



QUESTIONS & RESPONSES #01

RFP or RFQ / TITLE 071300 | NWSA and POT Video Production Webstreaming

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SUBMITTAL DUE DATE March 25, 2020 @ 2:00 PM (PST)

Q&A ISSUE DATE March 13, 2020

PROPOSER QUESTIONS	PORT RESPONSES	RFP/ RFQ Section
What is the expected number of online viewers for live webcasts and archived video content?	Live: Average range between 10 - 50 live viewers Archived: Average 30 views per month across all archived events	
What is the average/total online viewing time for live webcasts and archived video content?	Responding in data usage rather than time on page: Live: Average 60-70GB of data delivery per event across all viewers and bandwidths Archived: Average 309GB of data delivery per month across all archives	
What is the expected number of website visitors to the live and archived video web pages?	Average 400 visits per month across all pages	
What are the typical event lengths?	1. POT: 2.5 hours is average 2. NWSA: 3 hours is average	
When is the first event?	The first Tuesday of the month the contract is awarded. July 7, 2020	
Are there specific reasons why the Port is not continuing to use their current webcasting vendor?	No - The current contract expires on 06/30/2020 and as a public agency we are required to issue an RFP for competitive bid.	
Should the live and archived webcasts include display of speaker's slides?	Yes	

<p>What is the number of speakers (and needed microphones) per event?</p>	<p>When we conduct a session away from the Fabulich Center speaker requirements are:</p> <ol style="list-style-type: none"> 1. POT: Speakers: Minimum of 4 (Commissioners, Executive, Presentor, and 2 for the Audience) Microphones: Minimum of 9 (5 commissioners, Executive, Presentor (could be multiple), Legal and Public podium. 2. NWSA: Speaker: Minimum 6 (2-3 for the Commissioners, Executive, 2 for the Audience) Microphones: Minimum 16 (10 Commissioners, 3 Executive, legal, Presentor (could be multiple), and Public Podium 	
<p>Will events outside the Port of Tacoma (Fabulich Center) conference room require the same video and audio equipment (e.g. 5 robotic camera setup)?</p>	<p>We cannot predict what will be needed. If locations not identified in the RFP are used, the successful provider will be notified and will have access to the location to assess the needs. The needs identified in the Q/A above will be the same.</p>	
<p>In the "Audio & Video Requirements by Location/Agency" table, it shows that "NO" Audio Equipment is required for the Port/Fabulich Center location, yet; the NOTE states that "...sufficient audio equipment to meet the needs of all the... meetings" must be provided. Is additional audio equipment required for the Port/Fabulich Center location?</p>	<p>I believe we are asking them to bid this out with 2 options.</p> <p>OPTION 1 PoT to provide Video and Audio for PoT meetings. PoT to provide Video only for the NWSA Meetings.</p> <p>OPTION 2 Vendor to provide Video and Audio for all meetings.</p> <p>SES Answer: Audio Equipment will need to be provided for the NWSA Meetings. Additional Audio equipment will only be needed if there is a failure of the installed equipments. This equipment is tested 1 week and then 2 days in advance of scheduled meetings.</p> <p>This is in the process of being repaired and should be so by the time the new contract starts. Currently, the Fabulich Center's audio equipment has failed and needs to be provided by the webstreaming company. Our cameras and video equipment are currently working, so do not need to be provided at this location. The timeline for audio equipment repair is uncertain, so the webstreaming company should plan to use their own at this time.</p>	
<p>We would like to offer some optional improvements to the existing Portal. However, we want to be clear that those investments are not required for our engagement to be successful. How should we best include that pricing in our response?</p>	<p>Please provide options and associated costs with your proposal. Make certain these options are clearly identified as such and that you do not condition your proposal on those options.</p>	