



CONFEDERATION CENTRE OF THE ARTS  
CENTRE DES ARTS DE LA CONFÉDÉRATION

## Request for Quotation (RFQ)

### Portable Live Feed System at Confederation Centre of the Arts

RFQ Issue Date: **Aug 3, 2020**

Submissions Due: **Aug 14, 2020 at 8:00 A.M. ADT**

Quotations must be submitted to:

Douglas Morum

Technical Director

Confederation Centre of the Arts

145 Richmond Street, Charlottetown, PEI C1A 1J1

[djmorum@confederationcentre.com](mailto:djmorum@confederationcentre.com)

A digital copy of this document is currently available online at:

<https://confederationcentre.com/tendering-rfp/>

Table of Contents

1. INTRODUCTION ..... 3

2. SCHEDULE OF EVENTS ..... 4

3. ADDRESS FOR DELIVERY..... 4

4. DATE ..... 5

5. INQUIRIES ..... 5

6. ADDENDA ..... 5

7. NO CONTRACT ..... 5

8. ACCEPTANCE ..... 5

9. SUPPLIER’S EXPENSES ..... 5

10. SUPPLIER’S QUALIFICATIONS ..... 6

11. CONFLICT OF INTEREST ..... 6

12. CONFIDENTIALITY..... 6

13. SIGNATURE..... 6

APPENDIX A – SPECIFICATION OF GOODS AND SCOPE OF SERVICES..... 7

# 1. INTRODUCTION

For more than 55 years, Confederation Centre of the Arts (“the Centre”) has been providing Canadians and visitors with an opportunity to experience the multiple cultures, histories, stories, and contexts of Canada’s origins and evolution. Through engaging visual arts exhibitions, theatrical performances, music, dance, education and heritage programming, Confederation Centre of the Arts is Canada’s hub for learning about how this nation was formed, and how our identity continues to evolve.

As Canada’s living monument to confederation, the Centre has the responsibility to learn and evolve with the country. We learn from the stories, images, and cultures of all Canadians, and celebrate this learning by connecting through the arts.



The Centre invites suppliers to provide a quotation for the supply of the goods (if any) and services described in [Appendix A](#) (the "Goods and Services"). The description of the Goods and Services sets out the minimum requirements of the Centre. An organization that submits a Quotation (the "Supplier") should prepare a Quotation that meets the minimum requirements, and may as it may choose, also include goods, services or terms that exceed the minimum requirements.

## 2. SCHEDULE OF EVENTS

The following estimated schedule applies to this RFQ.

Description	Estimated Dates
Issuance of RFQ Documentation	August 3, 2020
Deadline for RFQ Questions	August 12, 2020
RFQ Date for Submission of Quotations	August 14, 2020
Commencement of Quotation Evaluation	August 17, 2020
Selection of Preferred Contractor	August 21, 2020
Estimated Delivery Date	August 28, 2020

The Centre reserves the right to make changes to the above estimated schedule. All such changes shall be made by an addendum as per Section 6.

## 3. ADDRESS FOR DELIVERY

A Quotation should be labelled with the Suppliers' name and RFQ title. The Supplier may submit a Quotation either by email or in a hard copy, as follows:

### (a) Email

If the Supplier chooses to submit by email, the Supplier should submit the Quotation electronically in a single document which must be delivered to the Centre by email at: [djmorum@confederationcentre.com](mailto:djmorum@confederationcentre.com).

PDF emailed Quotations are preferred and the Centre will confirm receipt of emails. If sending large email attachments and you do not receive a receipt confirmation, Suppliers should phone [902 628 6114] to confirm receipt. Suppliers bear all risk in the successful delivery of the quotation.

### (b) Hard Copy

If the Supplier chooses NOT to submit by email, the Supplier should submit two copies which are to be delivered to the following address:

Confederation Centre of the Arts  
C/O Doug Morum  
Technical Director  
145 Richmond Street  
Charlottetown, PE  
C1A 1J1

## 4. DATE

The Centre would prefer to receive quotations on or before **August 14, 2020 at 8:00 A.M. ADT.**

## 5. INQUIRIES

All inquiries related to this RFQ should be directed via email to the person named below (the “**Centre Representative**”). Information obtained from any person or source other than the Centre Representative may not be relied upon.

Name: Doug Morum  
E-mail: [djmorum@confederationcentre.com](mailto:djmorum@confederationcentre.com)  
Reference: CCOA – Live Feed System RFQ

## 6. ADDENDA

If the Centre determines that an amendment is required to this RFQ, the Centre’s Representative will issue a written addendum by posting it on the Confederation Centre Website at <https://confederationcentre.com/tendering-rfp/>. It is the responsibility of the Supplier to check the Centre’s Website for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Supplier. By delivery of a Quotation, the Supplier is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

## 7. NO CONTRACT

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The Centre may negotiate changes to any terms of a Quotation, including terms in Appendix A ,including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties.

## 8. ACCEPTANCE

A Quotation will be an offer to the Centre which the Centre may accept at any time by signing the copy of the quotation and delivering it to the supplier. An agreement is not accepted by the Centre unless and until both the authorized signatory of the Supplier and the authorized signatory of the Centre have signed. Delivery of the signed Quote by the Centre may be by e-mail or hard copy.

## 9. SUPPLIERS EXPENSES

Suppliers are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the Centre or its representatives and consultants, relating to or arising from the RFQ. The Centre will not be liable to any Supplier for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Supplier in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

## 10. SUPPLIER'S QUALIFICATIONS

By submitting a Quotation, a Supplier represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.

## 11. CONFLICT OF INTEREST

A Supplier should disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the Centre, its Board, or employees.

## 12. CONFIDENTIALITY

All Quotations will be held in confidence by the Centre unless otherwise required by law. Suppliers should be aware that the Centre is subject to the *Freedom of Information and Protection of Privacy Act (FOIPP)* of Prince Edward Island.

## 13. SIGNATURE

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Supplier.

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## APPENDIX A – SPECIFICATION OF GOODS

### 1. PURPOSE

The Centre invites Quotations from experienced and qualified Live Feed Equipment Suppliers for the provision of equipment, training and continued service for **a robust portable live feed system**

### 2. SCOPE OF SERVICES

The primary obligation of the supplier is to provide all equipment for a portable live feed system for high quality internet broadcast of the Centres' events including but not limited to, Theatrical Presentations, Meetings, Live Concerts, Dance, etc.

The supplier shall provide everything needed to meet all the requirements of the Live Feed Equipment including but not limited to any Manufacturers Warrantees, extended warrantees, software, onsite training in the new system, continued service and troubleshooting of the equipment from the date of delivery and into the future. The supplier may submit their standard service contract with price along with the quotation.

### 3. STANDARD OF WORK

All Equipment and training shall be provided in a professional manner and in accordance with good trade practice.

### 4. EQUIPMENT LIST

#### *3 Cameras*

- Cameras should be able to live stream in 1080.
- 20x optical zoom, with a fixed zoom lens. Cameras often need to be placed unobtrusively away from the stage during live events. If we can be a decent distance from the stage and still get close shots, this would be a very valuable feature. Most professional camcorders have this high rate of optical zoom. It has been highly recommended that we invest in a professional camcorder, sometimes also called 'prosumer' cameras, as they have more features than DSLRs etc..
- Recommended that the cameras have built in Neutral Density (ND) filters (usually they have 2 or 3 on professional camcorders) for shooting events outside when the sun overwhelms.
- Iris control ring to easily control light levels on the fly.
- At least 2 XLR audio inputs with headphone out jack.
- A 1" image sensor is highly recommended
- Cameras must be able to record in 4K. HD/4K combo is a possible solution
- Cameras Must have SDI output
- Cameras should have 2 batteries and be able to be powered at least 2 Hours off each battery.
- Finally, because it will aid in operational learning curve, along with making life easy in an edit suite if the footage goes to edit, it has been recommended to get 3 of the same cameras. No mixing and matching please.

### *3 Tripods:*

- Carbon fiber design
- It has been recommended that we go for twisting screw style for locking leg extensions out, for example Miller tripods, however Manfrotto are ideal as well.
- A fluid ball head
- A built-in bubble to level the tripod. Some tripods offer one that lights up when a button is pushed. Very convenient in darker shoots.
- Does not need leg spreaders.
- Great if the legs can hyperextend to allow for more lowering - serves as baby legs too.

### *Streaming System:*

As there are many possible ways to get the content from the camera onto the internet, please provide a streaming solution that best fits our criteria of user friendly, plug and play devices which are reliable and versatile. Possible options for a streaming system include:

- A quality plug and play switcher with robust inputs and outputs
- A Streaming computer, ideally a laptop with quality graphics card and capture device
- Easy to use streaming software, for example VMix.
- Another option is a standalone streaming encoder
- A media device for content or content loops.

### *Extra Cables:*

- 2 200' SDI
- 4 100' SDI
- 4 50' SDI
- 4 25' SDI
- 6 3' SDI
- 6 10' HDMI
- 8SDI Joiners

### *Extra Power:*

- 10 outlets at switcher
- 3-50' black extension cords
- 1-100' black extension cords
- 4 quad boxes or high grade multiplier

### *Other:*

- Please provide in quote any extra adaptors, cables, dongles etc. that is needed to successfully power up the system and/or connect it all together.
- Please provide in quote a hard case on wheels for the entire system
- It is possible we will use parts of the system for other uses. For example switching between video projectors or filming a production without live streaming. To that point please quote devices that can be used separately or apart from the main system.
- Please provide a detailed list of all items including their individual price.
- The Quotation must include all applicable taxes and/or service charges
- The Quotation must include an estimated shipping cost.



