



# **PRE- PROPOSAL CONFERENCE**

## **Request For Proposals (RFP)**

Solicitation No. **H37-OCUCMS-2023-014**

### **OCULUS CONTENT MANAGEMENT SYSTEM (CMS) FOR HOUSTON AIRPORT SYSTEM (HAS)**

**Wednesday, April 5, 2023, at 10:00 A.M., CST**

André Morrow, C.P.M., CPPB  
Sr. Procurement Specialist  
Houston Airport System  
**[andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov)**

Virtual Via MS Teams Tele-Conference: **[bit.ly/3JF9pZw](https://bit.ly/3JF9pZw)**

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# Pre-Submittal Meeting Agenda

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I. Opening Remarks

II. Solicitation Overview

Andre' Morrow, C.P.M., CPPB  
Sr. Procurement Specialist

III. Office of Business Opportunity

Kellie Irving  
HAS OBO

IV. Project Scope and Overview

Diego A. Parra PMP, FMP  
HAS IT PMO Director

V. Questions/Answers

All questions must be submitted in writing via email to SCM, Andre' Morrow

# Procurement Process Reminder / Quiet Period

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- The Quiet Period begins on the date the solicitation is issued and extends until an award recommendation appears on a City Council Committee Meeting Agenda.
- All inquiries regarding this solicitation are to be directed to the designated City Representative ([Andre' Morrow](#)).
- Do not contact Council Members or City employees in an attempt to influence the outcome of the award. You will be able to speak publicly at the City Council Meeting.

# Disclaimer:

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This document serves to aid interested Vendors doing business with the City of Houston (City). This document does not constitute legal advice or bind the City in any manner. Anything stated at this pre-proposal conference is not intended to change any terms and/or conditions stated in the advertised solicitation document. Any authorized changes will be made in writing in the form of a letter clarification or addendum issued by Supply Chain Management.

# Solicitation Overview

## **Solicitation Purpose**

This Request for Proposals is to select an experienced and qualified firms to provide the Oculus Content Management System (CMS) technology and related infrastructure, including cabling, software, and licenses. The contractor will design, coordinate, install, and program the media feature management and content delivery system, and provide warranty and maintenance services at George Bush Intercontinental Airport (IAH), International Central Processor (ICP).

The estimated project timeline is timed to coincide with the opening of the IAH ICP and must be substantially complete with the ITRP terminal opening currently anticipated for May 2024.

# Solicitation Overview

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**QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION  
ARE DUE BY:**

**Tuesday, April 11, 2023 , 12:00 P.M. (noon), CST**

**SOLICITATION DUE DATE AND TIME:**

**Tuesday, May 9, 2023, 2:00 P.M. CST**

# Add'l Info/Specification Changes



## LETTER OF CLARIFICATION(S) (LOC) :

Requests for additional information and questions should be addressed via email to the HAS Sr. Procurement Specialist, André Morrow, C.P.M., CPPB: [andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov) no later than 12:00 P.M. (Noon), Tuesday, April 11, 2023 .

- Please include the phrase “**QUESTIONS: RFP No. H37-OCUCMS-2023-014, Oculus Content Management System (CMS)**” in the subject line and provide all applicable contact information.

**Responses to questions received from potential Firms and any changes to the solicitation documents shall be confirmed in writing and will be posted in a Letter of Clarification to the HAS website (<https://www.fly2houston.com/biz/opportunities/solicitations>) prior to proposals due date.**

# Submittal Procedures

- **Provide one (1) original submittal** signed in **BLUE** ink and marked “original” along with **ten (10) copies** of the submittal in hard copy and on USB thumb drives.
- **Provide two (2) hard copies** (1-original and 1-copy) of **Firms’ Financial Statements** in a separate, sealed envelope bearing the assigned Solicitation Name and Number.
- All submittals must be delivered to 18600 Lee Road, Humble, TX 77338 by **Tuesday, May 9, 2023, 2:00 P.M. CST.**
- All submittals must be labeled on the outside of the box: **“RFP # H37-OCUCMS-2023-014, Oculus Content Management System (CMS)”** and provide all applicable contact information.



