

APPENDIX T – JN1-743-16 EDUCATIONAL VIDEO-ON-DEMAND

Action Required:	Approval of contract
Board Meeting Date:	6/9/2015

Contract # and Title:	JNI-743-16 Educational Video-on-Demand
Term: 5 years	Extension: N/A End Date: 6/30/2020

Procurement Type:	Cooperative contract
Vendors Issued To:	N/A
Bids Received:	N/A

Procurement Authority:	Annotated Code of Maryland, Education Article §5-112 (a) (3) (e), Cooperative contracts
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Estimated Contract Spending Authority:	\$2,500,000
Funding Source:	Operating budget

Description:

- This contract is replacing JNI-765-07 which expires on Tuesday, June 30, 2015.
- This contract allows for the purchase of various technology related hardware and equipment including network access control products to support SAFARI Montage.
- SAFARI Montage has been in use since Tuesday, October 24, 2006, and provides a 24/7 digital content management system. The system is used as the resource for all digital content, including video, podcast, Web conferencing, and interactive resources.
- SAFARI Montage provides effective and efficient access to current, relevant, and authoritative instructional content. Teachers are able to search for and incorporate video content to address specific learners needs.
- SAFARI Montage is accessible from school-based servers over the Local Area Network and does not rely on bandwidth for the delivery of streamed video content.
- Access to SAFARI Montage is available to students and teachers from home or school.
- BCPS will be using Central Susquehanna Intermediate Unit – Pennsylvania Education Purchasing Program for Microcomputers – Technology Bidding and Purchasing Program contract #PEPPM2015.

Blueprint 2.0

This contract supports *Blueprint 2.0*: Goal 1, Academics, Strategic Initiative C.

Recommended Award To:	Location:
Library Video Company DBA SAFARI Montage	West Conshohocken, PA

Responsible School/Office:	Department of Innovative Learning
Contact:	Ryan Imbriale, Executive Director

JAK

Office of Purchasing -- Action Report
Board of Education Meeting
June 9, 2015

Name of Bid		Bid Number		Clerk
1	Modification Automated Time and Attendance Tracking System Until: 12/31/25 To: immixTechnology, Inc.	JMI-620-07		Monica
2	Modification eCatalog - Textbooks Until: 5/31/18 To: Social Studies School Service	JMI-625-13	Apprvd	Georgia
3	Modification Inclusive Education Consultant and Presenter Until: 6/30/17; Extension: 2 years To: Dr. Paula Kluth	RGA-139-14	Apprvd	Barb
4	Modification Professional Development, Coaching, and Consulting Services Until: 6/30/16; Extension: 1 year To: Pacific Educational Group, Inc.	RGA-123-13	Apprvd	Sharon
5	Modification Secure Scanning of Test Material Until: 6/30/20, 5 years; Extension: 5 years To: Sidus Group	JNI-797-10	Apprvd	Georgia
6	Modification Summer Program for Homeless High School Students Until: 6/30/17 To: Y of Central Maryland	JNI-761-13	Apprvd	Monica
7	Board of Education Hearing Examiners Until: 6/30/16, 1 year To: John A. Austin, Esquire Jeff Griffith, Esquire Gordon L. Peltz, Esquire Gregory Szoka, Esquire Carolyn H. Thaler, Esquire	JNI-745-16	Apprvd	Georgia
8	College Preparatory Mathematics (CPM) Core Connections Algebra 2 Until: 6/30/25, 8 years; Extension: 2 years To: CPM Educational Program	JNI-729-15	Apprvd	Barb
9	Educational Video-on-Demand Until: 6/30/20, 5 years To: Library Video Company DBA SAFARI Montage	JNI-743-16	Apprvd	Sharon
10	EnVision Math 2.0 Until: 6/30/25, 6 years; Extension: 2 years To: Pearson Education, Inc.	JNI-728-15	Apprvd	Lisa
11	Grades K-5 Mathematics Supplemental Materials: <i>Contexts for Learning</i> Until: 6/30/25, 6 years; Extension: 4 years To: Heinemann	JNI-738-15	Apprvd	Monica
12	Grades K-5 Mathematics Supplemental Materials: <i>Every Day Counts Partner Games</i> Until: 6/30/25, 6 years; Extension: 4 years	JNI-735-15	Apprvd	Georgia

