

## Overview

The HbbTV Association is a global initiative dedicated to the development of open standards for the delivery of advanced interactive TV services through broadcast and broadband networks for connected TV sets and set-top boxes.

The HbbTV Association, which will celebrate its 10 years of existence in 2020, is in a very dynamic and exciting moment where more and more countries, manufacturers or operators and broadcasters embrace the HbbTV specification as the platform to develop their innovative services and products.

It counts more than 70 members, half a dozen active workgroups, and is managed by a Steering Group of 16 qualified TV professionals.

As the current Project Coordinator of the HbbTV Association is going to retire, the HbbTV Association is looking for proposals for the supply of certain management services necessary to the proper functioning of the organization, which services should start on 1 June 2020 at the latest, covering three different parts;

1. Steering Group PMO
2. Test & Interoperability Supply Chain Management
3. Redmine / SVN Administration

HbbTV is looking for individuals or companies being able to cover all or parts of the required services listed below (the minimum being #1 or the combination of #2 and #3.).

## 1. “Steering Group PMO”

### 1.1 Mission

The general mission of the Steering Group PMO is to support and facilitate the efficient operation of the Steering Group (“SG”) and to handle certain non-technical tasks / projects of the Association, which are not handled by one of the working group.

### 1.2 Tasks

The “Steering Group PMO” position includes the following tasks:

- a) Organization of meetings and teleconferences in co-operation with the chair(s)/vice-chair including the creation and distribution of agendas for
  - Monthly Steering Group teleconferences via GoToMeeting.
  - Quarterly Steering Group 2-3 days face-to-face meetings in Europe.
  - Annually General Assembly incl. the SG election organization every other year.
- b) Ensuring that all SG input and output documents are properly delivered and archived.
- c) Taking notes at the meetings and teleconferences, creating minutes, revising those based on comments and publishing the final version.

- d) Working with chairs to get status reports for the Steering Group and to manage getting working group issues on the Steering Group agenda.
- e) Handling action items including communicating new items and following up on completion of old ones.
- f) Communicating the Steering Group minutes to the membership.
- g) Handling of the document management system of the Association
  - Contract management with the supplier.
  - New and leaving members handling.
  - Keeping the organization up-to-date regarding updates of the system.
  - Organizing or providing regular member trainings.
  - Support of the chairs and Working Groups with the usage of the system.
- h) Preparation for the SG monthly calls and quarterly meetings with the Steering Group Chair and Vice-Chair and assisting and advising them on the general management of SG and association activities.
- i) Preparing and / or assisting with liaisons and contacts with other similar associations in Europe (mainly) on business matters of mutual interest.
- j) Management input and coordination of occasional ad-hoc projects (e.g. RfPs to certain providers of G&A or IT services,...)
- k) Day to day liaison with the association's administrator, making sure he/she has all required information and is providing Chair and Vice Chair with expected results

### 1.3 Profile and Qualifications

- The HbbTV Association is looking for individuals with excellent general organization, communication and management skills.
- The working language of the Association is English and an excellent spoken and written English is mandatory
- A decent knowhow in the TV industry is of advantage; It is not required to have any TV technical skill.
- Working experience with SDOs or other business associations is a plus.

### 1.4 Estimated workload & service start

The estimated average workload is about 1 day per week, with significant variations between “quiet” and “busy” weeks; a very high agility and flexibility to adapt the working hours to the need is mandatory.

HbbTV will have its 2020 General Assembly in Munich on Thursday April 30<sup>th</sup>. It is preferred that the selected candidate will attend this meeting in person even if they are not in a position to start work on or before this date. HbbTV can consider paying expenses in the latter circumstances.

## 2. “Test and Interoperability Supply Chain Manager”

### 2.1 Context Summary

The HbbTV Association allocates a large part of its annual budget to test and inter-operability assets. The development and maintenance of the test suite for HbbTV TV sets and set-top boxes is a continuing activity that is mostly sub-contracted to a small number of experienced suppliers.