# RFP SUBMITTAL REQUIREMENTS



- Each Proposal must be organized and follow the required format as stated in Section 17.0 – Proposal Outline and Minimum Content Requirements.
- Each item must be appropriately tabbed and inclusive of all the required submittals.
- Submissions to the RFP must be valid for a period of one-hundred and eighty (180) consecutive calendar days from the date of receipt by the City.
- Forms to be submitted with the Proposal are listed in Part VI, Section 19.0 and must be properly and completely filled-up.

# Procurement Timeline



EVENT	DATE
Advertisement of Solicitation	03/24/23
Pre-Proposal Conference (Virtual via MS Teams)	04/05/23 at 10:00 a.m.
<b>Deadline for Submittal of Questions</b>	<b>04/11/23</b>
Letter of Clarification(s) Posted on HAS Website	04/17/23
<b>Response to RFP Due Date</b>	<b>05/09/23</b>
Oral Presentations ( <i>Estimated - if required</i> )	06/01/23
Submit to Council for Approval ( <i>Estimated</i> )	07/11/23

# Evaluation Criteria - RFP Content



<b>Table 3: Evaluation Criteria Scoring</b>	
<b>EVALUATION CRITERIA</b>	<b>Max Score</b>
<b>Company Profile</b>	<b>15</b>
<b>Relevant Experience and Demonstrated Ability to Deliver Similar Installations</b>	<b>15</b>
<b>Project Plan and Schedule</b>	<b>20</b>
<b>Installation, Programming, Commissioning Approach</b>	<b>15</b>
<b>Warranty and Maintenance</b>	<b>20</b>
<b>Proposal Pricing</b>	<b>15</b>
<b>Total</b>	<b>100</b>
<b>Minimum Qualifications</b>	<b>Pass/Fail</b>
<b>MWBE Compliance</b>	<b>Pass/Fail</b>
<b>Financial Capabilities (Separate Envelope)</b>	<b>Pass/Fail</b>
<b>Hire Houston First (Bonus Points)</b>	<b>5</b>

# EVALUATION CRITERIA

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## **The Respondents Must Meet The Following Minimum Qualifications:**

**The Proposer shall have been in the business of designing, integrating, and managing complex content management and delivery systems for large scale displays for a minimum of seven (7) years.**

# EVALUATION CRITERIA

## **Financial Capabilities (Pass/Fail)**

- Respondent is required to submit in a separate, sealed envelope, clearly marked “Financial Statements,” one (1) stamped “Original” and one (1) copy of its Financial Statements with its Submittal.
- Respondent must provide audited financial statements for the last two years, if they are available. If audited financial statements are not available, Respondent must provide tax returns and along with unaudited or reviewed financials for the last two years.
- Provide a brief statement of the Respondent’s bonding ability to fulfill the obligations.

## **Hire Houston First**

- As referenced in Section 8.5, Local Participation Plan, and City required documents listed as Exhibits, Attachments, and referenced in PART VI, Section 19.0 in the RFP solicitation are to be acknowledged and included in the Proposal being submitted.

# RFP SUBMITTAL REQUIREMENTS



## **FORMS TO BE SUBMITTED WITH PROPOSAL**

- Exhibit A – 00455 Ownership Information Form
- Exhibit B – 00457 Conflict of Interest Questionnaire
- Exhibit C – 00460 Pay or Play Acknowledgement Form
- Exhibit D – 00480 Reference Verification Form
- Exhibit E – 00481 Anti-Collusion Statement
- Exhibit F – Attachment “A”: Schedule of M/WBE Participation
- Exhibit F – Attachment “B”: M/WBE Letter Of Intent
- Exhibit F – Attachment “C”: Certified M/WBE Subcontract Terms
- Exhibit F – Attachment “D”: Mayor’s Office of Business Opportunity M/WBE Utilization Report
- Exhibit H – 00600 List of Proposed Subs
- Exhibit Q – Contact Directory Form
- Exhibit R – Statement Of Residency
- Exhibit S – Offer And Submittal
- Exhibit T – Contract and Contract Exception Chart
- Exhibit U – Declaration of Hire Houston First Designation
- Attachment B – Required Pricing Response Form
- Attachment C – Sample Agreement
- Attachment D – Required Submittal Checklist

## HAS Office of Business Opportunity

[has.obo@houstontx.gov](mailto:has.obo@houstontx.gov)

## **The M/WBE Goal on this solicitation is 13%**

Contact the HAS Office of Business Opportunity if you encounter any problems or have questions regarding navigating the “Play or Pay” and/or “Hire Houston First” programs. We can help guide you through this process.