	To: Houghton Mifflin Harcourt			
13	Grades 3-5 Mathematics Supplemental Materials: <i>Hands-On Standards, Fractions</i> Until: 6/30/25, 6 years; Extension: 4 years To: ETA Hand2mind	JNI-739-15	Apprvd	Barb
14	Materials Contract: Concrete Until: 6/30/20, 5 years To: Maryland Concrete, Inc.	JMI-622-15	Apprvd	Georgia
15	Microsoft Software Solutions Until: 4/17/18, 2 years, 10 months To: Bell Techlogix, Inc.	JMI-624-15	Apprvd	Sharon
16	School Resource Officer (SRO) Program Memorandum of Understanding (MOU) Until: 6/30/20, 5 years To: Baltimore County Police Department	RGA-126-15	Apprvd	Lisa Record Keeper
17	Secondary Language Arts Anthologies Until: 6/30/25, 10 years To: Houghton Mifflin Harcourt	MWE-829-15	Apprvd	Monica
18	Supply Contract: Food Service Smallware Products Until: 6/30/20, 5 years To: Calico Industries, Inc. S. Freedman & Sons, Inc.	JMI-621-15	Apprvd	Barb
19	Addition to Westchester Elementary School Until: N/A To: J. Vinton Schafer & Sons, Inc.	MBU-504-15	Apprvd	Sharon
20	Educational Facilities Master Plan and Comprehensive Maintenance Plan Until: N/A To: N/A	JNI-746-16	Apprvd	Georgia Record Keeper

Statement of Work

SOW from
Vendor

SAFARI Montage Installation
For: Baltimore County PSD, MD

Date: April 23, 2015
Quote: 14286

**IF THIS STATEMENT OF WORK IS PROVIDED TO THE CUSTOMER AT THE TIME OF QUOTE,
SUBMISSION OF A PURCHASE ORDER FOR SUCH QUOTE SHALL CONSTITUTE APPROVAL OF
THE STATEMENT OF WORK.**

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1.0 DOCUMENT OBJECTIVES

Library Video Company d/b/a SAFARI Montage has developed the following Statement of Work (SOW) for services related to the successful and efficient delivery, configuration, and deployment of the products listed in Appendix A to Baltimore County PSD, MD ("Customer"). This document will outline the complete scope of work, as described, for the Customer project.

All services performed pursuant to this SOW shall be governed by the applicable terms and conditions referenced in the SAFARI Montage quotation.

Any material change or modification to the work described in this SOW will require a change request that is signed by the Customer and an authorized representative of SAFARI Montage.

2.0 SAFARI MONTAGE PROJECT DELIVERABLES

SAFARI Montage will provide Customer with written project documentation defining the following aspects:

- Installation Information Document (Appendix A)
- Installation completion notice and test results summary (see section 5.1(B))
- Change Request Form (where applicable—Appendix B)

3.0 LOCATIONS

Delivery and installation shall be performed at the following location(s):
Location to be determined

4.0 SAFARI MONTAGE PROJECT RESPONSIBILITIES

- Performing pre-installation inspection of installation location(s).
- Installation of the deliverables listed in Appendix A
- Connection of any specified peripheral device(s) to the new system. The connection of peripherals refers to connection of components via cabling or infrared control
- Operability testing of installed deliverables
- Removing the packaging material from the new equipment and placing in Customer-provided trash receptacle for disposal
- Prior to performing activities that are outside the scope of this project, designated representatives from each of the Customer and SAFARI Montage must complete and execute a Change Request Form.

5.0 SAFARI MONTAGE TASKS

5.1 IMPLEMENTATION

On-Site Service Steps

Overview

1. Confirm on-site availability of required components.
2. Verify suitability of Customer-provided installation site(s), cabling and power.
3. Move new equipment to installation location (if not there already) from staging area.
4. Unpack equipment.

