

**REQUEST FOR PROPOSALS FOR
TELECAST SERVICES**

MINNESOTA STATE LEGISLATURE

For Calendar Years 2026-2027

REQUEST FOR PROPOSALS FOR TELECAST SERVICES

Solicitor:	Minnesota Legislative Coordinating Commission (LCC) on behalf of the Minnesota Legislature.
Deadline for Receipt of Proposals	Proposals must be received by the LCC by 4:00 p.m. (CT) on Monday, October 27, 2025 . Late applications may not be accepted.
Proposal method:	Proposals may be submitted in writing, by fax or electronically by email. Email submissions are preferred.
Deliver Proposals to:	Attn: RFP for Telecast Services Minnesota Legislative Coordinating Commission Centennial Office Building 658 Cedar St. Saint Paul, Minnesota 55155 Fax: (651) 297-3697 diane.henry@lcc.mn.gov Emailed proposals are encouraged.
Contact Person:	Diane Henry-Wangenstein Minnesota Legislative Coordinating Commission Centennial Office Building Saint Paul, Minnesota 55155 651-296-1121 (voice) diane.henry@lcc.mn.gov
Content of this Packet:	Cover Page (this page) Section 1: Summary and Background, Page 3 Section 2: Summary of Scope and Objectives, Pages 3 to 5 Section 3: Contents of Proposal, Pages 5 to 7 Section 4: Eligibility, Evaluation Procedure & Timeline, Pages 7 to 8 Section 5: Questions Regarding the RFP, Page 8 Section 6: Proposal Instructions and Due Date, Pages 8 to 9 Section 7: General Terms and Conditions, Pages 10 to 12

SECTION 1: SUMMARY AND BACKGROUND

The Legislative Coordinating Commission (“LCC”), on behalf of the Minnesota State Legislature, is requesting proposals to contract for telecast services of the 2026 and 2027 legislative sessions. This contract may be extended to include the 2028 and 2029 sessions by mutual agreement of contracting parties. The Minnesota State Legislature consists of the House of Representatives, the Minnesota Senate, and the Legislative Coordinating Commission.

It is anticipated that the Minnesota State Legislature will meet in session from February 17, 2026, through approximately May 18, 2026, and will reconvene January 12, 2027, through approximately May 17, 2027. In previous years, the programming was telecast weekdays between 8:00 AM and 6:00 PM (CT), with about 15 evening and two weekend telecasts each year. Typically, there are approximately 1,600 total hours that are telecasted over a two-year biennium/contract period. Additionally, special sessions may be called during interims between regular sessions. Special sessions may vary greatly but typically are only held for one to two days once an interim. The coverage is jointly produced by Senate Media Services (“Senate”) and House Public Information Services (“House”). The LCC serves as the contract and fiscal agent.

Upon receipt and evaluation of qualified proposals, the LCC will negotiate the specific terms of the contract including the anticipated telecast dates, times, and preemption and/or interruption terms the agreement is intended to cover. For the purposes of this document, preemption is defined as telecast services being provided outside of the negotiated telecast schedule. The services are to be performed in accordance with the enclosed specifications and general conditions.

Proposals are due by 4:00 p.m. (CT) Monday, October 27, 2025. Each proposal must contain the following, as further detailed in Section 3: Contents of Proposal.

1. Transmittal Cover Letter
2. Proposal (detailed description of the proposer’s plan to implement the services requested as identified in the RFP)
3. Past Project Experience and Relevant References
4. Background and Qualifications
5. Accessibility Standards
6. Other Services, if applicable
7. Cost Estimates in the form of hourly rate and/or daily rate

SECTION 2: SUMMARY OF SCOPE AND OBJECTIVES

The LCC is seeking to contract with an individual(s) or organization (s) to provide live daily telecast services of the 2026 and 2027 Minnesota state legislative sessions (i.e. floor sessions, committee hearings, press conferences, special sessions and “Senate Spotlight”) across the state of Minnesota. Proposals must address the following criteria:

1. The submitter must describe the geographic area that will be covered by the telecast.

2. The contract for services will be effective January 1, 2026, through December 31, 2027, with a possible extension through December 31, 2029, by mutual written agreement. Terms will be established for telecasting of legislative sessions, committee hearings, press conferences, and other legislative events during times when the legislature may not be in session, and for special sessions and preemption coverage as needed. Terms for program interruptions by the submitter will also be established. The Senate and the House will provide the television programming that is to be telecast.
3. Dates and times of the programming will be determined by the Senate and the House. Legislative staff will provide a schedule of when programming should be telecasted or, if there is no legislative activity on a particular day, when telecast services are not needed. It is anticipated that telecast services will be needed Monday through Friday from 8:00 AM to 6:00 PM (CT) weekly during the legislative sessions; however, telecast of Monday through Friday evenings and weekends is occasionally necessary.
4. The submitter may submit a proposal for telecast on a single channel of combined Senate and House programming; and/or two separate channels that would permit simultaneous House and Senate programming. If the submitter is proposing to offer separate Senate and House programming channels, the submitter's proposal must include a description of issues and costs related to providing a second channel that would permit two separate, simultaneous telecasts.
5. The submitter may submit a proposal for telecast services during evening hours. This programming would consist of re-broadcasts of daytime programming and/or live telecasts of evening programming. If the submitter is proposing to offer telecast services during evening hours, the submitter's proposal must include a description of issues and costs related to telecasting during evening hours.
6. Telecast of "Senate Spotlight", a 30-minute program to be aired weekly by the contractor. The Senate agrees to deliver up to 26 weeks of programming fully closed-captioned via FTP that will not interrupt legislative session telecasts. The program will be delivered directly to the contractor in time for telecasts. Submitters are requested to identify the associated cost for the telecast of "Senate Spotlight" separately in their proposal.
7. The contractor will provide the Senate and the House with an encoder to deliver a usable, telecast quality signal to the contractor's intended coverage network. Programming will be delivered by the Senate and the House to the contractor via a mutually acceptable connection. Submitters must include technical specifications of the provided encoder and its capacity (example: encoder manufacturer, model, resolution, aspect ratio pixels, fail-safe redundant paths, etc.).
8. Legislative programming produced by the House and Senate is a high-definition signal (1920 x 1080 pixels). The contractor is required to distribute the same high-definition

signal to viewers and/or provide a discounted price option for distribution of a lesser quality signal to viewers.

9. The Senate and the House may provide closed-captioned programming. The LCC may contract for providing the closed-captioning with a separate vendor or provide captions using other methods such as AI-powered captions. If captions are provided by the legislature, the contractor of the telecast services must provide the location and technical specifications of its data bridge hardware for the House and Senate. Alternatively, the submitter may propose to provide captioning for the content provided by the House and Senate. If the submitter proposes to provide this service, the associated costs must be separately identified in the proposal.
10. Daily editorial decisions involving the Senate and the House coverage will be made by a team consisting of the director of the Senate Media Services and the director of the House Public Information Services. Editorial decisions involving “Senate Spotlight” will be made by the director of the Senate Media Services.
11. The contractor agrees to provide broadcast services that are compliant with Federal Communications Commission regulations and requirements. It is understood that the contractor may need to provide a brief, FCC-mandated station ID message hourly during on-going programs.
12. The submitter must have the means and ability to provide telecast services of the sessions, hearings, press conferences, “Senate Spotlight” and any other program produced by the Senate and the House for telecast.
13. The contractor will invoice for services provided at periodic intervals and in an agreed format and at a contract amount as negotiated.
14. The contractor agrees to issue a written report to the LCC by July 1 of each year of the contract that describes any problems that occurred, and any recommendations that the contractor may have regarding services provided. The report must include estimates of the number and demographics of viewers, by geographic area and designated market area. Project work for the written report must be in compliance with the [State of Minnesota Accessibility Standards](#).

The LCC may consider other options identified by the consultant.

SECTION 3: CONTENTS OF PROPOSAL

A proposal to provide services in response to this request must contain the following:

1. Transmittal Cover Letter
 - a. Indication of intent to respond to this RFP and acknowledgement of all terms, conditions, and specifications.

- b. Summary of the prospective submitter's understanding of the project and its ability to perform the requested services.
 - c. Contact information.
 - d. Signature and date.
- 2. Proposal: detailed description of the proposer's plan to implement the services requested as identified in the RFP.
 - a. Overall project approach.
 - b. Specify the telecast area by county that the submitter would serve.
 - c. The methodology of telecast (i.e., cable, telecast/broadcast) and the ability to distribute a high-definition signal to viewers and/or provide a discounted price option for distribution of a lesser quality signal to viewers as detailed in Section 2: Summary of Scope and Objectives, item 8, in this RFP.
 - d. The estimated number of Minnesota television households reached by each of the telecast methods.
 - e. A description of the submitter's capabilities in providing telecast/broadcast services, specifying, if applicable, the network of stations that the submitter will provide coverage through.
 - f. Address all other matters required by the specifications for the proposal as detailed in Section 2: Summary of Scope and Objectives.
 - g. The proposal may include additional services or enhancements that the submitter may deem necessary or desirable, such as cross-promotion efforts to increase viewer awareness of the telecast of the legislative proceedings.
- 3. Cost Estimates
 - a. Include the submitter's hourly and/or daily rate for telecast services, and preemption hourly or per preemption occurrence rate. Include an hour minimum if applicable, and other charges for services to be provided.
 - b. Please note the following mandatory payment terms of any contract resulting from this RFP, as further provided in Section 7: General Terms and Conditions:
 - i. The payments to the contractor are the sole compensation for services. Payment of federal income tax, FICA payments, and state income tax for any of the contractor's employees is the responsibility of the contractor.
 - ii. The contractor will invoice for services provided at periodic intervals and in an agreed format as negotiated
- 4. Relevant References
 - a. Prospective submitters must provide contact information of at least three reference organizations for which the submitter has provided similar services in the past ten years that the LCC may contact.
 - i. Organization name, phone number, and address.

