

BID/PROPOSAL

COMMODITY: MULTI-MEDIA SUPPORT FOR URI COMMENCEMENT DATE: 1/19/2023

FORMAL BID NO. _____ PUBLIC BID NO. 101234

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: 2/14/2023 TIME: 1:00 PM
Eastern Time

BUYER: TRACEY ANGELL/dz SURETY REQUIRED: YES: _____ NO: X

PRE-BID/PROPOSAL CONFERENCE: DATE: 1/31/2023 TIME: 10:30 AM

MANDATORY: YES: X NO: _____

LOCATION: URI RYAN CENTER, 1 LINCOLN ALMOND PLAZA, KINGSTON, RI
MEET AT THE NORTH LOBBY ENTRANCE

Questions concerning this solicitation must be received by: DATE: 2/2/2023 TIME: 12:00 PM

Questions are to be submitted in a *Microsoft Word* document to: URIPurchasing@uri.edu

Please reference the Bid Number on all correspondence. Questions received, if any, will be posted on the internet as an addendum to the bid. It is the responsibility of all interested parties to download this information.

For Bid Solicitation Information visit: <http://web.uri.edu/purchasing/bid-information/>

STATEMENT REGARDING COVID-19

Effective immediately, we are suspending all in-person public bid openings until further notice.

Public Bid responses will be publicly read via Webex video conferencing. To participate in the bid opening, please visit the following site at the scheduled bid opening date and time:

* URL: <https://univofri.webex.com/meet/uripurchasing>

No offer will be considered that is not accompanied by the attached University of Rhode Island Bidder Certification Form/Contract Offer completed and signed by the offeror.

COMPANY NAME: _____

STREET AND NUMBER: _____

CITY, STATE & ZIP CODE: _____

Print Name and Title

Telephone Number/Facsimile Number

Signature

Date

E-mail address

THIS BID WILL NOT BE HONORED UNLESS SIGNED

University of Rhode Island Bidder Certification Form

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bid responses must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State or University locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price.

PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at www.purchasing.ri.gov > Solicitation Opportunities > Other Solicitation Opportunities. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

SPECIFICATIONS. Unless specified “no substitute”, product offerings equivalent in quality and performance will be considered (at the sole option of the University) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND THE UNIVERSITY OF RHODE ISLAND CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State’s Purchasing Laws and Regulations and other applicable State Laws and Regulations, including the Board of Governors for Higher Education Regulations and General Terms and Conditions of Purchase. The Regulations and General Terms and Conditions are incorporated into all University of Rhode Island contracts and can be viewed at: <https://web.uri.edu/purchasing/files/BOGREG.pdf> and www.ridop.ri.gov .

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the State’s Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a “public copy” to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <https://www.ridop.ri.gov/rules-regulations/>

SECTION 4 - CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE VENDOR CERTIFIES THAT:

___1 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

___2 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe," and (2) RIGL section §37-2-7(16) which identifies the URI Board of Trustees as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.B any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

___3 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

___4 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

___5 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

___6 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

___7 I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General Terms and Conditions available at the Rhode Island Division of Purchases Website (<https://www.ridop.ri.gov/rules-regulations/>) and the Board of Governors Regulations on the URI Purchasing Website (<https://web.uri.edu/purchasing/files/BOGREG.pdf>) apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

___8 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. Laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

___9 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML) Category: _____

___10 I/we certify that the above information is correct and complete.

IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #1 – 8 and 10 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments where applicable, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor/Company Name; _____

Vendor's Signature: _____ Bid Number: _____ Date: _____
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Print Name and Title of Company official signing offer

COMMODITY: MULTI-MEDIA SUPPORT FOR URI COMMENCEMENT
OPENING DATE & TIME: 2/14/2023 @ 1:00 PM

SHIP TO:
URI PUBLIC PROGRAMMING & SPECIAL EVENTS
ALUMNI CENTER, ROOM 300B
73 UPPER COLLEGE ROAD
KINGSTON, RI 02881

BIDDER (NAME OF FIRM) | BIDDER (NAME OF FIRM)

BID NO: 101234 | BID NO: 101234

ATTACHMENT "A"									
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.	EXTENDED PRICE

INSTRUCTIONS:

IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED. THE PRICE COLUMN ON THE RIGHT WILL BE DETACHED TO CREATE A BID TABULATION SPREAD SHEET FOR THE "OFFICIAL BID ANALYSIS", THEREFORE:

A VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON "EVERY" PAGE UNDER THE WORDS "BIDDER"

B PRICE COLUMNS MUST CONTAIN "EXACTLY" THE SAME INFORMATION.