A. Product Installation and Test

NOTE: THE FOLLOWING DETAILS INSTALLATION AND TEST PROCEDURES FOR THE DIFFERENT SAFARI MONTAGE PRODUCTS. ONLY THOSE PROCEDURES PERTAINING TO DELIVERABLES LISTED IN APPENDIX A ARE APPLICABLE.

- SAFARI Montage Server
 - Mounting server in rack (or placement of tower in designated area) and making all necessary physical connections
 - Configure server (set and verify network and WAN Manager settings, verify LDAP server is configured and working, state standards are set for applicable state, content is activated, other purchased add-on packages are activated and configured)
 - Verify search function works, videos play, playlists can be constructed and function properly and content can be uploaded and played
- SAFARI Montage Live! Server
 - Mounting server in rack and making all necessary physical connections
 - Configure server (set and verify network settings)
 - Test video conference through both internal and external connections
- Managed Home Access Server
 - Mounting server in rack and making all necessary physical connections
 - Configure server (set and verify network and WAN Manager settings, verify LDAP server is configured and working, state standards are set for applicable state, content is activated, other purchased add-on packages are activated and configured)
 - Test for accessibility via Internet connection
- Classroom Media Controller
 - Connect power, network, audio and video cables
 - Test local file, streaming video and, where applicable, operability through SAFARI Montage server

- Kiosk Controller
 - Connect power, network, audio and video cables
 - Test streaming video and, where applicable, operability through SAFARI Montage server
- Calypso Controller
 - Place and configure for control of designated device(s)
 - Test controller for interoperability with source video device and/or classroom device(s), as appropriate
- SAFARI Digital Transcoders, Axis Encoders and Visionary Solutions Encoders
 - Configure network settings, streaming addresses and video encode settings
 - Where applicable, test playback of unicast and multicast streams through SAFARI Montage server

B. Completion and Notification

- Contact the Customer with any technical or installation issues encountered on site
- Leave equipment and software documentation with the designated Customer contact
- Leave installation area “broom clean”
- Provide designated Customer contact with written confirmation of installation completion and test results summary

5.2 PROJECT TIMELINE

The parties will agree on a commencement date for delivery of services under this SOW. The parties may also agree on an installation schedule or timeline which, if implemented, shall be specified in Appendix A. The exact schedule or timeline will be adjusted accordingly for each executed Change Request.

The final invoice for installation will be presented to Customer following delivery of the notice of installation completion and test results summary.

6.0 SAFARI MONTAGE WORKING HOURS

This service will be provided during the hours of 8:00am to 6:00pm, local installation site time, Monday through Friday, excluding holidays unless an alternate, mutually-agreed schedule has been arranged. Working hours may also be adjusted as required by law.

7.0 CUSTOMER RESPONSIBILITIES

This SOW is provided based on the following requirements being met and the following key assumptions. Any deviations from these assumptions that arise or are discovered during the

project may affect the cost and/or the project timeline, and shall be managed through the change management procedure as specified in Appendix B. In the event any information provided by Customer to SAFARI Montage is determined to be incorrect or incomplete, SAFARI Montage reserves the right to modify the services description(s), deliverables and/or the pricing consistent with such full and accurate information.

7.1 STAFFING AND ADMINISTRATION

- Customer will designate a Customer Project Manager to serve as a single point-of-contact to work with SAFARI Montage.
- Customer will ensure staff is available to SAFARI Montage for meetings and to provide information on a timely basis.
- Customer will respond to all requests for information in a timely fashion, defined as one (1) business day.
- Customer is responsible for securing all internal approvals in advance of arrival of SAFARI Montage installation staff.
- Customer will ensure all relevant technical personnel and resources are available as required to install and/or configure customer-provided equipment, perform network configuration, provide network credentials, allocate IP addresses, provide access to customer facilities and data centers, etc.
- Customer will provide SAFARI Montage with appropriate access (including, where reasonable, after hours) to the site(s) as required for completion of the installation and deployment. This includes badges, passwords, access cards/codes and parking privileges.
- In the case of equipment that a single SAFARI Montage installer cannot comfortably lift, Customer will provide an assistant for such purposes.

