



Office of Contracting and Procurement

Council Contract Summary

University of the District of Columbia Requests

Council of the District of Columbia Approval

For a modification to the contract for

Phase IV of the UDC Cable High Definition Upgrade

Contractor: Human Circuit Inc.

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ATTACHMENT 01

Letter from Dr. Lyons to Chairman Mendelson



James E. Lyons, Sr.
Interim President

April 11, 2014

The Honorable Phil Mendelson
Chairman Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

Pursuant to D.C. Official Code §2-303.05(a)(3), enclosed for consideration by the Council of the District of Columbia is a proposed modification to contract PO-GF-2014-P-0001-DJ to upgrade Cable TV 98 from standard definition to high definition at the University of the District of Columbia Cable TV. The awarded amount of the contract was Nine Hundred Fifty Six Thousand, One Hundred Forty Three Dollars and Eighty Six cents (\$956,143.86) The proposed modification increase dollar amount to the contract is estimated at Seventy Two Thousand Eight Hundred Thirty Two Dollars and Fifty Two cents (\$72,832.52) which brings the total estimated cost for the entire contract to One Million Twenty Eight Thousand Nine Hundred Seventy Six Dollars and Thirty Eight cents (\$1,028,976.38).

The prospective contractor, Human Circuit, Inc. will make technological improvements and provide support services, install the latest Harris broadcast file server to expand file server capacity to adequately support the operation of the cable channel and video streaming channel as required.

The purpose of this proposed modification contract is for the University to fully transition UDC Cable TV to a file server based video production operation and provide a level of storage for archiving to prevent loss of an expanding video library and serve as program schedule back-up to both the cable channel and internet streaming channel.

As always, I am available to discuss any questions you may have regarding the proposed modification contract. In order to facilitate a response to any questions concerning the proposed contract, please have your staff contact Mary Ann Harris, Contracting Officer for the University of the District of Columbia at (202) 274-5426.

Sincerely,



James E. Lyons

Enclosures

Celebrated 160 Years of scholarship and achievement in 2011

ATTACHMENT 02

Council Contract Summary

COUNCIL CONTRACT SUMMARY

Pursuant to D.C. Official Code § 2-303.05(a)(3), the following contract summary is provided:

Contract Summary:

(A) The proposed contractor, contract amount, unit and method of compensation, contract term, and type of contract:

Proposed Contractor:	Human Circuit Inc.
Estimated Contract Amount:	Base Contract amount \$956,143.86 executed October 21, 2013 Modification requested amount \$72,832.52 March, 2014 Total estimated cost \$1,028,976.38
Unit and Method of Compensation	Monthly/Performance and Acceptance
Contract Term:	October 21, 2013 through September 30, 2014
Modification Term:	Commence upon execution through September 30, 2014.
Type of Contract:	Firm Fixed Price

(B) The goods or services to be provided, including a description of the economic impact of the proposed contract, the social impact of the proposed contract, the method of delivering goods or services, and any significant program changes reflected in the proposed contract:

In accordance with Cable Television Franchise Agreement between The District of Columbia and Comcast Cablevision of the District, LLC dated October 21, 2002, UDC was allocated to have jurisdiction over one (1) Education Channel.

Due to a recent snow storm which caused a power outage to building 41 and damaged the file server system, UDC Cable TV was prevented from providing programming service to 187,000 DC Cable subscribers on the Comcast, RCN and Verizon FIOS cable systems for

the last 30 days. To address critical technological and operational issues it is essential for the University to modify the existing Purchase Order (P0004480).

The modification requested is a result of a recommendation by the Contractor, (Human Circuit, Inc., formerly Professional Products Inc.) to upgrade the technology to the type of file server equipment, software, and service agreement that will support the computerized automated delivery, storage and back-up of UDC Cable TV video productions, and programming schedules to Comcast, RCN, Verizon, and video streaming over the University website. (See attachment# 04 Proposed Contractors Modification cost estimate)

The University of the District of Columbia has a need to:

- a) Complete Phase IV of the modernization and build-out the University's cable television channel 19 and its production facilities;
- b) Ensure that the broadcast equipment is standardize and compatible and consistent with the District Government's cablecast services on channels 13, 16 and 28;
- c) Implement the cable television broadcast industry standard to achieve quality High Definition digital transmission and delivery systems via cable and satellite;
- d) Has the ability to exchange video programming with other digital cable and broadcasting stations, colleges and universities.

The economic impact of this modification will provide for savings and enhanced service to the Students, Faculty and Community stakeholders by improving and standardizing the Broadcast equipment and cablecast services.

(C) The selection process, including the number of Offerors, the evaluation criteria, the evaluation results, including price and technical components:

The modification for Purchase Order (P0004480- Phase IV) requested in the amount of \$72,832.52 is to upgrade the technology to the type of file server equipment, software, and service agreement that will support the computerized automated delivery, storage and back-up of UDC Cable TV video productions, and programming schedules to Comcast, RCN, Verizon, and video streaming over the University website.

The University acquired the services of Professional Products, Inc. in 2005 on a sole source basis to benefit from its specialized experience with the Office of Cable Television in providing technical engineering audio and video production, integration and distribution systems.

Pursuant to D.C. Code 2-303.05(a)(3), the District may negotiate a sole source contract with a Contractor that holds a contract with a federal agency so long as the Contractor offers the District the same price or less as the price contained in the contract with the federal agency and 27 DCMR 1700.1.

Professional Products Inc. had an existing Federal contract GS-03F-4088B, to provide Radio and Television Communication Equipment, and was an authorized equipment reseller.

The price was negotiated with Professional Products Inc. to provide the same price or less as charged other Government agencies, namely the Office of Cable TV for similar requirements.

(D) The background and qualifications of the proposed contractor, including its organization, financial stability, personnel, and prior performance on contracts with the Government of the District of Columbia:

In accordance with Cable Television Franchise Agreement between The District of Columbia and Comcast Cablevision of the District, LLC dated October 21, 2002, UDC was allocated to have jurisdiction over one (1) Education Channel.

Human Circuit Inc., (formerly Professional Products Inc.) has been providing technology solutions and communications since 1965. Human Circuit is the designer and builder of the Office of Cable Television and UDC Cable Television's current production and cable channel production and distribution facility infrastructure and uniquely understands the intricate engineering ramifications and complexity of both operations and is highly qualified to provide the University with a compatible engineering design, installation, equipment, proof-of-performance testing, and training of University personnel on a fully high definition (HD) digital integrated, automated cable broadcast production and signal distribution system to ensure compatibility and consistency between both operations.

The Television Digital Upgrade for the University's Cable TV began in 2005 Phase I- Conversion from analog to digital SDI studio (cost \$385,051.00), in 2009 Phase II- Replaced two existing G5 FCP workstation with two Mac Pro workstations (cost \$28,844.94), in 2010 Phase III Turnkey Master Control System for UDC Cable TV 98 (cost \$384,000.00), and in Phase IV- High Definition Upgrade (cost \$956,143.86).

Phase IV is a television broadcast project that involves the integration of studio, field, and post-production systems with signal distribution via cable and Internet. Human Circuit Inc. is very familiar with the University's existing technical infrastructure and has provided maintenance for the system for the past eight (8) years.

Human Circuit Inc. has specialized experience with the DC Office of Cable Television in providing technical engineering audio and video production, integration and distribution systems which is in line with UDC's need to modernize its cable television broadcast production and signal distribution systems to digital technology to conform to industry standards for digital transmission of the highest broadcast signal.

Human Circuit Inc. designed the plans for UDC's current digital production studio and also has unique experience and understanding of the intricate engineering ramifications and complexity of the operation of channels 13, 16 and 19.

Contractor is familiar with the University's existing technical infrastructure and its need for integration of studio, field and post-production systems with signal distribution.

The proposed Contractor is best qualified to provide the University with standardization of parts that are compatible with existing equipment for the installation, proof of performance testing and training of University personnel on a fully digital integrated, automated cable broadcast production and signal distribution system.

(E) Performance standard and the expected outcomes of the proposed contract:

The equipment change will address four critical technological and operational issues:

- Allow the University to take advantage of the most recent technological improvements and support service by the manufacture for UDC Cable TV to effectively deliver high-quality linear and on demand multi-screen video to end users on any device.
- Installation of the latest Harris broadcast file server as opposed to upgrade of a current system and file server that has been damaged and at the end of its life cycle is a more prudent investment of PEG funds and guarantees longer operational efficiency, service and unified software architecture which offers the ability to implement live and on demand video processing in on-premise, cloud-based or hybrid ground-cloud deployments.
- Expanded file server capacity vs. the purchase and installation of HD (high Definition) video recorders, that are being transitioned out by the broadcast and cable industry, will fully transition UDC Cable TV to a file server based video production operation vs. the continued use of video tape and the associated cost, less efficient production workflow, and storage.
- The equipment change, associated software, and maintenance plan will build in redundancy and backup to adequately support the operation of the cable channel and video streaming channel, and provide a level of storage for archiving to prevent loss of an expanding video library and serve as program schedule back-up to both the cable channel and Internet streaming channel.

(F) A certification that the proposed contract is within the appropriated budget authority for the agency for the fiscal year and is consistent with the financial plan and budget adopted in accordance with §§ 47-392.01 and 47-392.02;

The funding for this proposed action is in the budget for fiscal year 2014. The base contract Purchase Order No. P0004480 is in the amount of \$956,143.86. The proposed modification increase is \$72,832.52. The total estimated entire cost of contract is \$1,028,976.38.

(G) A certification that the proposed contractor is legally sufficient and has been reviewed by the Office of the General Counsel, including whether the proposed contractor has any currently pending legal claims against the University: (See Attachment# 10)

(H) A certification that the proposed contractor is current with its District and Federal taxes or has worked out and is current with a payment schedule approved by the District or Federal government: (See Attachments # 8 & 9)

(I) The status of the proposed contractor as a certified local, small, or disadvantaged business enterprise:

N/A

(J) A statement indicating whether the proposed contractor is currently debarred from providing services to any governmental entity (federal, state, or municipal), the dates of the debarment, and the reasons for debarment:

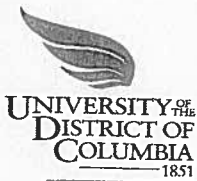
The Contractor has a satisfactory record of integrity and business ethics and does not appear on the Federal or District of Columbia Excluded parties List as being debarred from government procurements. The search was completed on March 27, 2014.

(K) The proposed modification shall commence upon execution shall not exceed September 30, 2014.

Term of Contract	
Modification commence upon execution- Sept 30, 2014	\$72,832.52
Base Period Oct-2013 - Sept 30, 2014	\$956,143.86
Total estimated cost for the entire contract	\$1,028,976.38

ATTACHMENT 03

Copy of Base Purchase Order



University of District of Columbia
www.udc.edu

Date: 10/21/13

PURCHASE ORDER NO. **P0004480**

This purchase order number must appear on all invoices, packages, lading and correspondence.



CONDITIONS OF PURCHASE:

1. In accepting this order, Seller acknowledges and agrees to abide by the Conditions of Purchase set forth here and as set forth in further detail on the University's website <http://www.udc.edu>.
2. All invoices shall be submitted to the 'Bill to' address indicated on this purchase order. Invoices shall include the purchase order number, contract number (if applicable), contractor's name and address, invoice date, quantity and description of good(s) or service(s) for which payment is being requested, remittance address, and contract person name and phone number if there is a problem with the invoice. Invoices for quantities or amounts greater than what is stated on the purchase order will be rejected. Failure to follow these instructions may result in delays in payment.
**** Government of the District of Columbia standard contract provisions for use with the District of Columbia Government supply and services contracts are here by incorporated by reference, www.udc.edu/procurement ****
3. FOB Destination. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified herein.

Seller: Human Circuit, Inc.
9120 Gaither Road
Gaithersburg MD 20877

Ship To: Jones, Ed
UDC - Facilities Mgmt.
Washington DC 20008

Invoice To: UDC - Finance
4200 Connecticut Ave, NW Building 38 Room 302
Washington, DC 20008; United States
Phone: 1(202)274-5488
Attn: Accounts Payable

DELIVER BY: 11/30/14

DELIVERY: 8:30 a.m. - 5 p.m. Mon.-Fri. 24 hour notice for large deliveries is recommended. Please call 202-274-6150 to make arrangements.

Item	Description	Quantity	Unit Price	Total
1	Contractor shall upgrade Cable TV 98 from standard definition to high definition in accordance with the attached Best and Final Offer dated October 8, 2013. The B&O is hereby incorporated and made a part of this purchase order. Contract no. PO-GF-2014-P-0001-DJ GSS contract no> GS-03F-4088B CA Ed Jones, Jr. UDC Cable TV Phase IV HD upgrade	1.00 EA	945,318.8600	945,318.86
2	Shipping	1.00 EA	10,825.0000	10,825.00

BUYER: Denise E Joyner

PO Total: \$956,143.86

The University is a tax-exempt public educational institution.

Seller: Please send acknowledgement of this order and all inquiries concerning this order to:

Contract and Procurement Department
4200 Connecticut Ave, NW Building 38 Room 301
Washington, DC 20008
Phone: 202-274-5181; Fax: 202-274-5432

UNIVERSITY OF THE DISTRICT OF COLUMBIA

Margaret Ha... 10/21/2013
Purchasing Officer

VENDOR COPY

ATTACHMENT 04

Modification Cost Estimate



HUMAN CIRCUIT, Inc.
 9316 Gallinger Rd., Gaithersburg, MD 20877-1472
 240-864-4000 • www.humancircuit.com

Date: 3/5/14

Customer: UDC

Change Order #: 1

PO#: PO-GF-2014-P-0001-DJ

Doc#: 1130080

Reason for Change Order: Recommended upgrade due to End of Life equipment

Pkg#	Vendor	Model	Description	Qty.	Sell	Sell Ext.
MASTER CONTR UPGRADE	Harris	NXAUPHD1	NEXIO-Add 1 HD Ch f/NEXIO AMP,	0	\$ -	\$ -
MASTER CONTR UPGRADE	Harris	NXXVOLTHD3	Nexio Volt Gen 2 - 1 RU Video Server (On GSA GS-03F-4088B)	-1	\$ 7,119.49	\$ (7,119.49)
MASTER CONTR UPGRADE	Harris	NXXVOLTHD3	Nexio Volt Gen 2 - 1 RU Video Server (On GSA GS-03F-4088B)	0	\$ -	\$ -
MASTER CONTR UPGRADE	Harris	NXXVOLTHD3	Nexio Volt Gen 2 - 1 RU Video Server (On GSA GS-03F-4088B)	2	\$ 28,197.00	\$ 56,394.00
MASTER CONTR UPGRADE	Harris	NXXVOLTHD3	Nexio Volt Gen 2 Add Fiber Channel 8 Adapter (On GSA GS-03F-4088B)	2	\$ 4,231.00	\$ 8,462.00
MASTER CONTR UPGRADE	Harris	PS-SEG-FE	FIELD SERVICES - SEG (ADDITIONAL DAY)	1	\$ 1,458.33	\$ 1,458.33
MASTER CONTR UPGRADE	Harris	PS-AUTO-FE	FIELD SERVICES - AUTOMATION	1	\$ 1,458.33	\$ 1,458.33
MASTER CONTR UPGRADE	Harris	PS-AUTO-TE	TRAVEL AND EXPENSES - AUTOMATION	1	\$ 3,500.00	\$ 3,500.00
Harris Warranty	Harris	ONEPAK-SEG-GOLD	1-YR GOLD SERVICE SUPPORT - SEG	0	\$ -	\$ -
Harris Warranty	Harris	ONEPAK-RMM-GOLD	1-YR GOLD SERVICE SUPPORT - RMM	1	\$ 5,740.31	\$ 5,740.31
Harris Warranty	Harris	ONEPAK-TM-GOLD	1-YR GOLD SERVICE SUPPORT - TEST &	1	\$ 1,314.19	\$ 1,314.19
Harris Warranty	Harris	ONEPAK-AVP-GOLD	1-YR GOLD SERVICE SUPPORT - AVP	1	\$ 667.41	\$ 667.41
Harris Warranty	Harris	ONEPAK-AUTO-GOLD	1-YR GOLD SERVICE SUPPORT - AUTOMATION	1	\$ 161.06	\$ 161.06
Harris ADC	Harris	402136-00	This device driver interface provides automated control of the Harris Broadcast Panacea HD/SDI router	1	\$ 1,654.69	\$ 1,654.69
Harris ADC	Harris	402182-00	SW, VIDEO FILE SERVER, HARRIS BROADCAST NEXIO SERIES	0	\$ -	\$ -
TECHNICAL CORE	Haivision	S290EHSDI	Makio SDI Encoder Appliance -	1	\$ 4,687.50	\$ 4,687.50
TECHNICAL CORE	Haivision	MA1S290EHSDI	Advanced Maintenance Program	1	\$ 7,500.00	\$ 7,500.00
TRANSCODE/BACK UP	Elemental	S200AE	1 RU Server 200 AE with Single	0	\$ -	\$ -
TRANSCODE/BACK UP	Elemental	SP200GAEESSLV	Silver AE Support for Elemental Server 200AE	-1	\$ 22,706.25	\$ (22,706.25)
TRANSCODE/BACK UP	Elemental	L165AE	Elemental Live 150 AE Series	0	\$ 3,405.94	\$ (3,405.94)
TRANSCODE/BACK UP	Elemental	SP200GAEE-EL-SLV	Silver Support	1	\$ 25,331.25	\$ 25,331.25

INTEGRATION/ SUPPORT	HCI	11_ENGINEERING	Engineering (On GSA GS-03F-4088B)	0	\$	-	\$	-
INTEGRATION/ SUPPORT	HCI	11__SUPER_PROJECT	Project Supervisor (On GSA GS-03F-4088B)	16	\$	129.36	\$	2,069.76
INTEGRATION/ SUPPORT	HCI	MATERIALS	Materials	1	\$	500.00	\$	500.00

Account Mgr or PM:	SL / CW
Changed By:	0

Sub Total:	\$	72,832.52
Change Order Total:	\$	72,832.52

Tax will be calculated at the end of the project unless it is specified here

Approved By: (Print Name) _____ Signature: _____ Date: _____

ATTACHMENT 05

Funding Certification from CFO

UNIVERSITY OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER



MEMORANDUM

TO: Honorable Phil Mendelson
Chairman, Council of the District of Columbia

THRU: Mr. Jeffrey DeWitt
Chief Financial Officer

THRU: Deloras Shepherd
Associate Chief Financial Officer

FROM: Donald L. Rickford *DLR*
Chief Financial Officer
University of the District of Columbia

DATE: March 24, 2014

RE: Funding Certification for Cable TV Infrastructure Upgrade

This is to certify that funds are available in the amount of \$72,832.52 in the FY14 Capital Budget for the University of the District of Columbia (GF0) to provide Cable TV Infrastructure Upgrade under Solicitation No. PO-GF-2014-P-0001-DJ. The total funding under this solicitation stands at \$1,018,622.62. The vendor is:

Human Circuit Inc.

Should you require additional information, please contact David A. Franklin at 202-274-5706.

cc:

Barbara Jumper, Vice President for Facilities and Real estate
University of the District of Columbia

Angell Jacobs, Chief of Staff
Office of the Chief Financial Officer

ATTACHMENT 06

Fiscal Impact Statement



Fiscal Impact Statement

TO: The Board of Trustees

FROM: The Office of the Chief Financial Officer

Jerald L. Rufford

DATE: April 29, 2014

SUBJECT: Cable TV Infrastructure Upgrade

Background

The proposed resolution is to implement a proposed contract for the Cable TV Infrastructure Upgrade for UDC Cable TV. Due to damage to the file server system, which prevented UDC Cable TV from providing programming service to the DC Cable subscribers on the Comcast, RCN and Verizon FIOS cable systems, it is essential for the University to modify an existing purchase order with Cable TV contractor Human Circuit, Inc. The purchase order modification will allow the university to upgrade technology of the file server equipment, software and back-up for UDC Cable TV.

Financial Impact

The proposed contract of \$72,833 will modify an existing base contract \$956,144 for a total contract award of \$1,028,976. The proposed contract will be a firm fixed price contract of \$1,028,976 for which the amount of the contract is not subject to any adjustment. Funds are available for the proposed contract for the file server system upgrade for UDC Cable TV.

Conclusion

The Office of the Chief Financial Officer has concluded that there are sufficient funds dedicated to the \$72,833 contract modification to the existing contract for a total award of \$1,028,976 to support the completion of the Phase IV of the modernization and build-out of the University's cable television and production facilities.

Risks and Mitigation

<p>The contractor is unable to complete the work within the budgeted construction phase amount.</p>	<p>Performance standards under this proposed contract consist of strict adherence to the terms and conditions of the Contract.</p>
<p>The contractor is unable to finish the work in the time period allocated.</p>	<p>The Contract Administrator (CA) and will closely monitor the progress of the project and incorporate multiple inspection points.</p>
<p>The contractor delivers an unacceptable or insufficient quality product.</p>	<p>The contractor is required to obtain performance bonding covering the complete cost of the contract. The performance bond will insure all work is completed in a satisfactory manner prior to full payment of the contract. The contract states that the contractor must correct any non-conforming deliverables to gain approval from the Contract Administrator (CA).</p>

ATTACHMENT 07

Determination & Findings Document

Contract No. PO-GF-2014-P-0001-DJ
PO No. P0004480
Caption: Sole Source Procurement- Modification 1
Contractor: Human Circuit (formerly Professional Products Inc. (PPI)
Agency: University of D.C.

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

1. Authorization

D.C. Code 2-303.05 (a)(3) and 8(B) DCMR 3019

2. Minimum Need

The University of the District of Columbia (UDC) Office of Contracting and Procurement on behalf of Cable TV is requesting a modification to Contract PO-GF-2014-P-0001-DJ to address recent problems that were experienced with the NEXIO file server and automated master-control technology that operates the cable television channel program service. A recent power outage to building 41 damaged the file server system and prevented UDC Cable from providing our programming service to 187,000 DC Cable subscribers on the Comcast, RCN and Verizon FIOS cable systems for the last 30 days.

The change requested is a result of a recommendation by the Contractor to upgrade our technology to the type of file server equipment, software, and service agreement that will support the computerized automated delivery, storage and back-up of UDC Cable TV video productions, and programming schedules to Comcast, RCN, Verizon, and video streaming over the University website.

3. Estimated Reasonable Cost for the Modification

The estimated fair and reasonable price for the modification is \$72,832.52, based on the Contractor's recommendation and programmatic experience with television production facility build-out and production equipment and the Contractor's GSA price schedule.

4. Estimated Total Reasonable Cost for the Entire Contract

The estimated total reasonable cost is \$1,028,976.38

5. Facts That Justify Sole Source Procurement

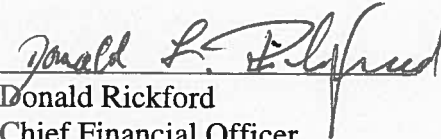
Contractor previously provided automated cable broadcast production, signal distribution and equipment for Phases I – III and is currently in Phase IV of the High Definition upgrade project for UDC Cable TV.

The equipment change will address four critical technological and operational issues:

- Allow the University to take advantage of the most recent technological improvements and support service by the manufacture for UDC Cable TV to effectively deliver high-quality linear and on demand multi-screen video to end users on any device.
- Installation of the latest Harris broadcast file server as opposed to upgrade of a current system and file server that has been damaged and at the end of its life cycle is a more prudent investment of PEG funds and guarantees longer operational efficiency, service and unified software architecture offers the ability to implement live and on demand video processing in on-premise, cloud-based or hybrid ground-cloud deployments.
- Expanded file server capacity vs. the purchase and installation of HD (high Definition) video recorders, that are being transitioned out by the broadcast and cable industry, will fully transition UDC Cable TV to a file server based video production operation vs. the continued use of video tape and the associated cost, less efficient production workflow, and storage.
- The equipment change, associated software, and maintenance plan will build in redundancy and backup to adequately support the operation of the cable channel and video streaming channel, and provide a level of storage for archiving to prevent loss of an expanding video library and serve as program schedule back-up to both the cable channel and Internet streaming channel.

6. Certification by Agency Chief Financial Officer

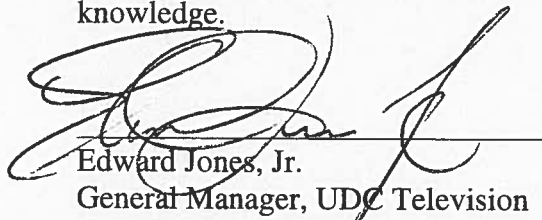
I hereby certify that the above funding is available.


