

# STATEMENT OF WORK – Task Order 1

## Overview

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### CFTC Webcast Requirements

The Commodity Futures Trading Commission (“CFTC” or “Commission”) is a United States Government entity created by Congress in 1974 as an independent agency with the mandate to regulate the commodity futures and option markets in the United States. The goal of the Commission’s oversight of regulated markets is to detect and deter market manipulation, prevent customer and market abuses, and ensure that regulated entities comply with self-regulatory responsibilities. The Commission conducts financial surveillance of clearing organizations and intermediaries to promote the financial integrity of the markets and to protect customer funds.

#### PURPOSE

The Commission will host meetings at the Commission's headquarters location at 1155 21st Street, NW in Washington, DC.

The Commission requires that the meetings be broadcast live by webcast to the general public. The selected contractor shall furnish video and audio webcasting services for the meetings. Additionally, the contractor shall validate the videoconference and webcasting systems prior to the meetings.

There are two meetings scheduled to run on the dates below:

- Global Markets Advisory Committee (GMAC) Meeting, scheduled for **July 15<sup>th</sup>, 2008**; and
- Agriculture Advisory Committee (AAC) Meeting, scheduled for **July 29<sup>th</sup>, 2008**.

The meetings are scheduled to last four hours, but could run as long as eight hours. Scheduled times will be provided prior to the events.

#### CONTRACTOR REQUIREMENTS

The contractor shall furnish managed video webcast services to support internal and external customers for the Commission's scheduled Webcast meetings. The services provided must include video webcasting, storage, web page creation, and web hosting. (See Table 1 for the tentative webcast schedule and required equipment for both events.)

The CFTC intends to use its existing video-teleconferencing (VTC) system to provide the live audio/video feed for the webcasts. (see Table 2) However, the system's audio component has intermittent, unresolved issues. To minimize the likelihood of a problem, the contractor shall furnish external audio and public address systems for the events. A phone line with a built-in delay shall be used as the primary source of audio. The Commission will furnish the phone line. The audio from the CFTC VTC shall be used as the secondary audio source, unless testing shows it is best to use the audio directly from the VTC system. Lip sync issues are not uncommon in webcasting, and using separate audio and video sources can make them more noticeable. The contractor shall work closely with CFTC to minimize any lip sync issues.

### Event Requirements

In support of these webcasts, the Contractor shall:

- Provide web casting engineering services, technical support and all necessary equipment; including VTC equipment (see Table 1).
- Support a live webcast for four hours (with the ability to support up to four additional hours, if necessary), to 500 users-i.e., up to 500 unique IP addresses. The Contractor shall also provide pricing on options for additional blocks of users (see Webcast Options section, below).
- Provide an archive of the webcast within 24 hours after the event.
- Make live and archived webcasts available in the following formats:
  - Windows Media Player
  - RealPlayer
- Provide live encoding in Windows Media Format (WMF) and RealPlayer format and 90 days of archiving, with an option to extend archiving (see Webcast Options).
- Provide segmentation of the webcast archive in WMF and RealPlayer format into no more than five program sections, as per approval by the Commission, within 24 hours of the webcast event.
- Provide sound reinforcement audio-i.e., speakers-for the room where the meeting is being webcast.
- Provide live bandwidth at 150 Mbps, minimum, on Contractor-provided servers.
- Provide the following webcast statistics (for determining breadth of web cast audience) within 72 hours after each event:
  - total number of web cast hits
  - number of unique users (i.e., distinct IP addresses)
  - user IP address geographical information by country and US state
  - breakdown by user webcast viewing format: Windows Media Player, RealPlayer and Windows audio only
- Furnish customized, CFTC-branded webcast web pages for the Contracting Officer's Technical Representative's (COTR) review and approval.
- Provide real-time technical support of web cast and webcast web pages.
- Provide encoding of, and link to, Commission-selected programming to enable prospective viewers to test their webcast links prior to the event.
- Furnish live captioning and archived closed-captioning to comply with §508 of the Rehabilitation Act of 1973, as amended, and as codified in 36 CFR 1194.24. This includes captioning equipment, phone line and captioning services.
- Provide a link from the CFTC website that re-routes users to the Contractor's web-hosting server.
- Furnish an individual copy of encoded files delivered on DVD and/or CD ROM within one week of the program.

- As determined by the COTR, provide optional services, as listed in Webcast Options, to be priced separately.

#### Web Hosting & Web Page Services

The webcast services provided by the Contractor shall support web hosting and web page requirements. The Contractor shall host a website for providing a webcast of each meeting to the general public. This website shall:

- Provide content archiving of the webcast event (see Webcast Options).
- Furnish access to the webcast archive in Windows Media Player and RealPlayer formats and at multiple speeds.
- Include Commission branding identification-logos, graphics, navigation, etc.-provided by CFTC.
- Include minimum user PC and connection requirements for viewing the webcast.

#### Webcast Options

The contractor shall provide individual pricing on the items listed below:

- Full webcast audio-visual support, including VTC bridge audio/video feed, as an option to bypass all CFTC existing VTC equipment.
- Live bandwidth webcast services for the following blocks of users:
  - 501 to 1000 users
  - 1001 to 2000 users
  - 2001 to 3000 users
  - 3001 to 4000 users
  - 4001 to 5000 users
- A full ASCII text file of the event.
- Up to 15 additional push-to-talk microphones.
- Extended event webcast archiving beyond 90 days, in six month increments.

#### CFTC SUPPORT

In support of the webcast, CFTC will:

- Provide a VTC bridge connection and related equipment to the Contractor as a means for testing the live audio/video feed using the existing CFTC VTC equipment at least a week prior to the event.
- Provide the dedicated bandwidth for the VTC path to ensure that other network traffic does not degrade the VTC signal.
- Furnish two phone lines to be used for the program audio.
- Provide a short video segment of a pre-recorded program to enable prospective viewers to test their

webcast links prior to the event. The Commission will make this link available on the CFTC web site prior to the event.

- Provide the Contractor with all event and Commission identifier information--e.g., name and purpose of event, CFTC seal and logo, event agenda, presenter names, links to biographies or other information, such as additional documents--for the customized web casting branded web pages. CFTC anticipates providing this information to the Contractor no later than 72 hours prior to the scheduled event. (Prior to the web cast, the Commission will review and approve the branded web pages and test all web links.).
- Provide a link to Contractor's webcast launch page.

## Ancillary Information

Table 1 lists the tentative webcast schedule and required equipment.

**Table 1: Tentative Webcast Schedule & Required Equipment**

Date	Required Equipment
<i>Test Rehearsal:</i> at least one week prior to each event (date, time to be determined)	<ul style="list-style-type: none"> <li>– system controller</li> <li>– 6 push-to-talk microphones</li> <li>– audio mixer audio equalizer</li> <li>– 1 wireless hand held microphone</li> <li>– audio cables</li> <li>– sound engineer—half day</li> </ul>
<i>Day before each event:</i> system setup/validation day	<ul style="list-style-type: none"> <li>– afternoon setup (equipment testing to be done off-site, in the morning)</li> </ul>
<i>Day of each event:</i> Webcasting scheduled standard 4 hours. Contractor must be available to support 4 additional hours if needed.	<ul style="list-style-type: none"> <li>– system testing at least one hour prior to event</li> <li>– system controller</li> <li>– 25 push-to-talk microphones</li> <li>– audio mixer audio equalizer</li> <li>– audio cables</li> <li>– sound engineer &amp; assistant, 1/2 day; 4 additional hours, optional</li> </ul>

Table 2 lists the existing CFTC VTC equipment.

**Table 2: Existing CFTC VTC Equipment—Hearing Room 1012**

Description	Make	Model
Enclosure	ERK-4425	MFG Code: 05040409
Projector 1	Mitsubishi	X500U
Projector 2	Mitsubishi	X500U
Projector Screen 1	Da Lite	BX-771-95
Projector Screen 2	Da Lite	BX-771-87
Wireless Mic 1	Shure	Beta 58A
Wireless Mic 2	Shure	Beta 58A

<b>Description</b>	<b>Make</b>	<b>Model</b>
Lapel 1	Shure	ULX1-J1
Lapel 2	Shure	ULX1-J1
Wireless Receiver	Shure	ULXP4
Wireless Router	LinkSys	BEFW1154
VCR 1	Magnovox	MVR440
VCR 2	Magnovox	MVR440
DVD Recorder	Panasonic	DMR- T6070
DVD/VCR	Sony	SLV-D350P
AMX Controller	AMX	MVP-8400
Table Microphones	Beyerdynamic	MCWD200
Tape Deck	Lanier	LCR-5
Vortex 1	Polycom	EF2280
Vortex 2	Polycom	EF2280
Digital Multiprocessor	Range Digital	RPM 44
L Dais Screen 1	Xenoarc	10.4TV.NTSC
Dais Screen 2	Xenoarc	10.4TV.NTSC
Dais Screen 3	Xenoarc	10.4TV.NTSC
Dais Screen 4	Xenoarc	10.4TV.NTSC
R Dais Screen 5	Xenoarc	10.4TV.NTSC
Video Conference Unit	Polycom	8000
Surge Protector	SurgeX	SX2120
NetLinx Power Supply AMX		
Power Connect Sensor P852	PCS2	PCS2
Volume Control	AMX	AXB-VOL3
9 Ceiling Microphones		
16 Ceiling Speakers		
4 Mounted Cameras		
5 Dais Microphones	Audio- Technica	AT857QMA
1 Podium Microphone	Audio- Technica	AT847QMLA
6 Microphone Ports	Audio- Technica	AT8646QM
4 AV FacePlates	Inputs:	
RGB, Audio and Video		
2 Microphone Inputs		
4 Microphone Outputs		
20 Wireless Microphones	Beyerdynamic Delegates	MCW-D 2011
2 Wireless Microphones	Beyerdynamic Chairman	MCW-D 2013
2 Lifts for Plasma Televisions		

Description	Make	Model
Elmo Visual Presenter	Elmo	EV-2000AF
Crown	CTS 4200	NA