- ii. Organization contact, including name, title, phone number, and email address.
 - iii. Description of services provided.
 - iv. Date range when service was provided.
 - b. If there are any demonstration materials of other clients utilizing a similar suite of services provided by the prospective proposal submitter, the prospective submitter may provide links and information detailing similar deliverables.
- 5. Accessibility Standards
 - a. Identify experience modifying technology for compliance with the [State of Minnesota Accessibility Standards](#).
 - b. The State of Minnesota requires all information and communication technology (ICT) to conform to the [State of Minnesota Digital Accessibility Standard](#), which complies with Section 508 of the federal Rehabilitation Act of 1973 and Web Content Accessibility Guidelines 2.0. Your answers to the following questions attest to your ability to ensure that the State fulfills its legal and operational responsibilities.
 - i. Describe how you ensure that your staff and contractors have the knowledge and skills to ensure that all materials are accessible within the scope of the project.
 - ii. Describe your approach to ensuring accessibility (e.g., strategy, tools, design, testing, ongoing validation). Include if/how you incorporate accessibility into your development process (e.g., requirements, design, development, testing, maintenance, bug prioritization).
 - iii. Provide links to websites or copies of documents or access to other examples of ICT work your organization has produced that meet accessibility standards. The materials must be relevant to the services and/or technical skills called for in this solicitation.
- 6. Other Services, if applicable
 - a. Any information and services that may not have been included in the scope of work outlined in this RFP but that the prospective submitter deems of potential interest to the LCC. These services must contain a separate cost estimate.

SECTION 4: ELIGIBILITY, EVALUATION PROCEDURE AND TIMELINE

Eligible Applicants

This RFP is open to all entities possessing the appropriate capabilities, qualifications, and experience. The LCC may prefer an entity that has worked with and is familiar with the Minnesota Legislature, however this is not a requirement of prospective proposal submitters.

Consideration of Proposals

The LCC reserves the right to reject any or all proposals, the right to waive any irregularity, the right to enter into a contract that varies from the specifications or general conditions, and the right to negotiate at any time with those that submit proposals or with any other party. The LCC will not necessarily select the proposals that offer the lowest price; the LCC reserves the right to consider price, quality, experience, reliability, convenience, or any other factors deemed relevant.

Timeline

Monday, Sept 22, 2025	RFP issued
Noon, Friday, Oct 3, 2025	Deadline for questions / request for information
4 p.m. Thursday Oct 9, 2025	Date LCC posts responses to questions / request for information on https://www.lcc.mn.gov/RFPs.html
4 p.m. Monday, Oct 27, 2025	Proposal submission deadline
Friday, Dec 31, 2027	Service end term but may be extended to December 31, 2029, by mutual written agreement.

All times stated are basis Central Time

SECTION 5: QUESTIONS REGARDING THE RFP

Please submit all questions regarding the RFP by email by Noon (CT) Friday, October 3, 2025 to:

Diane Henry-Wangenstein
Deputy Director
Legislative Coordinating Commission
diane.henry@lcc.mn.gov

This is the only person designated to answer questions regarding this RFP by interested prospective submitters. Following the deadline for questions, a list of all timely questions received from all submitters will be compiled and responses will be provided by 4:00 p.m. (CT) on Thursday, October 9, 2025. Responses will be posted at <https://www.lcc.mn.gov/RFPs.html>

SECTION 6: PROPOSAL INSTRUCTIONS AND DUE DATE

Proposals must be received by the LCC by Monday, October 27, 2025, at 4:00 p.m. (CT).

Electronic submissions are encouraged and can be emailed to the address below. Proposals are to be submitted to:

Diane Henry-Wangenstein
Deputy Director
Legislative Coordinating Commission
Centennial Office Building
658 Cedar St.
Saint Paul, MN 55155
(651) 296-1121 (voice)
(651) 297-3697 (fax)
diane.henry@lcc.mn.gov

Proposals must be received by the specified deadline. Late submissions may not be accepted. All expenses incurred in responding to this request shall be borne by the submitter.

All information provided in proposal submissions must remain valid and open for acceptance in all respects for a minimum period of 90 days after the deadline for submission.

