

**Requisition#: E009-09-IQ-00035 dated December 17, 2008**  
**Solicitation #: BBG50-R-09-0002**

**Expert Services for VOA trainers/Super Users on best practices for core DALET functions**  
**Statement of Objectives**

**1. Objective:**

The Contractor provides expert services to advise and train VOA trainers/Super Users on best practices for core DALET functions.

**2. Scope of Work:**

Consultant services providing assistance to VOA in the creation and integration of a workflow by advising and training VOA trainers/Super Users on best practices for core DALET functions, i.e. Ingest and metadata input, Scheduling of feeds within the Dalet system, Planning, News Event and other Calendars; Rundown configuration and associated production including script writing, editing and approval systems within VOA's programming structure, Video Editing, and Payout within the control room environment. Consultant will teach the Dalet functions and practices needed to implement Dalet's newsroom management system. Consultant will work side by side with individual work teams at VOA Washington headquarters to address technical and workflow issues. The Consultant will have the ability to solve some technical problems and know when to escalate if needed. Consultant will assist in workflow development and implementation during the mock show production (dates to be determined), make recommendations after watching the production of three programs, and implement those recommendations prior to the launch of Dalet in VOA's Persian News Network. Consultant will be on-site during the two weeks prior and for the first two weeks during the launch of Dalet within the Persian Service through all previously mentioned core functions. Consultant will troubleshoot configurations of Dalet workspaces.

Consultant will review training forms created by VOA for accuracy of Dalet instructions and to ensure instructions follow best practices. Consultant must have successful experience in working with television producers, writers, and other members of a TV production team in launching Dalet within a newsroom. Experience with integration Final Cut Pro and AVID with the Dalet system required. It should be noted that VOA teams have already begun work on this effort and therefore, the consultant will not be required to start at the ground level.

**3. Schedule**

Consultant will be on site four days a week during normal business hours, typically Monday – Thursday, 8 AM – 5 PM. Once Mock Show production begins, days and times are subject to change but it will not exceed a 32-hour workweek.

**4. Period of Performance:**

The period of performance will be determined by Delivery Orders issued against the Blanket Purchase Agreement (BPA). BPA performance period shall be one base year.