Donald Rickford
Chief Financial Officer

5/6/14
Date

Certification of Facts by Contract Administrator

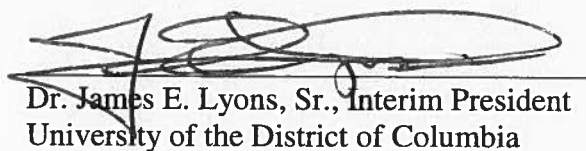
I hereby certify that the above facts are true, correct and complete to the best of my knowledge.


Edward Jones, Jr.
General Manager, UDC Television

5-6-2014
Date

Certification of Facts by Interim President

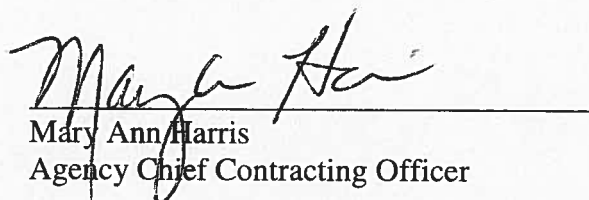
I hereby certify that the above facts are true, correct and complete to the best of my knowledge.


Dr. James E. Lyons, Sr., Interim President
University of the District of Columbia

5/23/14
Date

DETERMINATION

Based on the above findings and in accordance with D.C. Official Code § 2-203.05 (b) and 8(B) DCMR 3019, I hereby determine that the subject sole source procurement be procured from Human Circuit, Inc. It is further determined that the cost to the University is fair and reasonable and that the action is in the best interest of the University.


Mary Ann Harris
Agency Chief Contracting Officer

5/23/2014
Date

ATTACHMENT 08

Proposed Modified Purchase Order



University of District of Columbia
www.udc.edu

Date: 10/21/13

PURCHASE ORDER NO. P0004480

This purchase order number must appear on all invoices, packages, lading and correspondence.

CONDITIONS OF PURCHASE:

1. In accepting this order, Seller acknowledges and agrees to abide by the Conditions of Purchase set forth here and as set forth in further detail on the University's website <http://www.udc.edu>.
2. All invoices shall be submitted to the 'Bill to' address indicated on this purchase order. Invoices shall include the purchase order number, contract number (if applicable), contractor's name and address, invoice date, quantity and description of good(s) or service(s) for which payment is being requested, remittance address, and contract person name and phone number if there is a problem with the invoice. Invoices for quantities or amounts greater than what is stated on the purchase order will be rejected. Failure to follow these instructions may result in delays in payment.
**** Government of the District of Columbia standard contract provisions for use with the District of Columbia Government supply and services contracts are here by incorporated by reference, www.udc.edu/procurement ****
3. FOB Destination. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified herein.

Seller: Human Circuit, Inc.
9120 Gaither Road
Gaithersburg MD 20877

Ship To: Jones, Ed
UDC - Facilities Mgmt.
Washington DC 20008

Invoice To: UDC - Finance
4200 Connecticut Ave, NW Building 38 Room 302
Washington, DC 20008; United States
Phone: 1(202)274-5488
Attn: Accounts Payable

DELIVER BY: 11/30/14

DELIVERY: 8:30 a.m. - 5 p.m. Mon.-Fri. 24 hour notice for large deliveries is recommended. Please call 202-274-6150 to make arrangements.

Item	Description	Quantity	Unit Price	Total
1	Contractor shall upgrade Cable TV 98 from standard definition to high definition in accordance with the attached Best and Final Offer dated October 8, 2013. The B&O is hereby incorporated and made a part of this purchase order. Contract no. PO-GF-2014-P-0001-DJ GSS contract no> GS-03F-4088B CA Ed Jones, Jr. Modification: 4-11-14 Increase for Cable TV Infrastructure Upgrade (\$72,832.52) UDC Cable TV Phase IV HD upgrade	1.00 EA	1,018,151.3800	1,018,151.38
2	Shipping	1.00 EA	10,825.0000	10,825.00

BUYER: Denise E Joyner

PO Total \$1,028,976.38

The University is a tax-exempt public educational institution.

Seller: Please send acknowledgement of this order and all inquiries concerning this order to:

Contract and Procurement Department
4200 Connecticut Ave, NW Building 38 Room 301
Washington, DC 20008
Phone: 202-274-5181; Fax: 202-274-5432

UNIVERSITY OF THE DISTRICT OF COLUMBIA

Purchasing Officer

VENDOR COPY

ATTACHMENT 09

**Compliance Verification Office of Tax &
Revenue**

DISTRICT OF COLUMBIA



Office of Tax and Revenue
Collection Division

1101 4th Street SW steW600
Washington, DC 20024

OFFICE OF TAX AND REVENUE
TAX VERIFICATION RESPONSE

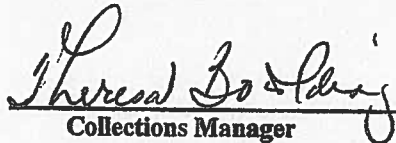
REQUESTOR: DENISE JOYNER

AGENCY: UDC

VENDOR NAME: HUMAN CIRCUIT, INC FEIN: 52-0847274

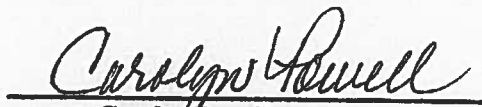
TO BE COMPLETED BY THE OFFICE OF TAX & REVENUE

