

### 3.0 SCOPE

The contractor provides a variety of television production, engineering and operational services for NASA Television's infrastructure at NASA Headquarters. The productions include live programs at NASA HQ and remote locations, a daily news feed, news conferences, satellite interviews and coverage of NASA mission activities at sites other than headquarters. In addition, the contractor produces video and multimedia projects for television and [www.nasa.gov](http://www.nasa.gov). The contractor shall provide what is hereafter referred to as broadcast quality graphics for television and internet use.

The contractor shall perform the following services in support of this contract:

- a) Provide operational, production and engineering support for TV programs originating from NASA HQ and Centers
- b) Provide post-production services, including voice-overs, animation, graphics, and music
- c) Provide technical advice related to products for television and Internet. Provide technical personnel proficient in operating a variety of television production equipment including cameras, editing systems, audio and video control boards, character generators, portable productions systems such a Tricaster
- d) Ensure that live and recorded productions meet U.S. commercial radio and television industry's accepted performance criteria, hereafter referred to as "broadcast quality"
- e) Provide technical input on audio, video, television production, podcasting, webcasting, satellite, and production equipment
- f) Maintain the NASA Television Facility so that it is a clean and organized professional environment
- g) Maintain the infrastructure of the NASA Television Facilities to ensure it can support all tasks required
- h) Provide production support at remote locations. Requirements for remote site support include audio recording, video recording, downlinks and uplinks to satellites
- i) Provide video and audio duplication services to support NASA HQ, NASA Centers, news media and approved production teams, digitally record and archive daily-televised news stories and programs on NASA. Ensure copies of these programs are available upon request (electronically or in a physical format, such as DVDs.)
- j) Ensure all production personnel use equipment that meets the NASA digital television working group standards as well as broadcast quality standards
- k) Recommend equipment changes that enhance or improve the products produced for NASA Television and [www.nasa.gov](http://www.nasa.gov)
- l) Provide written reports and documentation when requested.
- m) Provide on call support 365 days per year 24 hours a day 7 days a week.

### 3.1. APPLICABLE DOCUMENTS

#### 3.1.1 DIGITAL AND ANALOG EQUIPMENT OPERATIONS AND MAINTENANCE STANDARDS

For those signals that are released to the public through commercial networks, cable and satellite service operators, the contractor shall operate all equipment in conformance with Federal Communication Commission (FCC) regulations, and shall repair and maintain all equipment to ensure that it performs within FCC guidelines and regulations as well as the guidelines recommended by the Electronic Industries Association (EIA), the Society of Motion Picture and Television Engineers (SMPTE) standards and without exception, all pertinent parameters shall conform to SMPTE 170M ("170M").

### 3.2 NASA HOME PAGE

The contractor shall provide a variety of design and technical services to the NASA Home Page. The contractor shall provide primary support to the Internet Services Manager, the Director of Multimedia, and the Assistant Administrator for Communications and center Communications web teams.

The contractor shall perform the following services in support of this contract: