



**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
PURCHASING DEPARTMENT**

**SCHOOL BOARD EXECUTIVE SUMMARY**

**June 21, 2011**

**V. D. CONSENT AGENDA / PURCHASING**

**24. Safari Montage Equipment and Software for Global Learning Academy**

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**DESCRIPTION OF PURCHASE:**

Equipment and software to facilitate school wide digital transmission of CATV/ITV to all classrooms and work areas using the school's computer network (menu driven computer access to morning program/announcements, instructional and professional development videos and resources, internal and external video conferencing, digitized cable channel, etc.) This digital transmission capacity eliminates the requirement and cost for installation of an additional coaxial analog network. See attached agreement

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**REQUESTED BY:**

Information Technology

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**DISTRICT GOAL SUPPORTED / PURPOSE OR END USE:**

District Goal #E.3: Continuity. To improve operational continuity in the learning, work, and virtual/technological environment

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**SUPPLIER NAME:**

Library Video Company, Wynnewood, PA

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**AMOUNT OF PURCHASE:**

\$58,432.98

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**FUNDING SOURCE:**

Half Cent Sales Tax – FY2008 (3948) - New Downtown Elementary School (2142)

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**METHOD OF PROCUREMENT:**

Negotiation/Quotation

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**OTHER REFERENCES:**

School Board Rule 6Gx17-5 02(4)(F) – Acquisition of Information Technology Resources

\*\*\* please sign and return with your purchase order \*\*\*

# Statement of Work

SAFARI Montage Installation  
For  
Escambia County School Board, FL

June 21, 2011  
Quote 50031910a-1

Approved.

For Escambia County School Board

For Library Video Company d/b/a SAFARI Montage

BY: \_\_\_\_\_  
Gerald W. Boone, Board Chair

BY: \_\_\_\_\_  
Judith C. Koss, General Counsel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST:

BY: \_\_\_\_\_  
Malcolm Thomas, Superintendent

\_\_\_\_\_  
Date

APPROVED FOR LEGAL CONTENT

FOR June 20 11 AGENDA

JUN 26 2011

\_\_\_\_\_  
GENERAL COUNSEL  
ESCAMBIA COUNTY SCHOOL BOARD

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## 1.0 DOCUMENT OBJECTIVES

Library Video Company d/b/a SAFARI Montage has developed the following Statement of Work (SOW) for services related to the successful and efficient delivery, configuration, and deployment of the products listed in Appendix A to **Escambia County School Board, FL** ("Customer"). This document will outline the complete scope of work, as described, for the Customer project.

This SOW shall not be binding until such time as (a) Customer and SAFARI Montage agree on its terms as evidenced by their authorized representatives' signatures on the cover page; and (b) Customer submits, and SAFARI Montage accepts, a written purchase order referencing this SOW and the associated written quotation (attached hereto as Exhibit 1) prepared by SAFARI Montage. Additionally, all services performed pursuant to this SOW shall be governed by the applicable terms and conditions referenced in the SAFARI Montage quotation.

Any material change or modification to the work described in this SOW will require a change request that is signed by the Customer and an authorized representative of SAFARI Montage.

## 2.0 SAFARI MONTAGE PROJECT DELIVERABLES

SAFARI Montage will provide Customer with written project documentation defining the following aspects:

- Installation Information Document (Appendix A)
- Installation completion notice and test results summary (see section 5.1(B)).
- Change Request Form (where applicable-Appendix B) If the changes made on the Change Request Form attached as Appendix B vary the Cost, the Schedule or Deliverables of the Products contained in this SOW, then the Change Request Form shall be executed by Customer. If the changes made on the Change Request Form as Appendix B are in connection with the Functions/Features, Performance/Scalability, and Supportability, then the Change Request Form shall be executed by Customer's Project Manager.

## 3.0 LOCATIONS

Delivery and installation shall be performed at the following location(s):  
Customer's Data Center

## 4.0 SAFARI MONTAGE PROJECT RESPONSIBILITIES

- Background Check. Safari Montage shall require a level two (2) background screening of all personnel who may have direct contact with children while on Customer's property as required by Section 1012.465, Florida Statutes
- Performing pre-installation inspection of installation location(s).
- Installation of the deliverables listed in Appendix A
- Connection of any specified peripheral device(s) to the new system. The connection of peripherals refers to connection of components via cabling or infrared control.
- Operability testing of installed deliverables.
- Removing the packaging material from the new equipment and placing in Customer-provided trash receptacle for disposal.
- Prior to performing activities that are outside the scope of this project, authorized representatives from each of the Customer and SAFARI Montage must complete and execute a Change Request Form.

