3 one-year extensions.

**2. Overview of RFP**

- Currently at the end of 5½ year contract.
- New contract can be similar to the current contract or vastly different.
- Our students are interested in streaming; however, they are still bringing TVs when they move into the dorms.
- Very interested in what other schools are doing. Attending EDUCAUSE conference and will discuss options with other schools.
- Have preference but very interested in new solutions that we may not have considered.
- Current system is mostly DirectTV, who has regularly been in contractual disputes with content providers. This is a concern and would like to know strategies of bidders to help SSU avoid losing channels, e.g, NBC, ABC, CBS, etc.
- Currently have 4 channels for streaming. One is used for digital signage/updates and one is used for SSU sports.
- SSU owns most of the equipment.
- Data center is located within the Stanley Building. Dish and other antennas are on the roof of the Stanley Building. All head-end equipment is housed in the Stanley Building and content/channels is distributed from the one location.
- We need to address the local channels, i.e., WGBH which we do not want to lose. This channel is very important to some of our students in the Theatre Arts programs.
- Would like to support wireless streaming to TV and devices. This is an SSU issue, but bidders should identify their ability to stream to most popular devices.
- Not supporting Chromecast at this time.
- Would like to have *Aruba Networks'* wireless gear in all dorms. This would solve most of the streaming-content issues.
- Clarification: streaming service needs to handle internet content. Bidders should identify if they provide dedicated Internet bandwidth for streaming or if it is expected to go over SSU's Internet connections.

**3. RFP Process**

- Minutes will be sent as Addendum #1 to the vendors, as well as, posted to SSU website and COMMBUYS.
- Any changes to the RFP or further Q & A will be sent out as an addendum.
- Awarded vendor must sign the Commonwealth of Massachusetts contract and the Commonwealth of Massachusetts Terms and Conditions for contract over \$10,000.

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**4. Questions**

Q. What is the age of the equipment?

A. With the exception of some receivers the equipment is original. SSU owns the infrastructure. Except where noted in the fiber diagram (included in RFP), SSU has a single mode fiber distribution with a mix of UPC/APC terminations. Any infrastructure we own and is currently part of the existing system will also be available to the awarded vendor.

Q. What about International programming (foreign stations)?

A. Will get clarification from the Center for International Education. Should have a sizable population for any international channels.

Q. Identify current services.

A. Appendix D of the RFP describes all equipment used/owned by SSU.

Q. What are SSU's desired services?

A. TiVO (add-on) not a requirement. HBO – changing its manner of service.

Q. How is incoming usage?

A. Currently 3 gig internet; can increase to 10 gig.

Q. Is UFC popular?

A. Not as popular

Q. What about EAS service?

A. Can be integrated with current of new system. Would like it to be automated.

Q. What is SSU Tax Exempt status?

A. SSU is exempt from sales tax not necessarily utility tax, etc.

**5. Questions and additional information from the walk-through**

Q. Will SSU provide photos of the set-up on the roof of the Stanley Building?

A. The link to view the photos is: <https://photos.app.goo.gl/MJwYjTjhCPSjWSPD9>

Q. Are CORI checks required for any vendor-team(s) working in the Residence Halls (even if it is during intercession)?

A. Yes CORI checks are required.

Installation of any equipment on the roof needs to be on a weighted sled with proper padding under it to protect the roof. No additional roof-penetrations will be allowed (there are plenty for cables and no equipment is to be mechanically fastened on the roof to protect against leaks).

During installation/implementation a combination of key/card access will be provided to the contracted vendor. If necessary, a representative from ITS will be provided to escort the vendor.