

Specifications and Pricing Sheet		BIDDERS COMPANY NAME AND DATE:		TOUR-MATE SYSTEMS LIMITED FEBRUARY 17, 2010			
IFB E194-1263 Audio Content & Guide Development for							
<p>The Award of Contract will be based on the "GRAND TOTAL FIGURE" (in addition to the other responsive and responsible bidder issues). The combination pricing of the "Director's Tour" and the "Tiffany Exhibition" exhibitions at the VMFA, will be assumed to be one year's worth of requirements for this term contract. Bidders shall enter a "\$ Lump Sum" (representing the price for that particular line item for each of the two exhibitions. The two exhibition lump sums will be added together for a total for each time item of Services and Equipment. The line item totals will automatically be generated by formula. The "GRAND TOTAL FIGURE" green box at bottom of page, will be calculated. Bidders MUST enter (transfer the "Grand Total \$ figure") onto the only one line item on the IFB sheet. In addition, all bidders must attached a completed, filled in spreadsheet to their bid response. NOTE: The quantities, dates, etc. included in the scenarios are estimates only and may change.</p>							
BIDDERS SHALL TRANSFER THE "GRAND TOTAL" FIGURE (HIGHLIGHTED IN LIGHT GREEN AT THE BOTTOM OF THE LINES) AS THE TOTAL \$ SUBMITTED FOR BID							
			<p><u>Director's Tour:</u> VMFA will produce an audio guide tour of the permanent collection. It will contain 25 to 30 stops approximately 1 to 1.5 minutes each. VMFA will do the research, write the scripts and provide the narrator. Vendor is requested to provide software & equipment to do this on site at VMFA. Vendor will then 'clean up' the content for any ambient noise and provide audio files for inclusion on our website. It will then be later added to the wands. We will introduce it to the public through our website on March of 2010 and then will share it through the wands when we open to the public in April of 2010. The Director's Tour will be ongoing throughout all of 2010. We estimate that 50 wands will be needed initially. If the tour</p>		<p><u>The Tiffany Exhibition:</u> VMFA's first "blockbuster" exhibition will be Tiffany: Color & Light. This exhibition will open to the public on May 25, 2010 and will close on August 15, 2010. VMFA will provide the research to the vendor to use to produce the audio content. There will be approximately 20 to 25 stops, 1 to 1.5 minutes per stop. The cost of the audio tour will be included in the ticket price. Estimated attendance for this exhibition is 75,000. We estimate that we will need 200 to 250 wands. The vendor may recommend more.</p>		

	Line Item Type	Line Item		Enter \$ Lump Sum Director's Tour	ADD	Enter \$ Lump Sum Exhibition	Tiffany	EQUALS	\$ Total	Line Item Description	Additional Notes
1	Services	Development of Audio Content for Audio Guides	Development of audio guides for two to three exhibitions per year. 'Developing' to include writing the scripts for audio content, working with VMFA staff to edit content, recording of content, sound design (which may, if needed, include music, special interviews, sound effects), narrator (as needed), and production. Audio content to be provide in format to be included on VMFA website and/or podcasts	\$1,000.00		\$10,995.00				Developing' to include writing the scripts for audio content, working with VMFA staff to edit content, recording of content, sound design (which may, if needed, include music, special interviews, sound effects), narrator (as needed), and production.	Audio Content price includes creation of an English tour that is approximately 30-40 minutes. It includes script creation, 1 narrator per Exhibition, inclusion of up to thirty (30) stops per tour, up to two script revisions, recording, editing, mixing, inclusion of music from music library and sound effects from producer's in-house library. The fee also includes world wide rights for each tour created by Tour-Mate to be used for podcasting.
2	Services	Copyright	VMFA retains exclusive copyright to audio content whether or not the content is developed by the vendor or VMFA.	Fee included in item #1 above.		Fee included in item #1 above.				VMFA retains exclusive copyright to audio content whether or not the content is developed by the vendor or VMFA.	There may not be an actual charge for this but it is a requirement.
3	Services	Travel Costs	Travel costs related to developing audio tours included in the price package.	No Cost		\$1,995.00				Travel costs related to developing audio tours included in the price package as part of the contract. (i.e. previewing site, interviewing educators, training, etc.)	Includes 1 day site visit with additional site visit day of \$1250/day
4	Services	Cell Phone Guide	VMFA will need ability to edit/add to content as needed on site. Access to a cell phone guide to be managed by VMFA	\$185.00		\$185.00				VMFA will manage all aspects of the cell phone guide.	In the past VMFA has purchased a 'block' of minutes. Assuming approximately 3 cell phone tours in 2010, we would estimate a need for about 1200 minutes per exhibition. If we exceed minutes, we need a per minute charge. The fee is for 1200 minutes per Exhibition. The per minute overage charge is \$0.15/minute.
5	Services	Cell Phone tour exceeds initial 1200 minutes per exhibition. Need price for excess 400 minutes for each exhibition.	Additional fee for cell phone tour in excess of 1200 minutes per exhibition. Assume cell phone tour for each exhibition exceeds the initial 1200 minutes by 400 minutes. That is the Directors Tour exceeds by 400 minutes and the Tiffany Tour exceeds by 400 minutes.	\$55.00		\$55.00					The fee is for 400 minutes per Exhibition (in excess of 1200 minutes).