**Kellie Irving, Deputy Assistant Director  
HAS - Office of Business Opportunity**

[kellie.irving@houstontx.gov](mailto:kellie.irving@houstontx.gov)      281-233-7833

<http://www.houstontx.gov/obo>



## General Project & Scope Overview

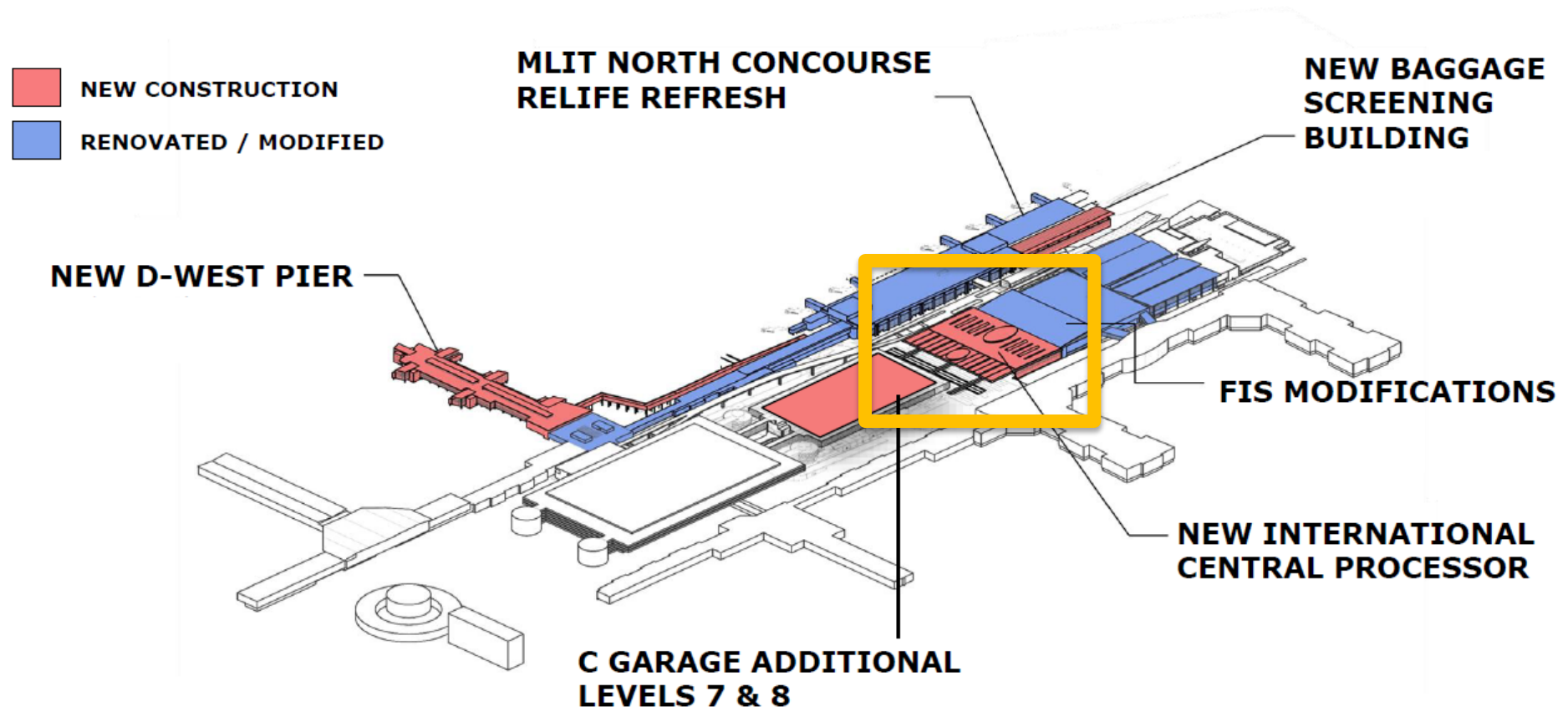
RFP No. H37-OCUCMS-2023-14

