



Request for Proposal - RFP

The Quad Cities Cable Communications Commission is requesting proposals to rebuild Quad Cities Community Television (QCTV)'s website.

I. Background

The Quad Cities Cable Communications Commission (QCCCC) is a Joint Powers Government Agency for the cities of Andover, Anoka, Champlin, and Ramsey. Quad Cities Community Television (QCTV) is the dba name of the programming entity for the Commission.

QCTV's current website was built for WordPress by BizzyWeb LLC. in 2015. BizzyWeb currently hosts QCTV's website. QCTV's video catalog has grown beyond the capacity of the current website. Many pages which feature several video files load slowly. The website's aesthetic is also out of date and needs to be refreshed, putting our video content forward on the website.

Cablecast is a playback automation system that allows QCTV to manage its video-on-demand (VOD) content and the playback/automation of content for QCTV's linear video channels for both live streaming and QCTV cable channels on the Comcast cable subscriber system. All video content on the website, either live streaming or on-demand, comes from Cablecast. Cablecast's system developer, Tighrope Media Systems, has an Application Program Interface (API) that the current website uses to display the content from Cablecast and the program guide on the website.

II. Summary

The website rebuild aims to create a robust, secure, and user-friendly home for QCTV's programming. The website design should be attractive and modern, with seamless integration with Cablecast and YouTube. The website should be built so it can be hosted by a separate entity, if need be.

III. Scope of Work

- A. The successful proposal submitters will:
1. Review QCTV's current website to understand its current functions.
 2. Be able to learn and integrate with [Cablecast](#).
 3. Define costs for ongoing support and/or updates.
 4. Present pricing options for the design and hosting of the final website.
 5. Propose improvements for the future based on emerging technologies in web development and streaming.
 6. Development of a Smart TV/mobile streaming app to be presented as an option.
 7. Develop a system for recommending additional content to viewers.
 8. Recommend a sitemap with estimated costs.



- B. Successful Outcomes:
 - 1. Develop a website that can handle seven channels live streaming in high definition, and Video-On-Demand (VOD) traffic simultaneously.
 - 2. Pages with multiple video files must load quickly.
 - 3. Create an attractive User Interface (UI) emulating contemporary streaming services.
 - 4. Develop a robust/user-friendly e-commerce system for sales of DVDs, USB Drives, Video Downloads, and video monetization (e.g., content paywall, pay-per-view, etc.)
 - 5. Infrastructure may reside with the current provider or be transferable to another hosting service.
 - 6. Recommend upgrades and estimated costs.
 - 7. Provide documentation and/or training on new features and plugins.
 - 8. Provide a written report to QCTV and make a formal presentation to the Cable Commission.

IV. Proposal Requirements

A qualifying proposal must address all the following points:

- A. Cover Letter
 - 1. Project title.
 - 2. Firm name.
 - 3. Executive summary.
- B. Firm Qualifications
 - 1. Type of organization, size, professional registration, and affiliations.
 - 2. Identify and present the qualifications of key team members.
 - 3. List of recent projects completed.
 - 4. Client references from two recent, related projects, including name, email address, and phone number of individuals to contact for referral.
- C. Understanding of Cost and Scope
 - 1. Cost for completing the scope of work, final report, and presentations.
 - 2. Proposed timeline for completion.
 - 3. Expected completion date of November 1st, 2023 with presentation to Cable Commission to follow.
 - 4. QCTV will retain the report for future consideration.

V. RFP Timeline / Proposal Submission Deadline

- A. Proposals may be submitted electronically to webmaster@qctv.org or in hardcopy to QCTV Attn: Website Rebuild RFP, 12254 Ensign Ave. N. Champlin, MN 55316
- B. Proposals must be received either physically or electronically, on or before March 14th, 2023, 9:00 AM CST. QCTV's business hours are 8:00 am – 4:30 pm CST, Monday – Friday.



- C. QCTV Staff will evaluate the proposals based on qualifications and references, previous comparable experience, cost, and demonstration of understanding of the project objectives; including requesting additional information.
- D. Questions or requests for additional information may be directed to ContactUs@QCTV.org or to (763) 427-1411.
- E. QCTV Staff will notify the proposal submitters when a decision is reached.
- F. QCTV reserves the right to reject any and all proposal submissions.

VI. Proposed Project Timeline

1. Proposals Received – March 14th, 2023.
2. Proposals Reviewed – March 20th – March 31st.
3. Proposals Evaluated – April 10th – April 28th.
4. Report to Cable Commission Prepared – May 1st – May 5th.
5. Contractor Approved by Cable Commission – May 18th.
6. Contract Finalized – May 22nd – 25th.
7. Estimated Work Start Date – June 1st.