SECTION 7: GENERAL TERMS AND CONDITIONS

- A. "LCC" means the Minnesota Legislative Coordinating Commission. The "Senate" means Senate Media Services and the "House" means House Public Information Services. In matters arising out of this proposal or out of any resulting contract, the authorized agent for the LCC is the Chair of the Legislative Coordinating Commission or the Executive Director of the Legislative Coordinating Commission.
- B. The LCC reserves the right to reject any and all proposals received as a result of this Request for Proposals, or to negotiate separately with any submitter in any manner necessary.
- C. The LCC reserves the right to require a submitter to make an oral presentation of its proposal to the LCC to permit and develop the specifics of a submitter's proposal.
- D. The LCC is not responsible for any cost incurred by the submitter in responding to this Request for Proposals.
- E. Payment for any contract entered into as a result of the Request for Proposals will be made on a negotiated periodic basis after receipt of billings accompanied by the appropriate verification of work time and satisfactory completion of tasks to billing date. In accordance with Minn. Stat. § 3.225, subd. 6(b), no more than 90 percent of the amount due under the contract may be paid until the LCC's authorized agents have certified that the contractor has satisfactorily fulfilled the terms of the contract.
- F. All contractors and subcontractors must conform to the labor laws of the State of Minnesota, and to all other laws, ordinances and legal requirements affecting the work in this state. The contractor must conform with and agree to the provisions of Minn. Stat. § 181.59, which prohibits discrimination in the hiring of labor by reason of race, creed, or color. That statute reads as follows:

*181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED OR COLOR
PROHIBITED IN CONTRACT.*

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or Vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the

United States or resident aliens who are qualified and available to perform the work to which the employment relates;

That no contractor, material supplier, or Contractor, shall, in any manner, discriminate against, or intimidate, or present the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color;

That a violation of this section is a misdemeanor; and

That this contract may be cancelled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

- G.** In accordance with Minn. Stat. § 176.182, the contractor must provide to the LCC acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minn. Stat. § 176.181, subd. 2.
- H.** If the amount of any contract entered into as a result of the Request for Proposals exceeds \$100,000 and the contractor has employed more than 40 full-time employees in this state or in the state in which the contractor has its primary place of business on a single working day in the 12 months immediately preceding the due date for the proposal, the contractor must comply with the affirmative action plan requirements of Minn. Stat. § 363A.36, as follows:
- 1) If the 40 full-time employees were employed in Minnesota, contractor must, prior to submission of the proposal, either have a certificate of compliance issued by Minnesota Commissioner of Human Rights or that commissioner must have received from the contractor an application for such a certificate. Prior to signing a contract resulting from a successful proposal, the contractor must have the certificate of compliance.
 - 2) If the contractor did not have more than 40 full-time employees in Minnesota but did have that number in another state in which the contractor has its primary place of business, the contractor must, prior to signing a contract resulting from a successful proposal, either have a certificate of compliance issued by the Minnesota Commissioner of Human Rights or certify that the contractor is in compliance with federal affirmative action requirements.

- I. As required under Minn. Rules, part 5000.3600, subpart 9: It is hereby agreed between the parties that Minn. Stat. § 363A.36 and Minn. Rules, parts 5000.3400 to 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minn. Stat. § 363A.36 and Minn. Rules, parts 5000.3400 to 5000.3600 are available from the LCC upon request.
- J. As required under Minn. Stat. § 270C.65, subd. 3, a contractor must provide to the LCC either its federal taxpayer identification number, its Social Security number, or its Minnesota tax identification number (if applicable). This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action requiring the contractor to file state tax returns and pay delinquent state tax liabilities. A contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment and audit of state obligations. These numbers will not be made available to any other person without the express written permission of the contractor.
- K. As required under Minn. Stat. § 3.227, the contractor must certify its compliance with Minn. Stat. ch. 3, including the non-discrimination provisions of Minn. Stat. § 3.226, in the execution and performance of any contract entered into as a result of the Request for Proposals.
- L. All data and information supplied to the contractor by the LCC under any contract entered into as a result of the Request for Proposals, and all work products and interim and final reports prepared by the contractor in the performance of its obligations under any contract entered into as a result of the Request for Proposals, are the property of the LCC and must be remitted to the LCC upon completion or termination of this agreement. The contractor must not use, willingly allow the use of, or cause to have the materials used for any purpose other than performance of the obligations under this agreement without the prior written consent of the LCC.
- M. Work must begin within the timeframe set in the signed contract between the LCC and the contractor which may be extended upon mutual agreement of both parties. The signed contract will terminate upon full performance by all parties of the contract agreement.
- N. Any contract entered into as a result of the Request for Proposals may be terminated unilaterally by the LCC as permitted under Minn. Stat. § 3.225, subd. 6, in whole or in part, whenever the LCC determines that termination is in the interest of the LCC. The LCC will pay all reasonable costs associated with the contract that the contractor has incurred up to the termination date of the contract and all reasonable costs associated with termination of the contract.