**OCULUS CONTENT MANAGEMENT SYSTEM (CMS)**

**ATTACHMENT A**

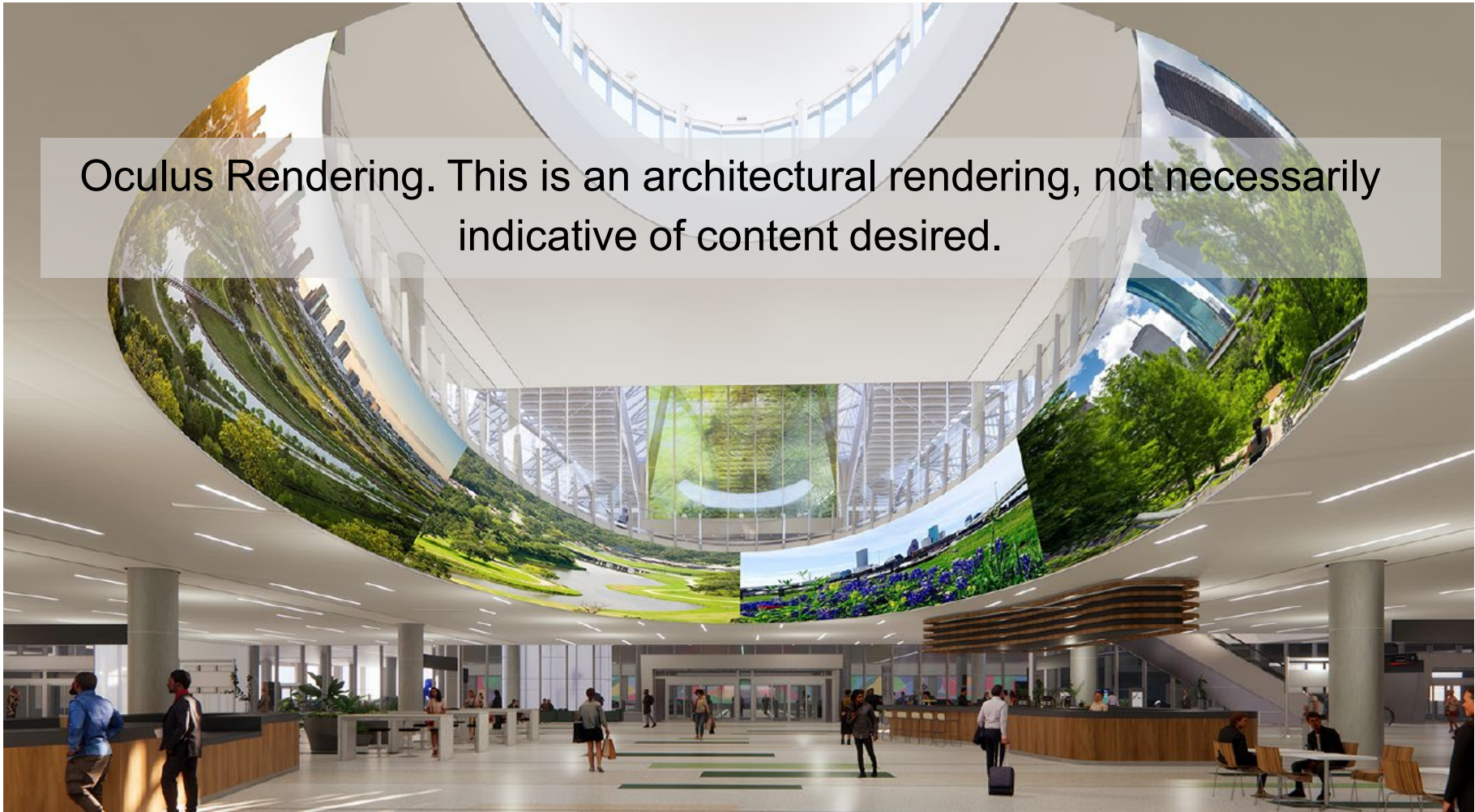
**PAGE 25**

## Project Overview For Oculus Content Management System (CMS)



# Scope (Continued)

Oculus Rendering. This is an architectural rendering, not necessarily indicative of content desired.