C ANY SUPPLEMENTARY INFORMATION MUST BE REPEATED IN "BOTH" COLUMNS.

D TO ASSURE THAT OFFERS ARE CONSIDERED ON TIME, EACH OFFER MUST BE SUBMITTED WITH SPECIFIC BID/RFP NUMBER (PROVIDED ABOVE), DATE AND TIME OF OPENING MARKED IN THE UPPER LEFT HAND CORNER OF ENVELOPE. EACH BID/OFFER MUST BE SUBMITTED IN SEPARATE SEALED ENVELOPES:

MAIL TO:	COURIER:
UNIVERSITY OF RHODE ISLAND P.O. BOX 1773 PURCHASING DEPARTMENT KINGSTON, RI 02881	UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT DINING SERVICES DISTRIBUTION CENTER 10 TOOTELL ROAD KINGSTON, RI 02881-2010

DOCUMENTS MIsDIRECTED TO OTHER STATE LOCATIONS OR WHICH ARE NOT PRESENT IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT AT THE TIME OF OPENING FOR WHATEVER CAUSE WILL BE DEEMED TO BE LATE AND WILL NOT BE CONSIDERED. FOR THE PURPOSE OF THIS REQUIREMENT, THE OFFICIAL TIME AND DATE SHALL BE THAT OF THE TIME CLOCK IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT. POSTMARKS SHALL NOT BE CONSIDERED PROOF OF TIMELY SUBMISSION.

FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION".

GROUP PURCHASING ORGANIZATIONS (GPO):

THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:

- 1) Educational & Institutional Cooperative Purchasing (E&I)
- 2) Provista

DO NOT ATTACH QUOTES. QUOTATIONS SUBMITTED WITH BID RESPONSES WILL NOT BE CONSIDERED. ALL BID RESPONSES ARE IN ACCORDANCE WITH THE ATTACHED BID SPECIFICATIONS AND THE BOARD OF GOVERNORS FOR HIGHER EDUCATION PROCUREMENT REGULATIONS:
<https://web.uri.edu/purchasing/files/BOGREG.pdf>

COMMODITY: MULTI-MEDIA SUPPORT FOR URI COMMENCEMENT
 OPENING DATE & TIME: 2/14/2023 @ 1:00 PM

SHIP TO:
 URI PUBLIC PROGRAMMING & SPECIAL EVENTS
 ALUMNI CENTER, ROOM 300B
 73 UPPER COLLEGE ROAD
 KINGSTON, RI 02881

BIDDER (NAME OF FIRM) _____
 BIDDER (NAME OF FIRM) _____
 BID NO: 101234
 BID NO: 101234

ATTACHMENT "A" ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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1	AUDIO-VISUAL SUPPORT AND LED DISPLAY FOR 2023 COMMENCEMENT	1	TOT	\$ _____	\$ _____	\$ _____	\$ _____	1
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PER THE ATTACHED SPECIFICATIONS.
 RESPONSES SHOULD ALSO INCLUDE INFORMATION AS SPECIFIED IN SECTION 2.4 OF THE SPECIFICATIONS.

INSURANCE

IN ACCORDANCE WITH THE BOARD OF GOVERNORS (BOG) FOR HIGHER EDUCATION GENERAL CONDITIONS OF PURCHASE, INSURANCE CERTIFICATES ARE REQUIRED FOR WORKERS COMPENSATION, GENERAL LIABILITY, PROPERTY DAMAGE AND AUTO INSURANCE. UPON NOTICE OF TENTATIVE AWARD, THE SUCCESSFUL BIDDER(S) WILL BE REQUIRED TO SUBMIT THE ABOVE NAMING THE UNIVERSITY OF RHODE THE STATE OF RHODE ISLAND AS ADDITIONAL INSURED, BY A STATE OF RHODE ISLAND.

