RFP 20-23
AV Service for Commencement

Questions & Answers

1. Would you like for us to provide staging in the bid for all locations? This is something we are capable of doing.

   A. No. We are only looking for a quote for the Mobile Stage Trailer with rigging for Wackar Stadium (most of the additional side staging and ramps will be added by other vendor, already contracted)
   https://www.youtube.com/watch?v=JD0lXgkc-R0

2. Would you like for us to provide the terratrak ground cover for Wackar stadium?

   A. Not required for bid. You may submit a separate quote for 111,500 square feet, installed.

3. Would you like for us to provide any kind of lighting for the ceremonies?

   A. Yes. We would like stage lighting for Wackar Stadium Stage, Esby Gym Stage, and Rec Center Stage. Other lighting may be needed, including the University Celebration. Information regarding additional lighting is not available at this time.

4. Are we providing the streaming service or are we just sending the source to them?

   A. We will be streaming to both YouTube and Facebook Live. Vendor is responsible for all streaming. Vendor will use their streaming equipment to send a minimum 1080P to our YouTube and Facebook Accounts. Rowan will provide the destination login information for these Rowan managed sites. Vendor will provide an audio feed to on-site closed captioners – with the exception of Pfleeger Concert Hall. Pfleeger provides audio feed to captioners in this venue. Other/additional information is not available at this time.

   You may submit a separate quote for on-site captioning services, if this is a service you provide. On-site captioner and technician is required for every ceremony. If inclement weather moves ceremonies indoors, this talent would be required in each rain ceremony location.
5. What source is needed HDMI, etc.?

   A. For streaming – the vendor may use whatever format they choose. The vendor will be using their streaming equipment.

6. Will all ceremonies, including rain locations, be set-up and ready to go all at the same time? Meaning even if we are outside for the ceremony, all equipment for the rain location is inside ready to go just in case?

   A. Yes, all venues, including “rain” locations, will be set up at the same time, and remain set until all ceremonies have concluded. There may be the possibility of early breakdown of rain locations. This is at the discretion of the University and is not guaranteed in any way.

7. Are you looking for aerial shots for the main ceremony in Wacker Stadium?

   A. Yes. We want our A/V vendor to broadcast the drone feed provided by our drone vendor. You can see examples of this here - https://www.youtube.com/watch?v=JD0lXgkc-R0

8. There is not a specification for the audio system in Wacker Stadium. Can you confirm that we are not providing a PA system in Wacker Stadium?

   A. We will need full audio/visual for Wacker Stadium – and all venues listed here, as well as updated equipment examples for Wacker Stadium. https://sites.rowan.edu/procurement/bids/use-this-one-venue-information-and-equipment-and-specifications-examples.pdf

9. Can you provide power per our specification inside Wacker Stadium or do we need to provide a generator?

   A. You will need to provide generator(s).

10. Are we required to use mobile LED walls in Wacker Stadium or can we propose a truss supported video wall?

    A. Mobile LED walls are preferred. You may propose more than one option.

11. Where is video control position in Wacker Stadium and University Green, indoor or outdoor?

    A. Outdoor. Additional information is not available at this time.

12. Will we be providing stages for The University Green, Pfeeger Concert Hall, ESBY Gym and Rec Center?

    A. No.
13. Are we approved to convert any request for SD camera systems to HD? Can we verify that you are looking for 16:9 aspect ratio and not 4:3?

A. HD video in 16:9 aspect ratio is preferred over SD.

14. Is there anything else on the screens other than IMAG and GFX, for example title slides, lower thirds, social media in any venue? Is there any video playback?

A. There will be lower thirds, PowerPoint presentations prior to each ceremony, and possible other things for which we do not have the information at this time. To see what was present previously, please view the video links provided here - https://sites.rowan.edu/procurement/bids/use-this-one-venue-information-and-equipment-and-specifications-examples.pdf

15. Can you be more specific on what the simulcast requires in Pfleeger Concert Hall? Will it require full production assistance including audio, video, cameras, and lighting? What does the in-house AV provide?

A. Vendor will provide camera/video, streaming device and operator(s). Pfleeger Concert Hall provides all audio and lighting – including audio feed for closed captioners.

16. What are your network streaming/broadcasting expectations from your AV provider? Could the requirements be broken down in detail by location?

A. For All Venues/Ceremonies - We will be streaming to both YouTube and Facebook Live. Vendor is responsible for all streaming. Vendor will use their streaming equipment to send a minimum 1080P to our YouTube and Facebook Accounts. Rowan will provide the destination login information for these Rowan managed sites. Vendor will provide an audio feed to on-site closed captioners – with the exception of Pfleeger Concert Hall. Pfleeger Concert Hall provides audio feed to captioners. Other/additional information is not available at this time.

17. Does the University use a professional weather monitoring service? When will you make the weather call to move indoors?

A. The University has staff professionals that monitor the weather. The call to move indoors will occur by 7 a.m. day of, although every effort is made to make this call the evening before, if possible.

18. Can you provide a production schedule showing setup and rehearsals dates/times?

A. Typically, there are no rehearsals. The following is a draft/sample of the production schedule – to be used as a general guideline only. The actual schedule is subject to change depending on weather and other variables. SOME other vendor set-up included as point of reference:
**Wackar Stadium/Esby Gym/Rec Center**

**Monday, May 4**
- Wackar Stadium Set-Up begins at 12 noon - Flooring

**Tuesday, May 5**
- Flooring installation continues

**Wednesday, May 6**
- Flooring installation continues
- Esby/Rec Set-up begins this day. Banners are hung, stages go in. A/V may load equipment – and may start set-up in Rec (possibly Esby) once stage is completed.

**Thursday, May 7**
- Chair set begins
- Tents set
- A/V load-in
- Video/LED Wall equipment load-in
- Staging Trailer load-in
- Restroom Trailers load-in
- Important to note: Esby/Rec Set-up continues this day

**Friday, May 8**
- A/V installation continues
- Video/LED Wall installation continues
- Chair set continues
- Restroom Trailer set continues

**Breakdown of Wackar Stadium to be completed by end of day Tuesday, May 12**

**Breakdown of Esby Gym and Rec Center to begin after last ceremony guests disperse – Approximately 7 p.m. Thursday, May 14 and should be completed by end of day Friday, May 15 – unless otherwise specified**

**University (Bunce) Green**

**Monday, May 4**
- Electric Box placed outside of Bunce

**Tuesday, May 5**
- Set A/V tent, A/V equipment load in
Wednesday, May 6

- A/V set and test cont’d., if needed – wrap A/V equipment

Saturday, May 9

- Video/LED Wall Installation

Breakdown of University (Bunce) Green to begin after last ceremony guests disperse – Approximately 7 p.m. Thursday, May 14 and should be completed by end of day Friday, May 15 – unless otherwise specified

19. Is there overnight security provided for production equipment?

   A. Rowan Public Safety monitors and patrols the venues once set-up begins.

Thank you

If you submitted questions to bids@rowan.edu by the due date indicated in the bid document, but they were not received and answered here, please contact:

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