



Prairie Capital Convention Center
1 Convention Center Plaza
Springfield, IL 62701

REQUEST FOR PROPOSAL

**Software for existing LED Video
Ribbon Displays**

April 24, 2015

Prairie Capital Convention Center
REQUEST FOR PROPOSAL

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SECTION I – INTRODUCTION

This Request for Proposal is an invitation to submit proposals for Software for existing LED Video Ribbon Displays for the Prairie Capital Convention Center. The intent is to obtain information leading to the selection of a solution that will best meet the needs of the Prairie Capital Convention Center's existing LED Video Ribbon Displays.

All questions and inquiries regarding this RFP should be directed to:

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Assistant General Manager
Prairie Capital Convention Center
1 Convention Center Plaza
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Anticipated Time Frames for Evaluation and Selection Process

Issue RFP to Vendors	April 24, 2015
Response to RFP Due By 11:00 am	May 18, 2015
Sealed Responses Opened at 12 Noon	May 18, 2015

**Please submit two (2) sealed copies of your response to the above address.
Responses must be received by 11:00 am CST on May 18, 2015 to be considered.**

SECTION II – FACILITY PROFILE

1. The Prairie Capital Convention Center is an approximately 65,000 square foot, multi-purpose facility consisting of a 44,000 square foot Main Hall with two upper levels of seating. A Lighthouse LED Video Ribbon Display was purchased at auction from Mellon Arena in 2012. The computer and software to operate the ribbons (which was included at the auction) are no longer functioning.

2. Display Goals and Expectations

The goals of the new software are as follows:

- An upgrade of software, including computer hardware, to operate the Lighthouse LED Video Ribbon Displays.
- Training and support of the software upgrade.

3. Current Display & Software Environment

Lighthouse LED Displays:

- Color temp: 5000
- Brightness: 800
- Gamma Select: 2.35
- Color: SMPTE
- System Select: LVB632
- Video Mode: XGA
- Year: 2000

Software:

- FasciaSoft IV, Version 0.2 by ANC Sports, Inc.

SECTION III – CRITERIA FOR EVALUATION OF RESPONSES

The Prairie Capital Convention Center will evaluate the responses to this RFP based on the vendor's ability to:

- Meet the functional and technical requirements described in this RFP as evidenced by the RFP response and demonstration of the equipment.
- Provide the lowest bid solution that meets the financial goals of the Prairie Capital Convention Center.
- Demonstrate expertise and functionality as evidenced by client references and site visits.
- Provide a superior level of customer service and technical support, both pre-installation and post-installation to clients as evidenced by references.

SECTION IV – VENDOR PROFILE

1. Identify the company name, address, city, state, zip code, telephone, and website.
2. Identify the name, title, address, phone and fax numbers, and e-mail address of the primary contact person for this project.
3. Provide a brief overview of your company including number of years in business, number of employees, nature of business, and description of clients.
4. Identify any parent corporation and/or subsidiaries, if appropriate.
5. Give a brief description of the evolution of the company. Include the date of the first installed site and major developments which have occurred (e.g. new versions, new modules, specific features). Describe any previous ownership, if appropriate.
6. List any industry awards/recognition that you have received, the awarding party, and the date received.
7. Indicate the total number of installations in the last 3 years by the year of installation for the proposed system.
8. Provide a summary of your company's short term and long term goals and strategic vision.
9. Provide a list of three references similar in size and specialty mix to the Prairie Capital Convention Center. References should be clients who have had their system installed within the past 48 months. (Include name, contact, address, telephone, system(s) installed and date of installation)

SECTION V – TECHNICAL ENVIRONMENT

1. Describe the computer and operating systems under which the proposed system will operate.
2. Name and describe the software and manufacturer of the proposed system.
3. List cost of license agreements, renewal, and upgrades.
4. Describe the length of time a software version is supported.
5. Please describe the proposed backup system.
6. Describe the security system used by the proposed system.
7. List cost of training and installation.

SECTION VI – SYSTEM IMPLEMENTATION AND TECHNICAL SUPPORT

1. Describe and attach your typical implementation plan.
2. Describe the experience and qualifications of your installation team.
3. What kind of client communication and implementation planning is done prior to the installation?
4. Describe the training provided. Include a training outline.
5. Where is your technical support center located?
6. What are the methods for contacting technical support?
7. What are your hours of operation for technical support?
8. Describe the qualifications of your technical support staff.
9. Describe the organization and structure of your technical support services.
10. What percentage of your total employees is responsible for direct client support?
11. Describe the ongoing system support.
12. Describe your software upgrade process.
13. Are there “hot fixes” or “updates” between versions?
14. How often are new versions released?
15. How are customer requests for enhancements and customizations handled?
16. Describe the recent history of system enhancements.
17. Describe the qualifications of your product development department.
18. What percentage of your total employees is responsible for product development?
19. Do you have a formal users’ group?
20. Describe the company’s policy regarding source code.

SECTION VII – SYSTEM PROPOSAL

Provide a system proposal that includes:

1. Detailed listing of equipment provided.
2. Description of training provided, including location and time commitment.
3. Description and cost of ongoing support.
4. Cost of proposed system.

SECTION VIII – ADDITIONAL NOTICES

1. The Illinois Department of Labor prevailing rate of wages for Sangamon County is required for each craft or type of worker needed to execute the contract.
2. Responsible Bidder: Any entity submitting a bid shall include a complete, accurate, and truthful listing and description of all citations, complaints, summons, decisions, determinations, judgments, or other allegations or findings of any violation of state or federal laws, which protect health, safety, or welfare of workers, including but not limited to OSHA, FMLA, FLSA, ADA, ADEA, NLRA, the Federal Civil Rights Act, the Illinois Human Rights Act, the Illinois Wage and Hour Law, and the Prevailing Wage Act filed against it or any entity with whom it is submitting the bid.
3. If the lowest bidding local vendor is a responsible bidder and the lower bidders are not local vendors and if the local vendor's bid is higher than the nonlocal by no more than five (5) percent, then that local vendor shall be considered the local responsible bidder.