



EQUITY CHARACTER EXCELLENCE TEAM JOY

March 9, 2023

## **Request for Proposal #23046**

### **Audio Visual Production for Graduation Services**

Tulsa Public Schools (TPS) is inviting proposals to provide live professional Audio Video production services for the district's 2023 Commencement Ceremonies held at the Tulsa Fairgrounds Expo Pavilion.

Proposals will be accepted until **11:15 a.m. on March 22, 2023**. Proposals received after this time will not be accepted. One (1) original, two (2) copies and one (1) flashdrive of your proposal must be submitted. No award will be made until Tulsa Public Schools has had sufficient time to evaluate the proposals. Tulsa Public Schools reserves the right to contract in the best interest of the District.

Responses must be sealed and marked on the lower left-hand corner with the proposal name and number, name and address of the vendor, opening date and time. Fax/electronic responses cannot be accepted. Address, mail or deliver all proposals and accessory documents to:

Rachael Vejraska CPPB, NIGP-CPP  
Director Materials Management  
Tulsa Public Schools  
3027 South New Haven, Room 527  
Tulsa, Oklahoma 74114

Inquiries for information regarding procedures, proposal submission requirements, or other fiscal/administrative concerns shall be directed to my office RFPpurchasing@[tulsaschools.org](mailto:RFPpurchasing@tulsaschools.org).

Thank you for your participation.

Rachael Vejraska CPPB, NIGP-CPP  
Director Materials Management

## **Request for Proposal #23046**

### **Audio Visual Production for Graduation Services**

**1. PURPOSE:** Tulsa Public Schools (TPS) is inviting proposals to provide live professional Audio Video production services for the district's 2023 Commencement Ceremonies (See Attachment 2) held at the Tulsa Fairgrounds Pavilion with selected livestream services at Will Rogers College MS & HS Auditorium. The selected entity will work with Tulsa Public Schools staff to provide professional audio video production services of live sound reinforcement, stage lighting, livestream services and of a LED wall for video.

**2. PROFILE:** TPS is one of the largest school districts in the State of Oklahoma. The district contributes significantly to the economic base of the area, employing 5,520 employees. Approximately 33,211 students are enrolled in nearly 44 elementary/pre-K schools, 10 middle schools and 9 senior high schools as well as 7 alternative programs.

**3. PERIOD OF CONTRACT PERFORMANCE:** The period of performance for services subject to this solicitation shall be for the Graduation Services for 2023, with the option to renew for two (2) additional terms in 2024 and 2025.

**4. QUESTIONS REGARDING THE RFP:** Email any technical issue and specification questions pertaining to this RFP to the Purchasing Department at [RFPpurchasing@tulsaschools.org](mailto:RFPpurchasing@tulsaschools.org) by **4:00 p.m. on March 14, 2023**. Include a phone number and reference the specific section of the proposal in question. All questions must be submitted in writing. Questions and answers will be distributed to all suppliers solicited in order to avoid any unfair advantage. These guidelines for communication have been established to ensure a fair and equitable evaluation process for all respondents. Any attempt to bypass the above lines of communication may be perceived as establishing an unfair or biased process and could lead to disqualification as a potential supplier.

**5. CONTRACT ADMINISTRATOR:** This individual shall serve as a monitor of the conditions of the contract and shall work directly with the contractor on a daily basis in scheduling and coordinating performance of services, answering technical questions in connection with the scope of work, and providing general direction under the resulting contract. The following individual(s) are identified to use all powers under the contract to enforce its faithful performance for TPS: Ben Tippin, Audio Video Systems Supervisor.

#### **6. STATEMENT OF NEED:**

**6.1 TPS Commencement Ceremony:** TPS graduates number into the thousands across all 9 High schools and our 5 alternative programs. The district is seeking proposals for professional AV services that will provide live production equipment that has the ability to be rigged/ flown/ suspended from the ceiling. These services must include Livestreaming of all ceremonies lined out in Attachment B- Commencement Ceremony Schedule and Attachment C- Rehearsal Schedule. Livestream must be made available on multiple platforms such as Facebook, Youtube and Vimeo. All downloadable links must be provided to the district with the intent being that parents will have access to download the ceremony within 30 minutes of the ceremony ending.