## 5.0 SAFARI MONTAGE TASKS

### 5.1 IMPLEMENTATION

#### On-Site Service Steps

##### Overview

1. Confirm on-site availability of required components.
2. Verify suitability of Customer-provided installation site(s), cabling and power.
3. Move new equipment to installation location (if not there already) from alignment area.
4. Unpack equipment

#### A. Product Installation and Test

- Kiosk Controller
  - Connect power, network, audio and video cables
  - Test streaming video and, where applicable, operability through SAFARI Montage server

- SAFARI Digital Transcoders, Axis Encoders and Visionary Solutions Encoders
  - Configure network settings, streaming addresses and video encode settings
  - Where applicable, test playback of unicast and multicast streams through SAFARI Montage server

## **B. Completion and Notification**

- Contact the Customer with any technical or installation issues encountered on site
- Leave equipment and software documentation with the authorized Customer contact.
- Leave installation area "broom clean."
- Provide authorized Customer contact with written confirmation of installation completion and test results summary

## **5.2 PROJECT TIMELINE**

The parties will agree on a commencement date for delivery of services under this SOW. The parties may also agree on an installation schedule or timeline which, if implemented, shall be specified in Appendix A. The exact schedule or timeline will be adjusted accordingly for each executed Change Request. If the changes made on the Change Request Form attached as Appendix B vary the Cost, the Schedule or Deliverables of the Products contained in this SOW, then the Change Request Form shall be executed by Customer. If the changes made on the Change Request Form as Appendix B are in connection with the Functions/Features, Performance/Scalability, and Supportability, then the Change Request Form shall be executed by Customer's Project Manager.

An invoice will be presented to Customer following delivery of the notice of installation completion and test results summary

## **6.0 SAFARI MONTAGE WORKING HOURS**

This service will be provided during the hours of 8:00am to 6:00pm, local installation site time, Monday through Friday, excluding holidays unless an alternate, mutually-agreed schedule has been arranged. Working hours may also be adjusted as required by law.

## **7.0 CUSTOMER RESPONSIBILITIES**

This SOW is provided based on the following requirements being met and the following key assumptions. Any deviations from these assumptions that arise or are discovered during the project may affect the cost and/or the project timeline, and shall be managed through the change management procedure as specified in Appendix B. In the event any information provided by Customer to SAFARI Montage is determined to be incorrect or incomplete, SAFARI Montage reserves the right to modify the services description(s), deliverables and/or the pricing consistent with such full and accurate information.

### **7.1 STAFFING AND ADMINISTRATION**

- Customer will designate a Customer Project Manager to serve as a single point-of-contact to work with SAFARI Montage
- Customer will ensure staff is available to SAFARI Montage for meetings and to provide information on a timely basis.
- Customer will respond to all requests for information in a timely fashion, defined as one (1) business day.
- Customer is responsible for securing all internal approvals in advance of arrival of SAFARI Montage installation staff.
- Customer will ensure all relevant technical personnel and resources are available as required to install and/or configure customer-provided equipment, perform network configuration, provide network credentials, allocate IP addresses, provide access to customer facilities and data centers, etc.
- Customer will provide SAFARI Montage with appropriate access (including, where reasonable, after hours) to the site(s) as required for completion of the installation and deployment. This includes badges, passwords, access cards/codes and parking privileges.
- In the case of equipment that a single SAFARI Montage installer cannot comfortably lift, Customer will provide an assistant for such purposes.

### **7.2 INFORMATION AND COOPERATION**

- For each IP-addressable device, Customer will provide SAFARI Montage with a schedule of specific network addresses to be assigned and/or specific network addresses per device where required, at or before arrival on site.
- Customer will advise SAFARI Montage of specific installation locations prior to commencement of installation services. Installation will not require the use of lifts or other heavy machinery.

- Customer will provide SAFARI Montage with all requested information on existing and/or Customer-provided equipment prior to installation. Customer will provide SAFARI Montage with samples of such equipment in advance of arriving on site, as reasonably requested by SAFARI Montage.