# Concurrent Procurements

- Oculus Content Media Production Company (CPC)  
RFP No. H37-OCUCPC-2023-12
  - What is being displayed:
- Oculus LED Display System Provider  
RFP No. H37-OCULED-2023-13
  - Where it is being displayed
- Oculus Content Management System (CMS) Provider – This RFP  
RFP No. H37-OCUCMS-2023-14
  - Where it lives

# Scope (Continued)

## Oculus Physical Specifications

- The Oculus is an elliptical shaped cylinder, in the form of a truncated cone, made up of direct view LED panels. It will be integrated into the space separating the lower-level arrivals and upper-level departures of the ICP
- The surface area of the Oculus is approximately 2000 ft<sup>2</sup>. The height of the screens is approximately 9ft and is angled down at approximately 30 degrees.

## Oculus Physical Specifications

- The system must support input video sources with a minimum resolution of 4K/UHD at 60Hz, 10bit color depth, uncompressed codec, and minimum 4:2:2 chroma subsampling. Optional support may be provided for 4:4:4 chromatic subsampling from source to LED tiles. Ability to support 4:4:4 shall not limit other input source specifications.
- Capability to support high dynamic range (HDR) of HDR10 or similar
- Capability to support color gamut of 100% NTSC or better.
- Additional details in Section 2.0 of Attachment A.

## **Project Objectives For Oculus Content Management System (CMS)**

- For all functional, operational, performance, and redundancy components for the Oculus Content Management System (CMS), including design, engineering, shop drawings, integration, programming, calibration, installation, commissioning, warranty, and maintenance for a complete and working Oculus, in compliance with any codes and regulations required by HAS and ITRP

## **Estimated Project Timeline (RFP Section 6.0)**

- This is timed to coincide with the opening of the IAH ICP and must be substantially complete with the ITRP terminal opening currently anticipated for May 2024. Once awarded, the Contractor shall coordinate the schedule for deployment with ITRP and HAS throughout the course of this project.

# Scope (Continued)

## Content Management System (CMS) Scope (Attachment A - Section 5.0)

- The CMS Contractor shall provide all necessary support, recommendations, and coordination with the OAR, the LED DSP, and the CPC to support the work of HAS in achieving the intention and design requirements of the Oculus. Specialized knowledge and industry experience is expected.
- CMS Playback and Control
- Data and Network
- Maintenance Accessibility
- Software



# Scope (Continued)

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- Servers
- System Redundancy Requirements
- Design and Installation
- Integration
- Testing and Commissioning
- Project Submittal Requirements