#### **7. PROGRAM REQUIREMENTS:**

Provider shall provide but is not limited to the following:

- PA System for audience
- Small PA System for backstage area
- Stage lighting for 40'X24' stage
- LED wall 40'x13'
- Livestream services
- All power, trussing and motors for rigging
- Personnel for setup/tear down of all rehearsals and events
  - To include an audio engineer, lighting tech and livestream tech.
  - At minimum 2 techs for each event.
- Rigging personnel must be licensed and adhere to all OSHA and UNION standards and regulations.
- All techs/operators must be onsite no less than 1 hour before all planned rehearsals and ceremonies/events. Check in with TPS AV personnel required. Failure to comply with check in process or any tardiness may result in a discount of final bill up to 30% of total

Setup must occur on Monday May 15, 2023 and must be completed no later than Tuesday May 16, 2023 at 8AM.

ADDITIONAL LOCATION FOR LIVESTREAM SERVICES: Selected vendor must be able to provide Livestream services at Will Rogers College MS & HS Auditorium 3909 E. 5<sup>th</sup> PL Tulsa for North Star Academy on Tuesday May 16<sup>th</sup> at 5:30pm

**\*\*NOTE:** TPS Tech will NOT be assisting with setup/tear down for any rented equipment. TPS will provide AV personnel to assist with the setup for each ceremony. This will include moving mics, connections of keyboards and TPS owned wedges. TPS AV Techs will serve as POC for all questions.

**8. PROPOSAL SUBMISSION REQUIREMENTS:** In order to be considered for selection, Offeror must submit a complete response to this RFP. One (1) original, two (2) copies and one (1) flashdrive of each proposal shall be submitted to TPS as indicated on the cover sheet. The "original" document set is to be clearly marked on the face of the submission/binder. Offeror shall make no other distribution of the proposal. Return this **Request for Proposal** document with all attachments filled out as required and signed along with proposal information organized into the following sections and appropriately indexed/labeled:

➤ **Proposal Section A– Vendor Information**

**A.1)** Provide a brief description of your organization. 2 pages

➤ **Proposal Section B, Qualifications/Narrative.**

**B.1. Qualifications.** Describe you or your organization's experience in the live production field. Provide current and past events with a minimum crowd capacity of 5,000 or more. Provide detailed examples of past work, documenting experience and expertise in implementing live production services for the Fairgrounds Pavilion. **REQUIRED:** Provide current certifications for rigging and or current proof of IATSE.

**B.2. Personnel.** Describe the personnel to be assigned to this project. Include their relevant experience and current resumes.

**B.3. Project Narrative/Work Plan.** Describe your approach detailing how you will support the District and its leadership staff in completing all of the activities outlined in the **Section 7 - Scope of Work**. Include a detailed work plan that clearly delineates the objectives, key tasks, proposed activities, and timelines for implementation.

**B.3. Consultation Budget.** Provide a budget that is reasonable in relation to the proposed tasks and activities. Be sure to include a total cost of proposed services.

**B.3.1-** State profit as a separate element of price, per example:

Total direct costs	\$150,000
Profit	\$10,000
Total contract cost	\$160,000

- **Proposal Section C, References.** Include a minimum of three (3) references where similar Services have been provided by the Offeror for projects that are similar or identical to the services described within this RFP. The district reserves the right to contact these references. Include the following details:

- 1) Name of Client
- 2) Address of Client
- 3) Date(s) of Service
- 4) Reference Name
- 5) Reference Telephone Number
- 6) A complete description of the project, including, but not limited to, the client(s), the project, the role(s) your firm provided, the role(s) and names of any other firms involved, and the project outcome.

- **Proposal Section D, Contract.** Include proposed contract documents for review.

- **Proposal Section E, Attachments.** Original proposal document along with all Attachments properly completed with original signatures, as required.

## **8. PROPOSAL EVALUATION AND AWARD:**

Responses shall be evaluated on the following criteria:

45% Cost

25% The overall quality of the response; i.e. the applicability of the information provided to the information requested and the content of responses

20% The references provided, applicability and relevance

10% The quality, experience level, and experience of the individuals to perform the services as expressed by the resumes provided.

Discussions may be conducted with Offerors who submit responses determined to have a reasonable possibility of being selected. In conducting any discussions, there will be no disclosure of any information derived from responses submitted by other respondents. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and

explanation session only and does not include negotiation. The Director of Materials Management will schedule the time and location of these presentations. Interviews are strictly an **option** of the district and may or may not be conducted with any or all Respondents.

The evaluation committee will review all proposals and make a recommendation to the school board for award to a responsive and responsible Offeror(s) who submits the proposal that is in the best interest of the district. Delivery/services may not commence until such approval is obtained.

## **9. GENERAL TERMS AND CONDITIONS:**

9.1. **DOWNLOADED RFP'S:** An Internet link will be provided to Respondents who have provided e-mail addresses to the Purchasing Department staff responsible for the specific solicitation. This RFP, accompanying exhibits/attachments, and any addenda are available for download from the web at [Purchase Bids - Tulsa Public Schools \(tulsaschools.org\)](http://Purchase Bids - Tulsa Public Schools (tulsaschools.org)). Respondents are responsible for checking the web site for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the web site shall not relieve such Respondents from considering addenda, if any, in preparing responses. Note that there may be multiple clarifications and/or addenda. Any harm to a respondent resulting from such failure shall not be grounds for a protest against award(s) made under this RFP.

9.2. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Oklahoma. The contractor shall comply with applicable federal, state and local laws and regulations.

9.3. **RIGHT TO REJECT:** TPS reserves the right to reject any or all proposals. In addition, Offerors should recognize the right of TPS to reject a proposal if they fail to submit the data required in the RFP, or if the proposal is in any way incomplete.

9.4. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

9.5. **MANDATORY USE OF FORM AND MODIFICATION OF TERMS AND CONDITIONS:** Failure to submit a proposal in the official form provided for that purpose may be cause for rejection. Return of the complete document is required. Modification of or additions to the General Terms and Conditions of this solicitation may be cause for rejection; however, the Director of Materials Management reserves the right to decide, on a case basis, in his/her sole discretion, whether to reject such a proposal.

9.6. **CONTRACT PROVISIONS BY REFERENCE:** It is mutually agreed by and between TPS and the Offeror that the District's acceptance of the Offeror's proposal by the issuance of a purchase order shall create a contract between the parties thereto containing all specifications, terms, and conditions in the solicitation except as may be amended in the purchase order. Any exceptions taken by the Offeror not included in the resulting contract will not be a part of the contract. Therefore, in the event of a conflict between the terms and conditions of this solicitation and information submitted by an Offeror, the terms and conditions of the solicitation and resulting purchase order/contract will govern.

9.7. **CHANGES:** Statements made by TPS representatives do not modify the terms, conditions, and specifications of this RFP. Changes and modifications to any section of the RFP will not be valid unless said changes are confirmed in writing in the form of an addendum and issued by the Director of Materials Management.

Changes may be made to the contract if the parties agree in writing to modify the scope of the contract. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

9.8. **ERRORS OR OMISSIONS:** Offeror shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions occur in the specifications, the vendor shall promptly notify the contact person listed. Inconsistencies in the specifications are to be reported before proposals are submitted.

9.9. **TAX EXEMPTION:** TPS is exempt from the payment of sales/use taxes. The price submitted must be net, exclusive of sales/use taxes. When under established trade practice, any federal excise tax is included in the list price; Offeror may quote the list price and shall show separately the amount of federal excise tax, either as a flat sum or as a percentage of the list price, which shall be deducted by TPS.

9.10. **TESTING AND INSPECTION:** TPS reserves the right to conduct any test or inspection it may deem advisable to assure supplies and services conform to the specification.

9.9. **PROPRIETARY INDEMNITY:** Offeror warrants that all products and services used by or furnished do not infringe upon or violate any patent, copyright, trade secret, trademark, or any other proprietary right of any third party. In the event

of claim by any third party against TPS, TPS shall promptly notify vendor and vendor shall defend and indemnify TPS against any loss, cost, expense, claim, or liability arising out of such claim, whether or not such claim is successful.

9.12. **PATENT AND COPYRIGHT MATERIALS:** Unless otherwise expressly provided in a contract, Offeror shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this contract.