LICENSE

SUCCESSFUL BIDDER WILL BE REQUIRED TO PROVIDE COPIES OF ALL LICENSES, PERMITS, ETC. REQUIRED BY LAW BEFORE A PURCHASE ORDER IS ISSUED.

**University of Rhode Island
Undergraduate Commencement
2023**

Audiovisual Specifications

The University of Rhode Island is seeking an audiovisual event support contractor to provide production services for the Main Undergraduate Commencement Exercises on **Saturday, May 20, 2023**. These exercises consist of a series of events, held across the Kingston Campus, and are expected to draw an audience of twenty thousand people. Audiovisual event 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
- AV Electronic Field Production (EFP) and Image Magnification (IMAG) services
- Livestream
- Large Outdoor LED Screen

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, backup 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 event, equipment load-in, installation, and testing will begin on Friday. Setup and testing for all indoor venues shall be completed by no later than 5:00PM on Friday, 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 contractor is required for Saturday and Sunday events. The Main Commencement ceremony will be held on Saturday morning and 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 Quadrangle 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. 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.

Section 1: Venue Overview

On Saturday, the events are divided into two types – the Main Commencement ceremony, featuring scripted addresses from the President, the Provost, and invited speakers; and 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; and the band stage, with a band providing live musical accompaniment for the main ceremony.

The main venue will host the Main Commencement and the College of Arts and Sciences ceremony. Under fair weather conditions, the main venue will be the Quadrangle. 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 will comply with the following schedule on Saturday:

- A. 07:00 AM - EFP truck internal sound/picture check, runs bars and tone**
- B. 07:00 AM - The following checks should be completed by this time:**
 - **FOH/Monitor system sound check deadline by University personnel**
 - **EFP truck camera check deadline**
 - **EFP truck rolls slides, soft music on stream + Quad IMAG display**
- C. 08:00 AM - Quad IMAG screen operational**
- D. 08:00 AM - FOH system provides pre-recorded soft music**
- E. 08:30 AM - Announcer VO check deadline by University personnel**
- F. 09:00 AM - Announcer VO on air**
- G. 09:00 AM - Processions begins**
- H. 10:00 AM - WRIU feed on air**
- I. 10:00 AM - Main Entrance, Main Ceremony Begins**
- J. 3:00PM - College of Arts & Sciences (URIAS) Commencement**
- K. Site strike commences immediately after the College of Arts and Sciences ceremony and must be completed by the end of the day.**

For the outdoor, Quad location, the Contractor shall provide the on-stage microphones and monitoring, sound reinforcement system, and assistive listening access. The Contractor shall provide EFP services – using multiple high-definition cameras, additional audio elements, and pre-recorded elements, to prepare an audiovisual recording and live feed of the event. The Contractor shall interface with the URI computer network to distribute this feed. 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. 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 for an audio feed, 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. The satellite venue requiring vendor support are as follows:

- **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 two screens. The contractor is required to provide a rear projection-based system. This venue will comply with the following schedule:

Date	Time	Ceremony
Saturday May 20	3:00 PM	College of Nursing <i>est. 1 hour runtime</i>
Sunday, May 21	11:00 AM	Alan Shawn Feinstein College of Education & Professional Studies <i>est. 1 hour runtime</i>
Sunday, May 21	2:30 PM	College of Pharmacy <i>est. 1 hour runtime</i>

Timeline for Saturday, May 20:

- A. **08:00 AM - Venue Sound check deadline by University personnel**
- B. **02:00 PM – Final Pre-event check with College representative and URI personnel.**
- C. **02:00 PM - Pre-show starts- to be finalized by URI (*may include items such as looping slide deck, background music, venue announcements or similar*)**
- D. **03:00 PM – College of Nursing – Individual Commencement Ceremony**
- E. **Following the end of the ceremony, the venue is done for the day. Vendor may leave the site set-up and the space and building will be locked and secure. Leaving gear in place is at Vendor’s discretion**

Timeline for Sunday, May 21

- A. **08:00 AM – Venue Sound check deadline by University personnel**
- B. **10:00 AM – Final Pre-event check with College representative and URI personnel**
- C. **10:00 AM- Pre-show starts- to be finalized by URI (*see above timeline note*)**
- D. **11:00 AM- Alan Shawn Feinstein College of Education & Professional Studies- Individual Commencement Ceremony *est. 1 hour runtime***
- E. **12:00 PM – Staging changes, if needed, take place.**
- F. **01:00 PM- Final Pre-show check with College representative and URI personnel**
- G. **01:30 PM- Pre-show starts – (*see above*)**
- H. **02:30 PM- College of Pharmacy- Individual Commencement Ceremony *est. 1 hour***
- I. **Site strike commences immediately following the end of the College of Pharmacy Ceremony.**