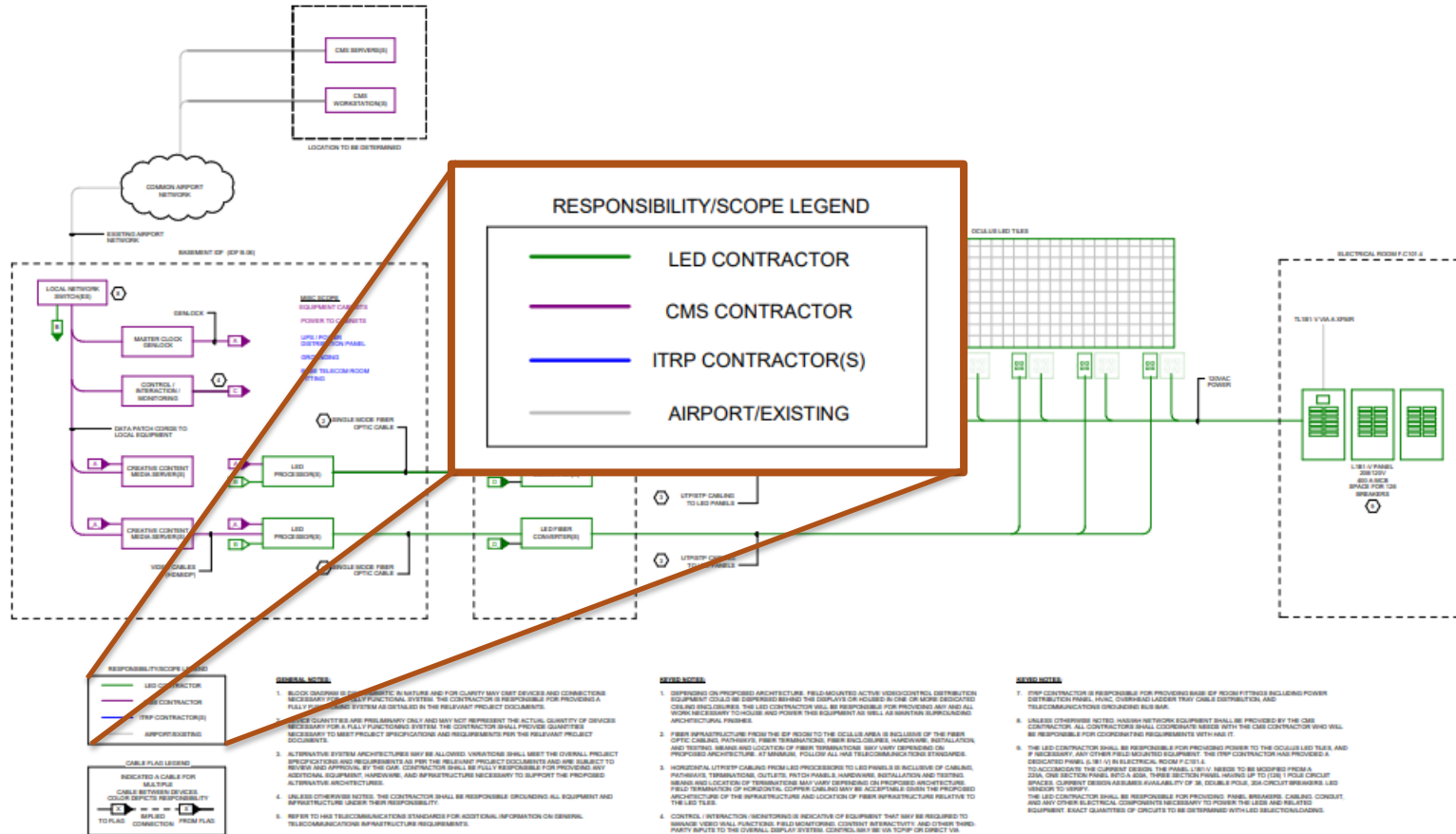
# Scope (Continued)

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- Operations, Maintenance, and Turnover
- Training
- Basic Services
- Preventive Maintenance Services
- Maintenance Plan
- Records and Reports
- Personnel

# Attachment E – Design Documents

## TE 601 – Responsibility Block Diagram



# Concurrent Procurements

- Oculus Content Media Production Company (CPC)  
RFP No. H37-OCUCPC-2023-12
  - What is being displayed:
- Oculus LED Display System Provider – This RFP  
RFP No. H37-OCULED-2023-13
  - Where it is being displayed
- **Oculus Content Management System (CMS) Provider**  
RFP No. H37-OCUCMS-2023-014
  - Where it lives

# Questions

- Questions to be official must be in writing and submitted to André Morrow via email: [andre.morrow@houstontx.gov](mailto:andre.morrow@houstontx.gov).

Please include the phrase **“QUESTIONS: RFP No. H37-OCUCMS-2023-014 Oculus Content Management System (CMS)”** in the subject line and provide all applicable contact information.

- Answers will be posted in HAS website as a Letter of Clarification (LOC):

<https://www.fly2houston.com/biz/opportunities/solicitations>

## HOUSTON AIRPORT SYSTEM

**Thank you!**