9.13. **QUALIFICATIONS OF OFFERORS:** TPS may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work/furnish the item(s) and the Offeror shall furnish to TPS all such information and data for this purpose as may be requested. TPS further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy TPS that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

9.14. **LATE PROPOSALS:** Proposals must be received by the TPS Purchasing Office by the designated date and hour to be considered for selection. Proposals received in the Purchasing Department after the date and hour designated are automatically disqualified and will not be considered. TPS is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or any other means of delivery. It is the sole responsibility of the Offeror to ensure that its proposal reaches the Purchasing Department by the designated date and hour.

9.15. **OBLIGATION OF OFFEROR:** By submitting a proposal, the Offeror covenants and agrees that they are satisfied, from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to, cancellation or relief from the contract because of any misunderstanding or lack of information.

9.16. **PROPOSAL ACCEPTANCE PERIOD:** The proposal shall be binding upon the Offeror for a minimum of ninety (90) calendar days following the proposal receipt and opening date.

9.17. **COSTS OF RESPONSE TO RFP:** TPS will not be liable for any costs associated with the preparation of materials for Offeror's submission.

9.18. **METHOD OF PAYMENT:** Standard payment terms are Net 30 days from the receipt of invoice. Payment will be made after satisfactory performance of the contract in accordance with all of the provisions thereof and upon receipt of a properly itemized invoice. **TPS may, at their sole option, elect to make payment by use of a Purchasing/Bank/Charge card.** No additional charges, fees, or price increases may be assessed by the vendor for the use of Procurement/Charge/Bank cards during the life of any award resulting from this RFP, and any applicable extensions. The Board of Education reserves the right to withhold any or all payments or portions thereof for contractor's failure to perform in accordance with the provisions of the contract or any modifications thereto.

9.19. **AUDIT:** Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by TPS, whichever is sooner. TPS, its authorized agents, and/or auditors reserve the right to perform or have performed an audit of contractor's records and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

9.20. **OPEN RECORDS:** The Offeror's proposal/bid and all accompanying data, materials, and documentation are public records and are subject to inspection and reproduction in accordance with the Oklahoma Open Records Act.

9.21. **COMPLIANCE WITH PROCEDURES:** Contractor shall comply with all procedural instructions that may be issued from time to time by TPS; however, the terms and conditions of the contract will not change.

9.22. **EXTRA CHARGES NOT ALLOWED:** Proposed pricing shall be for the complete product/service.

9.23. **ASSIGNMENT OF CONTRACT:** A contract shall not be assigned or subcontracted by the Offeror in part or whole without the written consent of TPS.

9.24. **TERMINATION:** Failure to comply with the terms and conditions of this solicitation or to deliver materials, supplies or services identified in the solicitation and contract at the discounts quoted will void the contract award. In case of failure to deliver goods or provide services in accordance with the contract terms and conditions, TPS, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs.

TPS reserves the right to cancel and terminate any resulting contract; in part or whole should the Director of Materials Management determine that such a termination is in the best interest of TPS. Any such termination shall be effected by delivery to the contractor, at least thirty (30) working days prior to the termination date, a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. After receipt of a notice of termination, the contractor must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. No amount shall be allowed for anticipated profit on unperformed services.

9.25. **STANDARDS OF PERFORMANCE:** Offeror shall devote and shall cause all of its staff and any subcontractors to devote, such of their time, attention, best skill and judgment, knowledge and professional ability as is necessary to perform all Services effectively, efficiently and consistent with the best interests of the District and to the satisfaction of the District. Offeror shall retain and utilize sufficient staff to assure the most effective and efficient performance of services. Offeror shall use efficient business administration methods and perform the Services in the best way and in the most expeditious and economical manner consistent with the best interests of the District, so as to assure, among other things, that the Services



are performed at a reasonable cost to the District and that Services performed by other entities or persons in connection with the Contract are efficiently and cost-effectively delivered. Offeror acknowledges and accepts a relationship of trust and confidence with the District and agrees to cooperate with the District, and all other persons or entities which may be retained by the District, in performing Services to further the best interests of the District.

9.26 MINORITY BUSINESSES: TPS will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

9.27 DOMESTIC PREFERENCES FOR PROCUREMENT: TPS will, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products)

9.28. FAVORED NATION: Offeror shall furnish Services to the District at the lowest price that Offeror charges to other similarly situated parties. If Offeror overcharges, in addition to all other remedies, the District is entitled to a refund in the amount of the overcharge, plus interest at the rate of 1% per month from the date the overcharge was paid by the District until the date refund is made. The District has the right to offset any overcharge against any amounts due to Offeror under this or any other agreement between Offeror and the District, and, at the District's sole option, the right to declare Offeror in default under the Contract.