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.
- K. Contractor will provide a list of all items in the audio and video signal chains one month prior to event.
- L. The Contractor is to comply with all University Health and Safety measures.
- M. The University shall not be held liable in the case that the State of Rhode Island enacts any public gathering limits which would result in the cancellation of in-person gatherings.

2.2 Personnel and Subcontractor Requirements

- A. 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.
- B. All employees and/or subcontractors will wear visible identification badges.
- C. All employees and/or subcontractors must maintain a professional dress code.
- D. Smoking is prohibited in and around all buildings, outdoor venues, and technical support areas.
- E. The URI 2023 Commencement ceremonies will be following the guidance of the Rhode Island Department of Health and the URI COVID Task Force and are subject to change. Final details about the URI ceremonies will be confirmed in late March/early April 2023.

2.3 Storage, Inventory, and Insurance Coverage

- A. Technical setup for indoor satellite venues will be done on Friday. Access to these venues will be restricted over the weekend, as no scheduled events are being held.
- B. Contractor shall provide proof of audio/visual equipment coverage for their own equipment while on University property. If any equipment is to be stored overnight on University property, the following conditions must be met:
 1. Contractor shall notify the University of its intent to store equipment on University property.
 2. Vendors can store vehicles on campus in a designated area at their own risk.
 3. Contractor will provide the University with a list of the equipment and equipment value being stored on University property.
 4. Equipment shall be removed from University property by 11:59 p.m. on **Sunday, May 21, 2023**.
- C. The University will provide excess “audio visual equipment coverage” for contractor’s equipment in the amount of \$250,000, 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 and alternate services itemized per venue. Each line of this will include all material and labor costs for the relevant venue.
- B. All bidding contractors are required to submit any industry or vendor-specific certifications held by key technical personnel.
- C. 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.

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 live streaming. Contractor is also responsible for rigging and

temporary electrical installation needed for the production.

- B. The staging layout includes two stages – the main stage, seating the President and the rest of the platform party. Staging, seating, and lecterns are provided by a third party. The main stage has two lecterns from which prepared remarks will be delivered. In addition to the lectern, there will be a single microphone stand placed on the main stage for a soloist. Live musical accompaniment will be provided from the brass, wind, and percussion ensemble positioned on the band stage.
- C. The contractor's equipment and personnel placement will be in a series of 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. Technical equipment such as speakers and video screens will be positioned in designated areas as determined at the pre-bid meeting.
- D. Vehicles used for loading and transport of equipment must be positioned off the Quad and confirmed at the site walkthrough. No personal vehicles may be parked in the vicinity of the Quad.
- E. The services rendered by the contractor shall be described in the following sections. The sections will cover audio requirements, which is concerned with sound reinforcement and on-stage monitoring. EFP (Electronic Field Section), which is concerned with aspects of video, audio for video, and associated production services. In addition to described services, technical specification sections will follow as needed.

Section 3.1: Sound Reinforcement Description

- A. Contractor shall supply on stage microphones, located at three positions. The first two locations are lecterns (stage center and stage right), which are used to deliver prepared remarks. The third location will be a boom stand located stage left. Each microphone shall be fitted with a windscreen to attenuate wind noise. The Contractor shall select a windscreen capable of attenuating wind noise expected in outdoor conditions.
- B. The program consists largely of prepared remarks delivered from the lecterns. As such, the contractor must supply a backup microphone at each lectern. Microphones must be mounted, and cables dressed in a professional fashion. Contractor shall use professional quality microphones. *Special note: URI Quad is often a high wind location, please select microphone and windscreen accordingly.* Microphone placement must not occupy excessive space on the lectern itself and should not restrict sight lines.
- C. Contractor shall supply the on-stage monitoring system for the main stage, with sufficient output to cover a 40 foot by 15-foot stage at a reasonable volume level. Stage audio should be a separate, pre-fader feed from the audience speaker feed. Placement of stage wedges must not impede viewing angles for the seated audience members.
- D. Contractor will provide microphone placement on the band stage. The band itself is comprised of brass, winds, and percussion. All microphones must have windscreens. Placement of spot or sectional microphones on stage (for example, additional reinforcement for low brass) must not occupy excessive space, nor create trip hazards

for performers. The stage itself is a cramped environment.