### 7.3 CANCELLATION

- Customer's cancellation or rescheduling of any installation activities shall be done on written notice at least two (2) full business days in advance of the scheduled starting date. Customer will be responsible for any committed travel expenses incurred (and which SAFARI Montage cannot, through the exercise of reasonable efforts, avoid) due to cancellation or rescheduling of installation.

### 7.4 LOGISTICS

- All hardware products will be shipped to Customer's Data Center unless otherwise specified. Customer is responsible for receiving, unloading and secure and appropriate storage of products. Where products are delivered to an alternate location, Customer is responsible for transport of products to installation site(s).

### 7.5 HARDWARE, INFRASTRUCTURE AND FACILITIES

- Customer is at all times responsible for backup of its systems and data.
- Where installation includes SAFARI Montage, Managed Home Access, and/or SAFARI Montage Live! servers, Customer is responsible for providing a supported, properly configured LDAP server.
- Where services include the configuration of a Pathways SM software module with IP-controllable device(s), Customer will provide SAFARI Montage with a sample of such device prior to commencement of on-site services.
- Customer will ensure suitable conditions for installation of all hardware, including but not limited to appropriate structure and environment in compliance with applicable laws, codes and ordinances.
- Customer will ensure that all required cabling (network, audio, video) is installed and sufficient electrical outlets are provided. Cabling and power should be accessible within 6' proximity to each installation location.



## 7.6 SCOPE OF PRODUCTS AND SERVICES

- Customer is responsible for adding individual user accounts, setting individual user preferences, and, for Pathways SM, associating individual user accounts with rooms in the SAFARI Montage system (other than set-up of initial "administrator" account and configuration of LDAP directory integration, which will be performed by SAFARI Montage).
- Except as specifically described by this Statement of Work, Customer is responsible for creation of Pathways SM device button sets ("remote controls") and programming of source controllers, e.g., Calypso controllers.
- Except as specifically described in this SOW, Customer is responsible for all installation and configuration activities related to the SAFARI Montage system, including but not limited to:
  - Customer-provided equipment;
  - All client LAN, WAN, and network service configuration, including but not limited to network equipment configuration, firewall configuration, multicast configuration, quality of Service (QoS) configuration, LDAP configuration, domain name registration and server (DNS) configuration; and
  - All aspects of client desktop computers and network servers, including but not limited to ensuring that client computers meet minimum hardware and software requirements and installation of required client software.

## APPENDIX A – INSTALLATION INFORMATION

### Services and Deliverables to be Provided

Description	Item ID No.
Installation of encoders and configuration to work with Selective Video Streaming module of SAFARI Montage Software	SAF10842 SAF12383HB OR SAF12383-HD SAF10845HB OR SAF10845-HD
Installation of Kiosk Controller and configuration to work within Pathways SM module of SAFARI Montage software.	SAF13045C
Set up of room assignments within Pathways SM module.	SAF13164
Configuration of streams within Selective Video Streaming module* of SAFARI Montage software.	G9943
Customer to install Kiosk Keypads.	SAF13072
Technical Training provided onsite during the same trip as the installation.	G9895
Professional Development instruction provided onsite over 1 day.	G1196

\*Subject to acceptance by Customer of the Selective Video Streaming Product Acknowledgement attached hereto as Exhibit 2.

### Installation Schedule/Timeline

*Substantial Completion – September 30, 2011*

## APPENDIX B - CHANGE REQUEST FORM

<b>Requestor</b>	
<i>Name</i>	<i>Project / Task affected</i>
<i>Email Address</i>	<i>Product affected</i>
<i>Phone</i>	<i>Date Requested</i>
	<i>Date Required By</i>
<b>Proposed Change</b> Description of change and references. Provide sufficient technical detail to understand the change, rather than implement the change.	
<b>Impact of Change</b> Impact of the proposed change to project elements (cost, schedule, deliverables, resources, etc.). Change affects (check all that apply): <input type="checkbox"/> Function/features <input type="checkbox"/> Performance/scalability <input type="checkbox"/> Supportability <input type="checkbox"/> Cost <input type="checkbox"/> Schedule <input type="checkbox"/> Deliverables	
<b>Authorization</b> Pursuant to the Statement of Work between SAFARI Montage and Customer in effect at the time of this change request and in accordance with the change management procedures identified therein, parties certify by signature of an authorized representative, that the above change request will be incorporated into the existing SOW as appropriate.	
<i>SAFARI Montage Signature - Authorization to Proceed</i>	<i>Date</i>
<i>Customer Signature - Authorization to Proceed</i>	<i>Date</i>



Customer Quote

This quote Number MUST be referenced on your PO or your shipment may be delayed.