7.2 INFORMATION AND COOPERATION

- For each IP-addressable device, Customer will provide SAFARI Montage with a schedule of specific network addresses to be assigned and/or specific network addresses per device where required, at or before arrival on site.
- Customer will advise SAFARI Montage of specific installation locations prior to commencement of installation services. Installation will not require the use of lifts or other heavy machinery.
- Customer will provide SAFARI Montage with all requested information on existing and/or Customer-provided equipment prior to installation. Customer will provide SAFARI Montage with samples of such equipment in advance of arriving on site, as reasonably requested by SAFARI Montage.

7.3 CANCELLATION

- Customer's cancellation or rescheduling of any installation activities shall be done on written notice at least two (2) full business days in advance of the scheduled starting date. Customer will be responsible for any committed travel expenses incurred (and which SAFARI Montage cannot, through the exercise of reasonable efforts, avoid) due to cancellation or rescheduling of installation.

7.4 LOGISTICS

- All hardware products will be shipped to the installation site unless otherwise specified. Customer is responsible for receiving, unloading and secure and appropriate storage of products. Where products are delivered to an alternate location, Customer is responsible for transport of products to installation site(s).

7.5 HARDWARE, INFRASTRUCTURE AND FACILITIES

- Customer is at all times responsible for backup of its systems and data.
- Where installation includes SAFARI Montage, Managed Home Access, and/or SAFARI Montage Live! servers, Customer is responsible for providing a supported, properly configured LDAP server.
- Where services include the configuration of a Pathways SM software module with IP-controllable device(s), Customer will provide SAFARI Montage with a sample of such device prior to commencement of on-site services.
- Customer will ensure suitable conditions for installation of all hardware, including but not limited to appropriate structure and environment in compliance with applicable laws, codes and ordinances.
- Customer will ensure that all required cabling (network, audio, video) is installed and sufficient electrical outlets are provided. Cabling and power should be accessible within 6' proximity to each installation location.

7.6 SCOPE OF PRODUCTS AND SERVICES

- Customer is responsible for adding individual user accounts, setting individual user preferences, and, for Pathways SM, associating individual user accounts with rooms in the SAFARI Montage system (other than set-up of initial "administrator" account and configuration of LDAP directory integration, which will be performed by SAFARI Montage)
- Except as specifically described by this Statement of Work, Customer is responsible for creation of Pathways SM device button sets ("remote controls") and programming of source controllers, e.g., Calypso controllers.
- Except as specifically described in this SOW, Customer is responsible for all installation and configuration activities related to the SAFARI Montage system, including but not limited to:
 - Customer-provided equipment;

- All client LAN, WAN, and network service configuration, including but not limited to network equipment configuration, firewall configuration, multicast configuration, quality of Service (QoS) configuration, LDAP configuration, domain name registration and server (DNS) configuration; and
- All aspects of client desktop computers and network servers, including but not limited to ensuring that client computers meet minimum hardware and software requirements and installation of required client software.

APPENDIX B – CHANGE REQUEST FORM

Requestor		
<i>Name</i>	<i>Project / Task affected</i>	
<i>Email Address</i>	<i>Product affected</i>	
<i>Phone</i>	<i>Date Requested</i>	<i>Date Required By</i>
Proposed Change Description of change and references. Provide sufficient technical detail to understand the change, rather than implement the change.		
Impact of Change Impact of the proposed change to project elements (cost, schedule, deliverables, resources, etc.).		
Change affects(check all that apply): <input type="checkbox"/> Function/Features <input type="checkbox"/> Performance/scalability <input type="checkbox"/> Supportability <input type="checkbox"/> Cost <input type="checkbox"/> Schedule <input type="checkbox"/> Deliverables		
Authorization Pursuant to the Statement of Work between SAFARI Montage and Customer in effect at the time of this change request and in accordance with the change management procedures identified therein, parties certify by signature of an authorized representative, that the above change request will be incorporated into the existing SOW as appropriate.		
<i>SAFARI Montage Signature –Authorization to Proceed</i>	<i>Date</i>	
<i>Customer Signature –Authorization to Proceed</i>	<i>Date</i>	