- The prospective contractor **is in compliance** with the filing and payment requirements of the District of Columbia tax laws. POGF2014P0001DJ
- The prospective contractor/individual **is not liable** for the tax filing requirements of the District of Columbia.
- The prospective contractor **is not in compliance** with the tax filing and payment requirements of the District of Columbia Tax Law. The contractor may obtain details of the tax deficiency and make arrangements to correct this by contacting the Revenue Officer whose signature appears below.
- The prospective contractor has **recently been registered** with the District of Columbia and has not incurred any liabilities so far.
- Our records indicate that the prospective contractor **is not registered** to do business in the District of Columbia. Please contact the Office of Tax and Revenue, Customer Service Office at (202) 727-4829 to request a form FR-500 (Combined Registration Application) which must be fully completed and submitted to the address indicated on the form *Office of Tax and Revenue, PO Box 470 Washington, DC 20044-0470* or register online at: https://www.taxpayerservicecenter.com/FR500_Instructions.jsp.



Collections Manager

3/28/2014
Date



Carolyn Powell
Senior Revenue Officer

202-442-6588
Telephone Number

ATTACHMENT 10


**Compliance Verification District Department of
Employment Services**

ATTACHMENT 11

**UDC General Counsel Legal Sufficiency
Certification**

MEMORANDUM

To: Dr. James E. Lyons, Sr.
Interim President
University of the District of Columbia

From: D. Scott Barash 
General Counsel

Re: Legal Sufficiency Certification – Proposed Contract Modification by and between the University of the District of Columbia and Human Circuit, Inc., Contract Number PO-GF-2014-P-0001DJ, pertaining to the upgrade of Cable TV 98 to high definition

Date: April 17, 2014

Description of Proposed Contract Modification

The original contract between the University and Human Circuit was procured on a sole-source basis pursuant to a Determination and Findings by the University's Chief Contracting Officer. The base contract, which was executed on October 21, 2013, was in the amount of \$956,143.86. The proposed contract modification is for \$72,832.52, which brings the total estimated contract cost to \$1,028,976.38, thus requiring Council approval.

The modification requested results from a need to upgrade technology to address recent production interruptions and allow automated delivery, storage, and backup of University cable TV video productions and programming schedules to Comcast, RCH, Verizon, and video streaming over the University website. The terms of the contract modification are detailed in the Council Contract Summary. The Chief Contracting Officer has issued a Determination and Findings in support of the proposed contract modification.

Legal Review

The University, through its Board of Trustees, has the authority pursuant to section 201 of the District of Columbia Public Postsecondary Education Reorganization Act, approved October 26, 1974 (88 Stat. 1427; D.C. Official Code §38-1202.01(a)) to make contracts; to make, deliver, and receive deeds, leases and other instruments and to take title to real and other property in its own name; and to adopt, prescribe, amend, repeal, and enforce such bylaws, rules, and regulations as it may deem necessary for the governance and administration of the University. In addition, pursuant to D.C. Code § 38-1202.01(b), the University is authorized to operate as an independent agency of the government of the District of Columbia.

Further, pursuant to District of Columbia Council legislation, the "University of the District of Columbia Board of Trustees Quorum Amendment Act of 2010," the University is authorized to conduct business through University Procurement Rules, such Act providing that the University may procure all goods and services necessary to operate the University independent of the Office of Contracting and Procurement and the requirements of the District of Columbia Procurement Practices Act of 1985 (consistent with University procurement regulations approved by Council). Section 320 of the District of Columbia Procurement Practices Act of 1985, effective April 12, 1997 (D.C. Official Code § 2-303.20) permits the Board of Trustees of the University to operate its own procurement process, subject to the applicability of Title IX of that Act to contract protests, appeals and claims arising from procurements of the University of the District of Columbia Board of Trustees.

The University is thus authorized to enter into the Contract, subject to submission of the Contract to the Council of the District of Columbia for review and approval, all as required by §304(a) of the District Charter and the District of Columbia Financial Responsibility and Management Assistance Act of 1995, approved April 17, 1995, (109 Stat. 151, Pub.L. 104-8; D.C. Official Code 1-204.51(b)(2)) for contracts involving expenditures in excess of \$1,000,000 during a 12-month period.

The District Charter further provides that Council approval of such contracts shall be in accordance with criteria established by act of the Council, D.C. Code § 1-204.51(b)(1). Council further enacted special criteria governing the submission of multiyear contracts and contracts in excess of \$1 million during a twelve-month period as part of the Procurement Practices Act at D.C. Code § 2-301.05a, with such criteria specifically enumerated at D.C. Code §§ 2-301.05(c)(A)-(K), including this legal sufficiency certification.

This certification specifies that the University is not aware of any claim(s) by Human Circuit, Inc. against the University.

Subject to submission of the required materials identified in the Council's special criteria for contract approval and to Council approval as set forth herein and otherwise required by law, the Office of General Counsel certifies that the proposed contract modification is legally sufficient.

Please let me know if you have any questions at (202) 274-5604.

ATTACHMENT 12

President/Board of Trustees Review & Approval



Office of Contracting and Procurement


Contract Review and Compliance Check List

Date Submitted: _____

<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Compliance Criteria for Council Review
Availability of Funding	
<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	- Is the contract value included in the approved budget?
<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	- Has the Office of the Chief Financial Officer certified the availability of the funding required to award the contract?
<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	- Does the anticipated contract value require expending contingency allocations?
Contract Legality	
<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	- Has the contract been reviewed and accepted by the University's Office of the General Counsel?
<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	- Was the contract prepared by the Contracting Officer?
Procurement Protocol	
<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	- Was the selection process conducted in compliance with the University's procurement regulations?
<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	- Did the technical evaluation include input from professionals in the field of importance?
<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	- Did multiple University stakeholders have input in the evaluation process?

Based on my review, the submitted materials, associated evaluation process and the resulting contractual agreement are in compliance with the regulations established by the University of the District of Columbia Board of Trustees.

James E. Lyons, Sr., Interim President

Signature:  Date: 5/23/14

Board of Trustees – Facility Committee Chairperson

Signature: _____ Date: _____

Board of Trustees – Chairperson

Signature: _____ Date: _____

ATTACHMENT 13

Proposed Resolution to Board of Trustees

**BOARD OF TRUSTEES
UNIVERSITY OF THE DISTRICT OF COLUMBIA
UDC RESOLUTION NO. 2014-0001**

SUBJECT: Approval of Proposed Contract Modification for the High Definition Upgrade of Cable TV 98

WHEREAS, pursuant to D.C. Official Code § 38-1202.01(a)(8), the University of the District of Columbia has the authority to procure and contract for goods and services;

WHEREAS, pursuant to 8B DCMR § 205.4 (e), the Board of Trustees is required to approve any commitment greater than one million dollars (\$1,000,000) in a single fiscal year for all University Procurements prior to the presentation of such contracts to the Council of the District of Columbia for its approval; and

WHEREAS, there is a proposed modification of contract number P0004480 to Human Circuit Inc. (contractor) for the High Definition Upgrade of Cable TV 98, Building 41 to fully transition UDC Cable TV to a file server based video production operation and provide a level of storage for archiving to prevent loss of an expanding video library and serve as program schedule back-up to the cable channel, internet streaming channel and the video streaming channel. The modification will upgrade the technology to the type of file server equipment, software, and service agreement that will support the computerized automated delivery, storage and back-up of UDC Cable TV video productions, and programming schedules to Comcast, RCN, Verizon, and video streaming over the University Website. The base contract (Purchase Order No. P0004480) is in the amount of \$956,143.86. The proposed modification is \$72,832.52. The proposed total of the contract will therefore be \$1,028,976.38.

WHEREAS, the Board has received all necessary certifications from the administration; and is satisfied that the proposed contract represents the proper culmination of the University's procurement process and represents what is most advantageous to the University;

NOW THEREFORE, BE IT RESOLVED that the University of the District of Columbia is hereby authorized to forward to the Council of the District of Columbia for its approval the proposed contract modification for the award of the High Definition Upgrade Cable TV Project, Building 41.

Submitted by Facilities Committee

Date

Approved by Board of Trustees:

Elaine Crider
Chairperson of the Board

Date

ATTACHMENT 14

Proposed Resolution to Council

Chairman Phil Mendelson
at the request of the University of the
District of Columbia

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To approve the modification of University of the District of Columbia, Contract No. PO-GF-2014-P-0001-DJ with Human Circuit Inc. for the CABLE TV Infrastructure Upgrade.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this resolution may be cited as the "University of the District of Columbia, contract No. PO-GF-2014-P-0001-DJ, Human Circuit Inc. for the CABLE TV Infrastructure Upgrade.

Sec. 2. Pursuant to §451 of the District of Columbia Government Home Rule Act, approved December 24, 1973 (87 Stat. 803; D.C. Code § 1-2.04.451 and section 105a of the District of Columbia Procurement Practices act of 1985, effective March 8, 1991 (D.C. Law 8-257; D.C. Code Official code §2-303.11), the Council approves Contract No. PO-GF-2014-P-0001-DJ for the CABLE TV Infrastructure Upgrade. The entire term of the base contract shall not exceed September 30, 2014. The proposed modification term shall commence upon execution and shall not exceed September 30, 2014. The proposed modification cost is not to exceed \$72,832.52. The proposed total for the entire contract term is not to exceed \$1,018,622.62.

1 Sec. 3. The proposed modification approved in section 2 of the resolution shall
2 become effective immediately.

3 Sec.4. Fiscal Impact Statement.

4 This Council adopts the fiscal impact statement in the Office of the Chief Financial
5 Officer, dated March 24, 2014 as the fiscal impact statement required by section 602©
6 (3) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat.
7 813; D.C. Official Code §1-206.02© (3)).

8 Sec.5. The Secretary to the Council shall transmit a copy of this resolution, upon
9 its adoption, each to the University of the District of Columbia Board of Trustees and the
10 President.

11 Sec. 6. This Resolution shall take effect immediately.

12