There is a more ad-hoc activity developing tools and reference applications that is sub-contracted as appropriate.

The budget for this activity in Fiscal year 20/21 is in excess of 450 k€.

While an excellent technical expertise is applied by voluntary members contributing to the activity and guarantees a good reliability and quality, HbbTV Steering Group wishes to strengthen the management of the whole testing supply chain to provide a better control on costs, capacity and timing of the activity.

### 2.2 Mission

The HbbTV Association therefore wishes to create the role of “Test and Interoperability Supply Chain Manager “ which mission will be to perform the overall management of the supply chain for tests and interoperability tools, towards guaranteeing a smooth and optimized (lead-times, costs, quality, predictability) operation of this supply chain, as well as clear visibility and control.

### 2.3 Tasks

The “Supply Chain Manager” position includes the following routine tasks:

- a) Support the Supplier Evaluation Working Group where appropriate
  - Gathering input for RfPs from the HbbTV Working Group that initiated the activity concerned
  - Producing new RfPs (based on adapting previous versions)
  - Obtaining proposals
  - Contributing to evaluation of proposals from competing suppliers
  - Contributing to developing recommendations to SG
- b) Support HbbTV working groups who are contracting work to paid suppliers including:
  - Gathering input for contracts from the WG concerned
  - Adapting previous contracts or reviewing supplier contract & escalating where needed
  - Working with WG chairs in developing proposals to the Steering Group (SG)
  - Working with the HbbTV administrator to action SG decisions
  - Tracking deliveries / time spent on time & materials contracts
  - Providing a general contact point for suppliers (filtering and qualifying requests, advising the SG or WG chair on proposed response and direct requests to suppliers by HbbTV WGs)
  - Supporting WG chairs with commercially sensitive information that cannot be discussed in the group

- Supporting WG chairs / SG “owners” for a Purchase order with preparation of the required documentation including purchase order submissions, orders and information to approve invoices
- Highlighting when contracts are approaching renewal in good time to avoid delays
- c) General Supply Chain Management tasks including:
  - Working with the Testing Group Chair and vice-Chair to maintain an accurate view of the test supply chain (flows and stocks of tests, in different stages) , and making sure accurate dashboards and reports are available
  - Monitoring progress with contracts and provide the Testing WG and SG with opinions and alerts (things moving according to plans or not, adequate performance from suppliers, etc;); (NB: no technical assessment on the quality of tests is expected; the expected monitoring and opinions are purely quantitative and from a supply chain point of view)
  - Providing projections for future spending regarding Test Material and Test Reviews including working with WG Chairs to identify options for consideration in the annual budgeting process.
  - Proactively tracking “rolling” orders e.g. for maintenance contracts
  - Supporting the Testing WG on a regular basis incl. monthly reporting with updates regarding contractual information (order volume used up and available still etc.)

## 2.4 Desired Profile & Required Skills

- experience in managing supply chains or similar processes
- excellent organizational, reporting, process / program management skills
- a decent understanding of software development processes.
- The working language of the Association is English and an excellent spoken and written English is mandatory

## 2.5 Estimated Workload

The running workload for the “Supply Chain Manager” position is estimated at an average of about 2-4 hours weekly, however it will be very uneven. A high agility and flexibility to adapt the working hours to the need is mandatory (e.g. in case of RfPs from working groups workload will increase, on the other hand there may be months with rather low involvement).

HbbTV seeks to improve the test and inter-operability supply chain management. In order to do this, it is expected that the supplier / individual retained for this assignment will allocate a significantly higher time allowance (i.e. 1 to 2 days a week) in the on-boarding phase (2 to 4 months), so that supplier/individual may in this phase;

- a) Conduct a number of interviews with key people (3 to 5) involved in the test supply chain to understand this process and the opportunities to improve it
- b) Propose improvements to the process and the corresponding costs and benefits
- c) Propose/update a set of simple management reporting tools (dashboard, KPIs, ..) aimed at providing regular reports to the Steering Group on the Test and Inter-operability supply chain.

