

RFP / TITLE
CONTACT
EMAIL
PHONE NUMBER
SUBMITTAL DUE DATE
Q&A DUE DATE
DATE POSTED

QUESTIONS & RESPONSES #01
072096 VIDEO PRODUCTION & WEB STREAMING
Michelle Walker, Contract & Procurement Analyst
procurement@portoftacoma.com
(253) 888-4744
April 15, 2024 @ 2:00 P.M. (PST)
April 1, 2024 @ 2:00 P.M. (PST)
Thursday, April 4, 2024

#	Question	Answer	Question #
1	What are the goals of this project? What do you believe would make this a successful contract?	<p>NWSA Goals: ensure MM meetings webstream and recordings are clear and audible. Successful contract: the awarded contractor must be able to work with and be responsive to NWSA staff. They must be able to troubleshoot on-site at multiple venues. They must be flexible should meeting dates change.</p> <p>POT Goals: Responsiveness to issues from POT staff and the ability to accommodate meeting date changes or additions as needed, We are looking for a very knowledgeable contractor whose staff can troubleshoot on the fly and stays up to date on new technology.</p>	
2	What do you believe the ideal production company would possess to build a partnership on this project?	NWSA/POT - Communication is key. They must be responsive in a timely manner. They must also build a portal that is easy to use. They must be professional when working around elected officials.	Email
3	Would the Port of Tacoma need full service video production Pre-production to Post-Production?	NWSA - Yes POT - Yes	Email
4	Are we still eligible even though we did not attend the site visit?	Yes, per Addendum 01, site visit is NOT mandatory.	Email