- 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. Side fill shall be provided for the performers, with a dedicated wedge for the conductor.
- F. Contractor will provide playback of ambient music prior to the ceremony if band is not actively playing.
- G. Contractor shall provide all equipment (including rigging) for the FOH speaker system. Contractor is required to provide a line-array system with sufficient trim height to ensure coverage (with a reasonable degree of HF loss) through the tree line at the Upper College Road end of the Quad.
- H. 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) receiving units, five (5) of which must be induction neck-loop connectors and the remaining nineteen (19) can be belt-pack receiving units with headphones. Distribution will be handled by URI Disability, Access, and Inclusion.

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 but not limited to; Avid, Midas, Yamaha*).
2. On-stage monitor mixes will be run through the main FOH console but should have a separate mix from the FOH speakers.
3. Each on-stage monitor channel will be equipped with feedback suppression capability.
4. 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 gain.
5. The Contractor will be required to demonstrate proper operation of the sound system to a University representative. Sound check deadline is 9:00 AM.
6. Contractor will media playback capacity. The University shall supply music and other recorded material in an agreed-upon format to be played back on cues provided by the University.
7. The contractor shall supply an FM-based assistive listening system. Final count of requested devices will be supplied by an agreed upon date in advance of the weekend. Distribution will be handled by URI Disability, Access, and Inclusion.
8. The contractor will ensure that the batteries are charged and that the receivers are tuned properly before the beginning of the event.
9. The feed to the Production vehicle must not have any FOH equalization or processing applied.
10. The feed to the assistive listening transmitter must not have any FOH equalization or processing applied.

B. Microphones

1. Contractor is required to supply lectern-mounted microphones for both lecterns on the main stage.
2. Contractor is required to supply a microphone on a boom stand for the soloist.
3. The lectern microphone positions shall include a redundant back-up microphone of the same type.
4. Contractor is required to supply microphones for an 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.
5. All microphones must be equipped with wind screens.

C. Monitoring Requirements – Main Stage

1. Contractor shall provide wedges for both the lecterns and the soloist. The soloist wedge channel must have some form of muting control.
2. Contractor shall provide side fill speakers to accommodate the seated platform party members.
3. The main stage monitor mix will include the lectern microphones, the soloist microphone, and the band.

D. Monitoring Requirements – Band Stage

1. Contractor shall provide side-fill monitoring to cover the band stage.
2. Contractor shall provide an additional speaker to provide monitoring for the conductor
3. The band stage monitor mix will only include the lectern microphones and soloist.

E. Front of House Speaker System

1. The contractor shall supply a full-range sound system capable of providing sufficient and even volume across an outdoor venue seating approximately 15,000 people in a ground-level stadium-style arrangement.
2. The seated audience area begins 40 feet from the stage lip and extends an additional 350 feet toward Upper College Road. At its widest point, the seated audience area is 300 feet wide.
3. Contractor shall supply speakers, rigging, and labor for two speaker positions - line arrays to be flown next to the main stage.
4. Line Array Specification
 - a. Systems similar to EAW KF700 series line array modules are preferred.
 - b. Contractor shall supply an inclinometer (or laser measuring device) to ensure that the array is properly directed.
 - c. Contractor assumes all liability for rigging and must carry insurance. Contractor must have industry certification (for example, ETCP).
5. 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 style cable bridges when cabling crosses publicly accessible walkways or roadways.
 - i. Mats or carpeting is required to cover cabling in pedestrian traffic areas. Mats or carpeting must be secured with sandbags.
 - ii. 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 protocols such as AES, MADI, or Dante.

Section 3.3: Electronic Field Production Description

- A. Contractor shall supply a minimum of four Full HD (1080p) cameras.
- B. Contractor shall supply a production vehicle with:
 - 1. HD Production Switcher
 - 2. Audio Mixer
 - 3. CG/Titling Capabilities
 - 4. HD Recording Capabilities
- C. Contractor shall supply technical personnel to fill the following roles:
 - 1. Director/Producer
 - 2. Technical Director
 - 3. Streaming Operator
- D. Contractor shall facilitate a pre-event voiceover provided by URI Communications and Marketing voice talent. Voice talent will require a monitor mix, including cues from the production truck. Voice talent will also require a video monitor, with the pre-caption EFP video feed.
- E. Contractor shall record the program video and audio mix in an approved format, using redundant recording units.
- F. Contractor shall coordinate live streaming of the event with URI's Communications and Marketing. Contractor will be given access to URI's approved live streaming provider, using URI's established account.
- G. Contractor shall provide a stereo analog audio connecting point for WRIU.

Section 3.4: Electronic Field Production Technical Requirements

- A. Camera and Video Processing
 - 1. The video format used and delivered shall be HD 1080p (1920x1080, 30 frames 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 with HD-SDI output.
 - 4. One camera will be dedicated to close-up shots of presenters speaking at the lectern and will be mounted on a secure, production quality tripod. This camera will be equipped with an EFP box lens.
 - 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 will be able to receive GradRoll signal and the contractor shall supply the necessary cable run to ingest the signal.
12. Signal will be generated from a laptop HDMI signal near the stage and will need to be relayed to the production set-up.
13. The switcher shall have an HD-SDI (or 3G-SDI) output, used to feed distribution components.
14. The switcher shall have a full HD signal path and shall not reduce the resolution or bit depth of the input signal.
15. The switcher shall not change chroma subsampling format (example – 4:2:2 to 4:2:0).
16. The switcher shall have at least two still-store channels with enough frame memory to store at least 64 1920x1080 slides.
17. The switcher's still store may be used as a source for production graphic elements.
18. The switcher must have some form of keying function.

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, multi-camera coverage of the band, and close-up shot of the vocalist during live performances.
6. 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.
2. Using the pre-EQ mix from FOH is acceptable. The connection from FOH to the EFP vehicle must be made using balanced, low-impedance shielded cable.
3. Contractor's audio mixer must have an auxiliary output (or additional mix busses). This output will be used to deliver a personalized monitor mix to URI's voice talent.
4. Contractor's audio mixer must accommodate a talkback mic in the truck, used to provide cues to URI's voice talent.
5. Contractor is required to supply audience microphones to provide ambience for the live stream mix. These microphones will be located by the FOH mix position.
6. Contractor is required to accommodate a pre-event voiceover provided by URI voice talent. The talent will require a broadcast-style headset with microphone and windscreen, and boom microphone, 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 pre-caption EFP video feed.

D. Distribution Requirements

1. All recorded, publicly displayed, or streamed video must have visible closed captions present.
2. Contractor is required to distribute the EFP feed via SDI. Production audio is to be embedded on channels 1 and 2.

3. Contractor shall provide a distribution amplifier for the post-captioned EFP feed. This DA will provide enough outputs for the large screen displays (up to two, if the second display option is taken), and the web stream encoder.

E. Display Requirements

1. Contractor shall supply a video feed to the Quad main video display:
 - a. The video feed to the display truck should be in 1920x1080p (Full HD) and a 16:9 resolution.
 - b. The contractor will ensure and provide all proper cabling needed to complete the connection to the video display.
 - c. URI AV personnel will facilitate communication with video truck supplier and awarded contractor.
2. Video display(s) will show Program video signal.

F. Recording Requirements

1. Contractor shall supply two independent recording units.
2. Recorders shall utilize hard drives, or solid-state/flash media, recorded using the Apple ProRes codec (AJA KiPro or equivalent).
3. Recording shall be made at Full HD resolution – 1920x1080 (1080p, 30 frames per second).
4. Each recorder shall have a dedicated video monitor to confirm proper recording operation.
5. Each recorder shall have visible audio level 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.

G. Stream Requirements - HTTP-based system

1. Must provide for redundant encoders.
2. If a computer is used, the hardware will comply with software vendor's published recommended specs.
3. 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. The contractor will be expected to evaluate the connection points during the pre-bid meeting and coordinate with University facilities.
2. Three-phase, 208Y, 100A per phase electrical service is accessed via a connection point on the Quad.
3. Contractor shall observe amplifier manufacturer's recommendations for maximum number of amplifiers on a single 120V 20A circuit.
4. Contractor shall distribute equipment to maintain a maximally even loading on each phase.
5. Contractor shall supply a distribution box capable of interfacing the backup generator.

