



March 13, 2020

**TO: HOLDERS LIST**

**SUBJECT: Video Production & Web Streaming Services  
CONTRACT NO. 071300**

**ADDENDUM NUMBER #01**

This addendum is issued to add, remove, clarify and amend the following:

**PROCUREMENT PROCESS**

**A. SCHEDULE**

Issuance of RFP	FEBRUARY 21, 2020
<b>Mandatory-Site Visits-attend one (1)</b>	MARCH 6, 2020 @ 9:30AM (PST) OR MARCH 9, 2020 @ 2:00PM (PST)
Last Day To Submit Questions	MARCH 12, 2020
<b>Proposal packets due</b>	MARCH 25, 2020 @ 2:00 PM (PST)
Short List Consultants*	APRIL 3, 2020
Interviews (if required) *	<del>WEEK OF APRIL 6, 2020</del> <b>April 17, 2020</b>
Final Selection*	<del>APRIL 10</del> <b>17, 2020</b>
Execute Contract**	JULY 1, 2020

**B. Compensation**

Tacoma: Vendor uses Port of Tacoma equipment	
Per meeting rate, up to 4 hours	\$
Per meeting rate, 4+ hours	\$
Tacoma: Vendor provides all equipment	
Per meeting rate, up to 4 hours	\$
Per meeting rate, 4+ hours	\$

Seattle and other locations: Vendor provides all equipment	
Per meeting rate, up to 4 hours	\$
Per meeting rate, 4+ hours	\$

Web Portal	
Development & Graphic Design for each Portal	\$
Software costs, if any	\$
Migration Services	\$
Anticipated Hosting & Maintenance Costs (Annual)	\$