### 3. “Redmine/SVN Admin”

HbbTV provides an issue tracker service (Redmine) used for discussions in its working groups and hosts a version control system (Apache Subversion aka SVN) used in the work on the HbbTV Test Suite as well as providing releases of the Test Suite to its members.

HbbTV Redmine and SVN are currently run and administrated by IRT, one of the HbbTV members. However HbbTV is looking into running this with a different host and administrated by HbbTV directly.

The tasks for the admin of these services include:

- Retrieve information from EBU regarding the detailed rights status (access to which internal HbbTV resources) of each company
- Grant and revoke access for employees of member companies
- Setup of new projects in Redmine if required by a working group chair
- Support working group chairs to customize Redmine projects
- Keep contact with the host of the underlying IT services w.r.t. technical, configuration or other issues

For Redmine the admin can perform these tasks from a Web UI.

At the time of issuing this RfP, the access rights for the SVN server are configured via text files which need to be edited and uploaded manually. Credentials are based on the Apache HTTP Servers htaccess/htpasswd tools and the admin needs to support members in generating credentials for the server.

The admin service needs to be provided during regular CET business hours; a reaction time of 1 working day for any requests (e.g. providing access to members etc.) is expected. In case of illness or holidays of the Redmine/SVN Admin a proper back-up solution shall be found either with one of the WG chairs or with a solution offered by the Redmine/SVN Admin.

## 4. Guidance for Submission

### 4.1 Period of Validity

The Proposal shall be valid for a period of two months from the date of the Proposal.

### 4.2 Delivery of Proposal

The deadline for submitting a Proposal shall be at 12 pm CET on 27 March 2020.

The Proposal shall be submitted by the deadline by email to Mrs Nicole Frey, [frey@ebu.ch](mailto:frey@ebu.ch).

### 4.3 Further Information

Contract, administrative and technical queries should be sent to Mrs Nicole Frey, [frey@ebu.ch](mailto:frey@ebu.ch).

Queries should be clearly marked as confidential if the Supplier wishes them to be treated as such.

Suppliers are allowed to send in questions related to RfP subjects within the first week from the date of this RfP. Anonymized response to these questions may be provided by HbbTV within 5 working days to all bidders.

#### 4.4 Appointment Process

The process of making any appointments of a Supplier or Suppliers is described below.

##### Evaluation and Appointment

Proposals will be opened and reviewed internally at the convenience of HbbTV Association. Within four weeks of the submission deadline, HbbTV Association will have completed a comparative assessment of received proposals in order to make a decision as to which proposals should be selected. Clarification of Proposals / Changes to Process notwithstanding any other provision of this RfP, HbbTV Association reserves, at its entire discretion, the right to:

- a) Conduct discussions with any or all potential Suppliers for the purpose of clarification of Proposals;
- b) Waive, or decline to waive, any defect in any Proposal;
- c) Accept, reject, or negotiate any or all Proposals or the terms of any Proposal for the purpose of obtaining the best and final offer;
- d) Cancel or amend this RfP or issue other requests for proposals (and in doing so will endeavor to communicate transparently and in a timely manner with all Suppliers
- e) Request Suppliers submitting Proposals to resubmit Proposals;
- f) Select no Proposals at all.

#### 4.5 Not accepted proposals

HbbTV Association has no duty to provide Suppliers any explanation or justification of its decisions not to accept a Proposal or to accept a Proposal only in part.

#### 4.6 Intellectual property

The HbbTV Association retains all rights to all materials accompanying this RfP or materials made available separately by the HbbTV Association for the purpose of preparation of Proposals to this RfP. Nothing in this RfP gives recipients the right to use these materials for any purpose other than preparing Proposals to this RfP.

The HbbTV Association shall own all intellectual property rights of all material produced as part of the logistics support contract excluding elements licensed from third parties.