Quote Number: 50031910a-1  
Submitted To: Escambia County School District, FL  
Job Description: New School - SD Encoders

Reference Statement of Work June 21

Date: 5/10/2011  
Account Executive: Frank Whitehouse  
E-Mail: whitehouse@safarimontage.com  
Prepared By: DB

#### HARDWARE

1	SAF10842	SAFARI Digital Encoder Chassis					
9	SAF12383HB	SAFARI MPEG2+4 MultiFormat Rackmount Encoder	\$ 2,450.00	\$ 2,205.00	\$ 245.00	\$ 2,205.00	
1	SAF10845HB	SAFARI MPEG2+4 MultiFormat Standalone Encoder	\$ 4,950.00	\$ 3,005.00	\$ 10,305.00	\$ 34,245.00	
2	SAF13045C	Kiosk Controller (without keypad)	\$ 4,950.00	\$ 3,005.00	\$ 1,145.00	\$ 3,005.00	
1	SAF13072	Kiosk Keypad	\$ 995.00	\$ 952.00	\$ 65.00	\$ 1,924.00	
			\$ 125.00	\$ 125.00	\$	\$ 125.00	

#### SOFTWARE

1	G9853	SAFARI Montage WAN Manager (Client Licenses)	\$ 495.00	\$ 347.00	\$ 148.00	\$ 347.00	
1	G9854	SAFARI Montage CreationStation School Licenses	\$ 495.00	\$ 347.00	\$ 148.00	\$ 347.00	
1	SAF13164	Pathways SM Software	\$ 2,495.00	\$ 2,495.00	\$	\$ 2,495.00	
1	SAF13167	Pathways SM Client License (per school)	\$ 595.00	\$ 595.00	\$	\$ 595.00	
1	G12074	SAFARI Montage Managed Home Access Annual License	\$ 100.00	\$ 35.06	\$ 6.33	\$ 35.06	
		MHA prorated for the period: 04/01/2011 - 09/02/2011					
1	G9910	Selective Video Streaming License (SVS)	\$ 1,495.00	\$ 1,495.00	\$	\$ 1,495.00	
1	G9943	Selective Video Streaming School Licenses	\$ 495.00	\$ 495.00	\$	\$ 495.00	

#### CONTENT PER SCHOOL / PER YEAR

1	G1129801QH	CORE K-8 Content Package	\$ 1,000.00	\$ 1,000.00	\$	\$ 1,000.00	
1	G1113801QH	Additional Schlessinger Media K-8	\$ 495.00	\$ 495.00	\$	\$ 495.00	
1	G1213801QH	K-6 Supplemental Content Package	\$ 250.00	\$ 250.00	\$	\$ 250.00	
1	G9981801QH	Reading Rainbow Package - 153 Titles	\$ 295.00	\$ 295.00	\$	\$ 295.00	
1	G1225801FH	Visual Dictionary Interactive Image Package	\$ 295.00	\$ 225.00	\$ 70.00	\$ 225.00	

#### SERVICES

1	G9855	SAFARI Montage Configuration & Onsite Setup	\$ 2,995.00	\$ 2,995.00	\$	\$ 2,995.00	
		Customer to install keypad					
1	G9895	Montage Tech Training Onsite-Same trip as install	\$ 995.00	\$ 995.00	\$	\$ 995.00	
1	G1196	SAFARI Montage Professional Development (1st Day)	\$ 2,795.00	\$ 2,795.00	\$	\$ 2,795.00	
		To view the company's Software Upgrade Plan (SUP) or Extended Hardware Warranty (EHW) terms, please visit safarimontage.com					

\* Products marked with an "\*" in the DESCRIPTION field are (or are comprised of) products manufactured and branded by third parties, and are covered by accompanying third party warranties.

Hardware Charges	\$ 42,304.00
Software Charges	\$ 5,889.86
Content Charges	\$ 2,265.00
Services Charges	\$ 6,785.00
Shipping and Handling Charges	\$ 1,269.12
State Tax Charges	\$
Local Tax Charges	\$
<b>TOTAL</b>	<b>\$ 58,432.98</b>
<b>Total Savings</b>	<b>\$ 12,133.33</b>

PLEASE NOTE: All figures are quoted in U.S. Dollars

MAIL/FAX ORDERS TO:  
SAFARI Montage /  
Corporate Office

Mailing Address:  
P.O. Box 580  
7 East Wynnewood Road  
Wynnewood, PA 19096

Fax:  
610-658-7115

**General Terms and Conditions:** This Quote is an offer that is valid for sixty (60) days from the date set forth above. Customer will be deemed to accept this offer when Customer sends a Purchase Order to which specifically references this Quote) and SAFARI Montage accepts the Purchase Order. Since this Quote is an offer, SAFARI Montage will have no obligation to fill the Quote unless and until SAFARI Montage accepts the corresponding Purchase Order. SAFARI Montage shall have the right to substitute hardware, software, and/or content, if any, provided in this Quote. The terms controlling this Quote, and the provision of all services and products hereunder, are explicitly set forth in the applicable software license(s), digital content license, terms and conditions, and warranties supplied by SAFARI Montage. The terms can also be found at [www.SAFARIMontage.com](http://www.SAFARIMontage.com). SAFARI Montage rejects any and all conflicting, additional or modifying terms in any Purchase Order or other Customer document. Delivery terms are set forth in the terms and conditions, reflecting among other things, that additional charges may apply to such orders. Credit cards are not accepted. Payment must be made by check, ACH or wire transfer. Some of SAFARI Montage's products are available on a subscription, per seat or other similar basis which may require additional licenses or renewal from time to time. Renewal subscriptions or additional licenses will be subject to the terms and conditions in effect at the time of purchase.

**Product Specific Terms and Conditions:** If the Quote contains a Software Upgrade Plan and/or an Extended Hardware Warranty, such plan will complement the SAFARI Montage standard limited warranty and will cover only the products identified in such plan. If the Quote contains the SAFARI Montage Live! product, note that it is available only in a server version. The Customer may not operate as an Application Service Provider. Therefore, no purchaser or user may purchase a single license to the product and create a commercial service that allows multiple users to access and use the service for a fee. If the Quote contains products that are manufactured and branded by third parties, then such products are subject to the third party's warranties that accompany those products. The Customer must contact the third party directly for warranty or related service.



## CUSTOMER ACKNOWLEDGEMENT SELECTIVE VIDEO STREAMING PRODUCT

Customer is purchasing the Selective Video Streaming product ("SVS") from Library Video Company d/b/a SAFARI Montage. SVS is a SAFARI Montage software solution that allows a user to create and manage a directory of active links to live streaming multi-media content on Customer's network, which may include multiple distribution points within a building and/or to remote locations. Pre-loaded multi-media content licensed directly from Library Video Company for use on SAFARI Montage products may be used with SVS in accordance with the license terms and conditions provided with these products. However, live TV broadcasts which are sourced from providers of Cable TV or Satellite TV and re-transmitted on Customer's network, may require permission from that entity. In addition, including without limitation, packaged media (i.e., VHS, DVD), user-generated content, and any Internet content, may be restricted by copyright law or by an existing license with the content provider.

Customer agrees to the following:

1. To obtain all necessary permissions and licenses before using third party content in connection with the SVS product.
2. Any use of content with the SVS product without first obtaining all necessary or appropriate clearances shall be at Customer's sole risk and liability.

We are authorized to sign on behalf of, and to bind, the Customer

ACKNOWLEDGED AND AGREED TO BY:

For Escambia County School Board

BY: \_\_\_\_\_  
Gerald W. Boone, Board Chair

\_\_\_\_\_  
Date

ATTEST:

BY: \_\_\_\_\_  
Malcolm Thomas, Superintendent

\_\_\_\_\_  
Date

For Library Video Company d/b/a SAFARI Montage

BY: \_\_\_\_\_  
Judith C. Koss, General Counsel

\_\_\_\_\_  
Date

*Safari Montage Selective Video Streaming Acknowledgment  
4-19-10 EAK*