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6	Services	Require that 50 simultaneous callers may call the museum simultaneously (without getting a busy signal.) That is 50 simultaneous callers per exhibition.	Additional fee for requirement that 50 simultaneous callers can call museum without getting a busy signal. 50 callers per exhibition.	No additional fee.		No additional fee.					Simultaneous calls is a feature that is always included with our cell phone tour
7	Services	MP3 or compatible versions of audio content to be posted on VMFA's website and/or podcasts.	Audio content to be provide in format to be included on VMFA website and/or podcasts. Audio content to be provide in format to be included on VMFA website and/or podcasts	\$250.00		No Fee					
8	Services	Training	One training session for two staff members on-site at the museum.	\$1,250.00		\$1,250.00				Vendor should provide at least one training session for two to three employees for the software and audio guide equipment.	Training session includes 1 day on-site to train up to 6 employees. Additional day of training is \$1250. On-site training will include training employees on the Edit Software and Audio Guide System, if applicable.
9	Equipment	A wand-styled audio guide device with associated docking stations.	Access to a cell phone guide to be managed by VMFA. Renting /leasing equipment from vendor. VMFA will need ability to edit/add to content as needed on site. Parts & Labor warranty to cover damaged/defective equipment.	\$9,385.00		\$9,795.00				VMFA would like to lease equipment from vendor. Wands should retain extended battery life (at least 10 hours of continued use), contain an alert system if wands are accidentally removed from premises, have the ability to contain multiple languages, have ADA compliant keypad features (i.e. raised lettering on the #5 key), have the ability to contain at least 8 hours of content, and have user-controlled volume settings. Should also include a Parts & Labor warranty to replace damaged/defective equipment with a minimum of 5 business days turnaround for replacement of damaged or defective equipment once received from VMFA. VMFA will need ability to edit/add content on site as	Audio Guide System pricing includes inbound and outbound shipping, and 2 Exit Alert Emitters for theft deterrence. System pricing includes all features described in the Line Item Description, including ADA compliance. System warranty covers damages to Wands and Chargers from normal wear and tear, including battery replacements. Tour-Mate will oversee total Wand quantity by 15 Wands for each Exhibition. Equipment damaged due to obvious abuse/misuse will incur additional repair fees. Sales taxes, if applicable, is additional.
10	Equipment	Wand "bundled" price. Each bundle contains 50 wands.	We need a price for renting two bundles of 50 wands/bundle.	\$25.00		\$25.00					\$25 is the fee for a 50 Wand bundle per day. Inbound and outbound shipping charges are additional.
11	Equipment	Wand "each" price	We need a price for renting 40 each individual wands.	\$0.50		\$0.50					Each additional Wand rental is \$0.50 per Wand per day. Inbound and outbound shipping charges are additional.

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12	Equipment	Headphones for hearing impaired audience members.	Renting /leasing equipment from vendor. Parts & Labor warranty to cover damaged/defective equipment.	≤10 EA = NO COST >10 EA = \$ 8.50 EA		≤10 EA = NO COST >10 EA = \$ 8.50 EA				Quantity: 5 to 10	Additional headphones in excess of 10 is \$8.50 per headphone
13	Equipment	One Cart	Renting /leasing equipment from vendor. Parts & Labor warranty to cover damaged/defective equipment.	NO COST		\$950.00				For safe and easy transport of wands around the museum	
14	Software	Audio creating and editing software. Include one microphone.	Renting /leasing equipment from vendor. VMFA will need ability to edit/add to content as needed on site. Access to a cell phone guide to be managed by VMFA. Parts & Labor warranty to cover damaged/defective equipment.	NO COST		NO COST				Provided to VMFA for on-site editing and self-management of audio content for the wands and for the cell phone guides. Software needs to be compatible with Windows XP	
											All pricing is in U.S. dollars. Sales taxes, if applicable, are additional.