9.29. CONFIDENTIAL INFORMATION. In performance of Services to the District, Offeror may have access to or receive certain information that is not generally known to others ("Confidential Information"). Offeror agrees not to use or disclose any Confidential Information or any records, reports, or documents prepared or generated as a result of the Contract without the prior written consent of the District.

9.30. DISSEMINATION OF INFORMATION. Offeror agrees not to use or disclose any Confidential Information or any records, reports or documents prepared or generated as a result of this Agreement ("Work Product") without the prior written consent of the District. Offeror shall not issue publicity news releases or grant press interviews, except as may be required by law, during or after the performance of the Services, nor shall Offeror disseminate any information regarding Services without the prior written consent of the District. In the event that Offeror is presented with a request for documents by any administrative agency or with a subpoena duces tecum regarding any records, data, or Work Product which may be in Offeror's possession as a result of Services under this Contract, Offeror shall immediately give notice to the District and its General Counsel with the understanding that the District shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Offeror will not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended. Offeror agrees to cause its personnel, staff and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by Offeror under this Contract.

9.31. OWNERSHIP. All intellectual property, Work Product, and any and all other records, reports, documents, and materials prepared or generated as a result of this Contract, shall at all times be and remain the property of the District. All of the foregoing items shall be delivered to the District upon demand at any time and in any event, shall be promptly delivered to the District upon expiration or termination of the Contract. In the event any of the above items are lost or damaged while in Offeror's possession, such items shall be restored or replaced at Offeror's expense. Offeror shall minimize the use of proprietary materials and resources, third party or otherwise, except as agreed to by the District, so that the District may continue using such property beyond any license or subscription terms relevant to the RFP.

9.32. RESERVATION OF RIGHTS: Contract Administrator or designee may require the removal from contract work of any employee of the contractor who is incompetent, careless, or insubordinate; who appears to be alcohol or drug impaired or otherwise objectionable; whose continued employment is contrary to a consistent good relationship between the parties to this contract; or who poses a safety risk.

9.33. INSURANCE REQUIREMENTS: By signing and submitting a proposal under this solicitation, Offeror agrees to carry workers' compensation insurance with limits for the employers' liability part of the **workers' compensation policy not less than \$500,000 per category**, at its own expense. Offeror agrees to carry **Commercial General Liability insurance with limits not less than \$1,000,000 combined single limits** for bodily injury and property damage, **COMMERCIAL AUTOMOBILE LIABILITY INSURANCE WITH LIMITS NOT LESS THAN \$1,000,000 COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE, AS WELL AS A COMMERCIAL EXCESS UMBRELLA POLICY WITH A LIMIT NOT LESS THAN \$4,000,000.00 DESIGNED TO ATTACH TO THE EMPLOYER' LIABILITY LIMITS ATTACHED TO THE WORKERS' COMPENSATION POLICY, THE COMMERCIAL GENERAL LIABILITY POLICY LIMIT AND THE COMMERCIAL AUTOMOBILE LIABILITY POLICY LIMIT.** Offeror agrees to provide District with a certificate of insurance as evidence of the above lines of insurance carried by Offeror which shall include a thirty (30) day notice, in writing, to the District in the event of cancellation of such insurance for any reason. This certificate of insurance should also name District as "additional insured" **EXCEPT FOR THE WORKERS' COMPENSATION / EMPLOYERS' LIABILITY POLICY, AND ALSO PROVIDE THE DISTRICT WITH A "WAIVER OF SUBROGATION ON ALL OF THE ABOVE INSURANCE POLICIES** with respect to work performed by Offeror on behalf of District. In addition to such insurance, and not in lieu thereof, Offeror agrees to indemnify and hold District and its agents, employees, and officers harmless (including defense costs) against any claim, demand or action arising from or growing out of Offeror's performance of its services hereunder. All insurance coverage will be provided by insurance companies authorized to sell insurance in Oklahoma.

9.34. NON-DISCRIMINATION: Contractors or suppliers are obligated not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status, or age. This obligation shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or

other forms of compensation, and selection for training, including apprenticeship. Contractors or suppliers are obligated to comply with all requirements of the Americans with Disabilities Act.

9.35. CLEAN AIR ACT: Offeror must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional office of the Environmental Protection Agency (EPA).

9.36. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352): Offeror must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

9.37. DOMESTIC PREFERENCES FOR PROCUREMENT (2 CFR § 200.322): As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

*Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities.*



## **Attachment A**

### **SITE SPECIFIC AVAILABE EQUIPMENT**

#### **Audio equipment Fairgrounds:**

- Speaker Systems for Audience
  - a) 2-Main Arrays
  - b) 2-Delay Arrays
  - c) 4 subs
  - d) 4-Front fills for student seating
- Audio mixer and mics
  - a) Mixer for audience/Stream
  - b) 6 handhelds
  - c) 3-6 Choir mics
  - d) XLR connection for Keyboard
  - e) 4 Aux connections for floor wedges (TPS will provide wedges)
    - a. Band
    - b. Choir
    - c. Orchestra
    - d. Keyboard
  - f) Audio connection for CPU audio
    - a. Pomp and Circumstance (supplied by Vendor)
    - b. Music for countdown clock (supplied by Vendor)
  - g) 2 Podium Mics
  - h) Telescoping Mic stands with clips for applicable mics
- Monitors on stage
  - a) 2 for platform guests
  - b) 1 for podium speaker
- Small PA for backstage with 1 corded mic
  - a) This will be used for schools that are getting ready in the back area
- 1 audio tech

#### **Lighting System Fairgrounds:**

- Stage wash
  - 40X24 stage
- Static effects lights
- Moving lights for multiple effects
- Lights to help indicate pathways /Steps backstage

#### **Video system Fairgrounds:**

- Custom LED 40' x 13' display
  - a) Display school banners and beginning and end of ceremony
    - TPS to provide banner images
  - b) Countdown clock
  - c) Livestream content with Spanish/English Subtitles
- 4 cameras for stream
- Switcher System
- Computer for graphics

#### **Video system North Star Academy @ Will Rogers Auditorium:**

- 2 Cameras
- Switcher System

- Computer for graphics
- 1 Streaming Tech

**Live Stream Services Fairgrounds and North Star Academy @ Will Rogers Auditorium:**

- Live Streaming
- Closed Captioning (English and Spanish)
  - TPS will provide Spanish interpreters for the closed captioning
- Custom graphics
- Recorded files
- Custom site and links for viewing
- Stream to multiple platforms
- Download links for parents
  - Downloads must be available no less than 1 Hour after each ceremony
- Lower thirds and static images
- Support number
  - phone number for viewers to call FOR ISSUES VIEWING STREAM
- 1 Streaming Tech

ATTACHMENT B

**2023 COMMENCEMENT CEREMONIES**  
**Final**

<b>TUESDAY, MAY 16, 2023</b>
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**Live Stream services only on for this site and date**

<b>Location: <i>Will Rogers College MS &amp; HS, 3909 E. 5<sup>th</sup> Place, Tulsa</i></b>	
North Star Academy	5:30 P.M.

<b>WEDNESDAY, MAY 17, 2023</b>
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<b>Location: <i>Expo Pavilion, 4145 East 21st Street, Tulsa</i></b>	
McLain High School	5:30 P.M.
Edison Preparatory High School	8:00 P.M.

<b>THURSDAY, MAY 18, 2023</b>
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<b>Location: <i>Expo Pavilion, 4145 East 21st Street, Tulsa</i></b>	
Central High School	5:30 P.M.
East Central High School	8:00 P.M.

<b>FRIDAY, MAY 19, 2023</b>
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<b>Location: <i>Expo Pavilion, 4145 East 21st Street, Tulsa</i></b>	
Webster High School	5:30 P.M.
Rogers High School	8:00 P.M.

<b>SATURDAY, MAY 20, 2023</b>
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<b>Location: <i>Expo Pavilion, 4145 East 21st Street, Tulsa</i></b>	
MET, Phoenix Rising and Virtual	10:30 A.M.
Memorial High School	12:30 P.M.
Nathan Hale High School	3:30 P.M.
Washington High School	6:30 P.M.