#### 4.7 Exclusion of liability / costs

The HbbTV Association has prepared this RfP in good faith with a particular interest for swift appointment of a service contract. To the extent permitted by law, the HbbTV Association excludes any liability (whether in contract, tort, negligence or otherwise) for any incorrect or misleading information contained in this RfP.

Any costs or expenses incurred by any Supplier or other person under the present submission process will not be reimbursed by the HbbTV Association and neither the HbbTV Association nor any of its representatives will be liable in any way to any Supplier or other person for any costs, expenses or losses incurred by any Supplier or other person in connection with this RfP.

#### 4.8 Confidentiality

All sections of the Proposals may be shared with any member of the HbbTV Association.

#### 4.9 Applicable Law and Dispute Settlement

This present RfP, as well as subsequent negotiations shall in all respects be governed by and construed in accordance with Swiss law.

The present RfP must be regarded as a modality of a negotiation subject to the general rules of the Swiss Code of Obligations. Swiss law does not subject requests for proposals in the present context to any specific rules, such as e.g. public procurement rules, and HbbTV Association is entirely free to enter into contract with whatever Supplier it considers best suited for the awarded work. As a consequence, no claims can be brought against the HbbTV Association out of the present procedure. For all practical purposes, the following dispute settlement rules shall nevertheless apply:

All disputes arising out of or in connection with the present RfP shall be submitted, in the first instance, to the Dispute Adjudication Board ("DAB") in accordance with the Dispute Adjudication Board Rules of the International Chamber of Commerce (the "DAB Rules"), which are incorporated herein by reference.

The DAB shall consist of three (3) members to be appointed as follows: when a dispute arises that could not be amicably settled, each of the potential Supplier and HbbTV Association (each a "Party", collectively the "Parties") may send a written notice to the other Party requesting the establishment of the DAB. Each Party shall then within 10 business days appoint one independent DAB member who must have the following credentials: (i) be demonstrably experienced in the subject matter of the dispute, and (ii) be an employee or representative of a company that is a member of the HbbTV Association. The two appointed DAB members shall appoint, within 10 business days, the third independent DAB member, who shall act as chairman of the DAB.

The DAB procedure shall be purely private, and the parties shall not revert to the ICC Dispute Board Center. Problems arising from not having the support of the ICC Dispute Board Center shall be resolved ad hoc by the DAB.

For any given dispute, the DAB shall issue a decision in accordance with the DAB Rules and within a time period of 2 months. The deadlines for the various steps of the procedure shall be set (and if longer deadlines are mentioned in the DAB Rules be systematically reduced) to allow for a swift rendering of the decision of the DAB within the time limit of 2 months.

If (i) any Party fails to comply with a decision (i) when required to do so pursuant to the DAB Rules, (ii) any Party sends a written notice to the other Party and to the DAB expressing its dissatisfaction with a decision, as provided in the DAB Rules, (iii) the DAB does not issue the decision within the time limit of 2 months, or

(iv) if the DAB is disbanded pursuant to the DAB Rules, the dispute shall be finally resolved by arbitration in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers of Commerce (the "Swiss Rules") in force on the date when the notice of arbitration is submitted in accordance with these Swiss Rules. The number of arbitrators shall be one (1). The applicable procedure shall be the expedite procedure under Article 42 para 1 of the Swiss Rules (in particular: award to be made within six months).

The seat of the arbitration shall be Geneva and the arbitral proceedings shall be conducted in English.

Each Party hereby: (i) irrevocably consents to the exclusive jurisdiction of such arbitral tribunal for the resolution of such disputes; (ii) irrevocably waives any objection that it may now or hereafter have to the venue of any such action or proceeding in such arbitral tribunal or to the convenience of conducting or pursuing any action or proceeding in such arbitral tribunal; and (iii) irrevocably waives any right to a trial by jury regarding the resolution of any dispute between the Parties hereto.

Neither the DAB procedure, nor the arbitration under the Swiss Rules oblige the HbbTV Association to suspend or abort its work on the submission, assessment and testing of test material.