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 or excessive noise.
4. Generator position may be subject to approval by the Fire Marshal.

C. Network Access

1. Wired network connection points are accessed via a Fiber switch located at the video truck.
2. Wireless network use is prohibited for any production-related usage.
3. One Ethernet connection will be pulled by the contractor to provide main connectivity for WRIU.

Section 3.6: Video Screen Specifications

Display Requirements:

- Single large screen, outdoor rated video display unit. Video display shall have a minimum width of twenty-seven (27) feet with an aspect ratio of 16:9.
- Video display unit shall have a pixel pitch of 10mm or finer, with the ability to display Full HD or higher resolutions.
- Display supports, enclosure, and or bezel must be matte black, or dressed in matte black fabric. Reflective surfaces are not acceptable
- Video display unit must be powered from the main power distribution unit on the Quad, onboard generators are not acceptable during the commencement exercises, but may be used for setup and breakdown. **NOTE: display must be able to operate on 240V power.**
- Video display unit shall receive a signal from the video production team via an HD-SDI cable.
- It will be the responsibility of the awarded contractor to coordinate with University electrical personnel.

Electrical Requirements:

- To connect to the provided University power supply, the following parameters must be followed:
- Must run on 240V with 200amps.

General Specifications and Requirements:

- Contractor is required to contact the URI Facilities team prior to arriving on campus for site set up.
- Contractor is expected to perform site setup, production, and strike independent of URI labor, including technical troubleshooting and repair services.
- Contractor is required to maintain regular communication with URI representatives during the pre-event planning phase.
- Contractor is required to participate in safety analysis and planning as deemed necessary by the URI Department of Public Safety.
- 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.
- 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.

- 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.

Section 3.7: Rain Plan Modifications

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

Section 4.0: Satellite Venue Service Requirements

- 1. The only satellite venue the awarded vendor will be responsible for is the Keaney Gymnasium site.
- 2. Contractor shall provide sound reinforcement and electronic field production (EFP) services to support the events held within the venue. These services shall include sound reinforcement and image magnification, and live streaming. Contractor is also responsible for rigging and temporary electrical installation needed for the production.
- 3. The estimated total audience size for Keaney is to be less than 2000 total attendees. More accurate attendance estimate will be provided closer to the event date.

Section 4.1: Keaney Gymnasium Description

- A. Venue Stage will be set-up in front of the North side bleachers with a projection on either side of the stage. Graduates will be seated on the gymnasium floor while attendees will be seated in the South side bleachers.
- B. Contractor will provide microphone placement on stage. Microphones will be mounted to on-stage lecterns.
- C. 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.

- D. Contractor will provide playback of classical or jazz music before the main ceremony as part of the Pre-show.
- E. Contractor will provide video projection services. The contractor is responsible for the projectors and screens, as well as any support or rigging needed. Projection shall be rear projection and contractor will have free use of the North bleachers behind the stage. Contractor shall provide pipe and drape kit for the screen. The displays will be used for event image magnification.
- 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. Power will be supplied by individual circuits.

Section 4.6: Keaney Gymnasium Technical Requirements

A. Sound

1. Contractor will provide a lectern-mounted microphone.
2. Any microphone cables on stage must be neatly dressed and must not present a trip hazard.
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. Speaker Placements
 - a. All speaker placements will be discussed and finalized at final pre-event walkthrough.
7. Contractor will provide both the transmitter, and twelve (12) receiving units, four (4) of which must be induction neck-loop connectors and the remaining eight (8) can be belt-pack receiving units with headphones. Distribution will be handled by URI Disability, Access, and Inclusion
8. Contractor will ensure that receivers are properly tuned and that all batteries are fully charged before each event held in the venue.
9. The feed to the assistive listening transmitter must not have any of the FOH equalization applied.
10. 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.
 - a. The set-up will consist of 2 projection set-ups positioned on either side of the stage.
2. Contractor will provide the appropriate pipe and drape kit to mask the screen to a 16x9 aspect ratio as well provide a drape back drop for the staging set-up.
3. Contractor will use best suited projection set-up for optimum image based upon staging constraints.
4. Contractor will provide a projector with an output of at least 20,000 ANSI Lumens.
5. Image will be projected in a 16x9 aspect ratio.

Section 4.7: Keaney Gymnasium Electronic Field Production Description

- A. Contractor shall supply a minimum of 2 Full HD (1080p) cameras.
- B. Contractor shall supply a production set-up with:
 - HD production Switcher
 - Audio mixer
 - CG/Titling Capabilities
 - HD Record Capabilities
- C. Contractor shall record the program video and audio mix in an approved format, using redundant recording units.
- D. Contractor shall coordinate live streaming of the event with URI's Communications and Marketing. Contractor will be given access to URI's approved live streaming provider, using URI's established account.
- E. Contractor shall integrate the URI provided signal from 'GradRoll' which will supply graduate's name lower third graphics.

Section 4.8: Keaney Gymnasium Electronic Field Technical Requirements

- A. Camera and Video Processing
- B. The video format used and delivered shall be HD 1080p (1920x1080, 30 frames per second).
- C. Contractor shall supply a minimum of two cameras.
- D. All cameras used must have three individual CMOS or CCD sensors ("3-chip"), with each sensor having a 1920x1080 (Full HD) resolution with HD-SDI output.
- E. Key shots for the venue are:
 - 1. Close up of Graduates crossing. *This will be coordinated with URI GradRoll team to ensure optimal display name and video matching.*
- F. It is preferred that all camera positions shall have intercom circuits back to the production set-up.
- G. The production set-up will have monitors for the switcher's Program and Preview outputs, calibrated against color bars on the day of the event.
- H. The Contractor shall provide a production (video) switcher.
- I. The switcher shall have HD-SDI (or 3G-SDI) inputs, used for the cameras.
- J. The switcher will be able to receive GradRoll signal and the contractor shall supply the necessary cable run to ingest the signal.
 - 1. Signal will be generated from a laptop HDMI signal near the stage and will need to be relayed to the production set-up.
- K. The switcher shall have an HD-SDI (or 3G-SDI) output, used to feed distribution components.
- L. The switcher shall have a full HD signal path and shall not reduce the resolution or bit depth of the input signal.
- M. The switcher shall not change chroma subsampling format (example – 4:2:2 to 4:2:0).
- N. The switcher shall have at least two still-store channels with enough frame memory to store at least 64 1920x1080 slides.
- O. The switcher's still store may be used as a source for production graphic elements.
- P. The switcher must have some form of keying function.
- Q. Production Audio
 - 1. The Contractor shall provide a production set-up audio mixer.
 - 2. Using the pre-EQ mix from FOH is acceptable. The connection from FOH to the EFP set-up must be made using balanced, low-impedance shielded cable.
 - 3. Contractor is required to supply audience microphones to provide ambience for the live stream mix. These microphones will be located at vendor discretion and be unobtrusive to attendees' event experience.

R. Distribution Requirements

1. All recorded, publicly displayed, or streamed video will utilize the streaming format's auto generated closed captions.
2. Contractor is required to distribute the EFP feed via SDI. Production audio is to be embedded on channels 1 and 2.
3. Contractor shall provide a distribution amplifier for the post-captioned EFP feed. This DA will provide enough outputs for the large screen displays (up to two, if the second display option is taken), and the web stream encoder.

S. Display Requirements

1. Contractor shall supply a video feed to the Keaney video display:
 - a. The video feed to the display should be in 1920x1080p (Full HD) and a 16:9 resolution.
 - b. The contractor will ensure and provide all proper cabling needed to complete the connection to the video display.

T. Recording Requirements

1. Contractor shall supply two independent recording units.
2. Recorders shall utilize hard drives, or solid-state/flash media, recorded using the Apple ProRes codec (AJA KiPro or equivalent).
3. Recording shall be made at Full HD resolution - 1920x1080 (1080p, 30 frames per second).
4. Each recorder shall have a dedicated video monitor to confirm proper recording operation.
5. Each recorder shall have visible audio level 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.

U. Stream Requirements

1. Must provide for redundant encoders.
2. If a computer is used, the hardware will comply with software vendor's published recommended specs.
3. Must be able to encode H.264 video, with AAC audio, at a maximum bitrate of 10Mbps.

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 use live speech for 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.