



March 22, 2021

ADDENDUM #1

REQUEST FOR PROPOSAL (RFP) NUMBER: CR 20-CRC-015

For Videography and Webcasting Services

The Citizens Redistricting Commission is issuing this Addendum to clarify the above referenced RFQ in the following manner:

ITEM #1: Question and Answer

Q1. The current video vendor pays all monthly Zoom Webinar costs for all Zoom Professional licenses to allow the current video vendor to setup and host as well as moderate multiple Zoom meetings using several independent Zoom accounts. The current video vendor does not get reimbursed for these notable costs. This will likely continue to be required once live in person meetings resume. Will the CRC continue to require the video vendor to pay for all of these Zoom Licensing costs?

A1 **The Commission does not have its own ZOOM accounts. While this may change in the future, bidders may consider this an operating cost to include in the cost for services.**

Q2. The current video vendor provides the service of providing a moderator in addition to the minimum required personnel for all public comment input in the public meetings. Is it the commission's wishes that the vendor awarded this contract continue to provide this service?

A2 **At this time, the public calls in and waits in a queue visible to the ZOOM moderator who provides caller instructions to the public and mutes/unmutes callers. The Commission is open to alternative approaches that maintain at least this level of service to the public.**

Q3. The current video vendor does all the Zoom webinar scheduling for the public sessions and the Zoom meeting scheduling for the closed sessions. This includes video vendor administration and staff coordinating with CRC staff and ad hoc and unscheduled meetings with commission chair for any guests speakers, managing the panelist list of guests and sending invites for each meeting. Is it the commission's expectation that these services be continued by the video vendor going forward?

A3 **Yes. The current vendor sends out the ZOOM meeting invitations and the Commission works closely with its meeting vendors to ensure timely coordination of services. There are no "ad hoc and unscheduled meetings". All public meetings require 14-day noticing to the public.**

Q4. Will the commission be contracting and scheduling the teleconferences for the translation services during the possible simulcast listed in 6 (d) of the statement of work or will the video vendor be expected to provide these services?

A4 **The meeting simulcasts, if held, are envisioned to be coincident with the Commission's English language meetings as part of the ZOOM for the meeting.**

Q5. With Respect to Attachment H COST PROPOSAL WORKSHEET The "Cost per occurrence" does not contemplate that a meeting might require two captioners (because an agenda has no posted breaks every 90 minutes) or that a meeting might take less than a full day (say three or four hours for instance). The current "Cost per occurrence" table would require any proposal to presume nothing less than a full day for



captioning when a meeting might only last three or four hours. Please modify Attachment H to add a separate section for captioning by the hour and per captioner to account for the variability in costs to the commission of meetings that require one and rarely two captioners and captioning for less than a full day.

A5 The Commission Chair currently calls the meeting to recess every 90 min. to accommodate a break for the captioners. Likewise, the meetings are generally full day meetings; the exceptions involve the Commission moving into closed session or, more rarely, the business being completed and the meeting adjourning early. Any modifications to an attachment will be made by addendum and posted publicly.

Q6. Under the SOW Section D. 3. Contractor Responsibilities, "3. The Contractor shall provide other services, including necessary work related to scheduling as deemed necessary by the Commission and requested in writing." Please describe what these responsibilities would or could be and please explain how the video vendor would be compensated for costs or services that are not specifically defined or contained in the existing SOW as specific deliverables.

A6 Questions 2 and 3, above, are examples of "other services". Services related to scheduling may include coordination with staff regarding alterations to dates and times as needed by the Commission.

Q7. Personnel. The current video vendor requires a minimum of three full time employees to operate and manage all the systems required for each live broadcast meeting (minimum two always on site). These include a technical director, an audio engineer, a Zoom host/moderator, a Zoom technician and camera operator(s). These people are dedicated entirely to each meeting of the CRC. This is above and beyond any captioning personnel provided by video vendor and is frequently more than the minimum required in the RFQ. Does the CRC wish for these job descriptions/functionality to be continued by any potential video vendor?

A7 The current vendor's staffing has been optimal for the meetings.

Q8. The current video vendor provides a 24 hour turn around on all meeting video archives. Does the CRC wish for this to be continued by any potential video vendor?

A8 The RFP states, "Recordings are required to be provided within three (3) working days after the last day of the meeting."

Q9. The current video vendor uses group text messages to coordinate the live switching between multiple ASL interpreters every 20 minutes. The current video vendor uses this same functionality with live captioners every 90 minutes when needed. Does the CRC wish for this to be continued by any potential video vendor?

A9 The Current vendor's coordination with other vendors appearing on the live feed has been optimal for the meetings.

Q10. Live broadcast days typically start by 9AM. In many cases all equipment needs to be removed and subsequently replaced for the next meeting day. It requires at least three hours to setup and test all of the many pieces of equipment used in a live broadcast/meeting. Will the CRC make arrangements for weekday afternoon prior to a meeting for setup and test? For instance, will CRC allow video vendor to setup and test on a Friday afternoon and then leave all equipment in place and setup for a scheduled Monday morning meeting?



A10 The Commission's offices permit the vendor to either setup the day before a meeting, or to setup their equipment and leave it in place as the broadcast area in the office is a dedicated space.