## ATTACHMENT C

### 2023 Commencement Rehearsal Schedule

<b>Tuesday – May 16, 2023</b>			
	9:30AM	11:00am	1:00pm
McLain	X		
MET/PR/TVA		X	
Edison			X
<b>Wednesday – May 17, 2023</b>			
	9:30AM	11:00am	1:00pm
East Central	X		
Central		X	
Webster			X
<b>Thursday – May 18, 2023</b>			
	9:30AM	11:00am	1:00pm
Rogers	X		
Washington			X
<b>Friday – May 19, 2023</b>			
	9:30AM	11:00am	1:00pm
Hale	X		
Memorial		X	

ATTACHMENT D

**FELONY AFFIDAVIT**

STATE OF OKLAHOMA    )  
                                          ) ss.  
COUNTY OF TULSA        )

The undersigned, under the penalties of perjury, certifies to the Tulsa Public Schools ("School District") as follows:

1.       The undersigned:

\_\_\_\_\_ has a contract with the School District; OR  
\_\_\_\_\_ is the duly authorized representative of a business ("entity") having a contract with the School District, to perform work on School District premises on a full-time or part-time basis.

2.       The undersigned hereby certifies that neither the undersigned nor any employee of the undersigned or of the entity, or of any subcontractor of the undersigned or the entity, will perform work on School District premises on a full-time or part-time basis that would otherwise be performed by School District employees if such employee has been convicted in this State, the United States or any other state of any felony offense unless ten (10) years have elapsed since the date of the criminal conviction or the employee has received a pardon for the offense.

3.       Neither the undersigned nor any employee of the undersigned, or the entity, or of any subcontractor of the undersigned or the entity, who performs any work on School District property is currently registered under the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.

4.       The undersigned, or the entity, has conducted a felony record search of all employees who will be assigned to work on a full-time or part-time basis on School District property.

5.       This Affidavit is made and delivered pursuant to the requirements of **OKLA. STAT. tit. 70, § 6-101.48 (Supp. 2000)** and **OKLA. STAT. tit. 57, § 589 (Supp. 2004)** (the "Acts"). The undersigned further certifies to the School District that the undersigned and/or the entity are in full compliance with the requirements of the Acts.

EXECUTED AND DELIVERED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**AFFIANT'S SIGNATURE**

\_\_\_\_\_  
**(Print Name and Title)**

**Representing:**

\_\_\_\_\_  
**(Name of Entity)**

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

( S E A L )

Notary Commission Number: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Attachment E**

**NON-COLLUSION AFFIDAVIT**

Pursuant to Title 74 Oklahoma Statute (1974) SS 85.22-25)

\* \* \* \* \*

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, of lawful age, being first duly sworn,  
(Print Name of Contractor or Authorized Agent)

on oath says, that (s)he is the contractor or the agent authorized by the contractor to submit the attached contract to INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF TULSA COUNTY, OKLAHOMA. Affiant further states that contractor has not paid, given or donated or agreed to pay, give or donate to any employee of said School District, or member of its Board of Education, any money or other thing of value, either directly or indirectly, in the procuring of the attached contract.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Contractor or Authorized Agent

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_  
(SEAL)

## Attachment F

### VALIDATION

*Note: Proposals must be manually signed on this form in the space provided below.*

Has the Offeror, any officer of the Offeror, or any employee of the Offeror who has a proprietary interest in the proposal, ever been debarred, suspended, declared ineligible, disqualified, removed, or otherwise prevented from participating, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes \_\_\_\_\_

No \_\_\_\_\_

If the answer is Yes, please explain the circumstances in the following space:

---

Offeror, in compliance with this RFP, has examined the specifications, and is familiar with all of the conditions and requirements. Vendor meets all of the standards and requirements necessary to perform the services/provide the products and is able to furnish the services/products in the time frame specified and at the rates set forth in this proposal. The undersigned, on behalf of the Offeror, certifies that this offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a proposal on the same project and is in all respects fair and without collusion or fraud.

I have read the terms and conditions of this RFP, truthfully answered the above question, and submit for consideration the enclosed offer and accessory data which will become part of any agreement. The undersigned has the authority to bind vendor and certifies that all statements contained in the proposal are true and correct. If accepted by the district, this proposal is guaranteed as written and amended and will be implemented as stated.

Please indicate if this business is: \_\_\_\_\_ Minority-owned or \_\_\_\_\_ Female-owned.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Typed Name of Representative

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email