

Questions Related to State Coastal Conservancy's
Request for Quotation For Information Technology Services
Cal eProcure Event ID: 0000024141

Questions submitted to State Coastal Conservancy in black, SCC answers in blue.

1. Page 1. Has this RFQ been assigned a number? Would the State please provide it or confirm that it is unnecessary?

Number is unnecessary

2. Page 3. B Availability. The State is hiring a **company** to provide a complex package of services which includes equipment, IT back-plane and personnel. Successful, experienced companies have a roster of trained employees who are assigned to different meetings during a particular week, with no one on permanent assignment to an agency. Resumes of key employees can be provided, with the understanding that it is **company** who "must be able to meet the requirements of this RFQ-ITS." Would the State recognize that crew assignments are variable, and remove the emphasis on personnel in this item?

Yes, we recognize that crew assignments may vary but would like the company to demonstrate that they have a roster of qualified personnel.

3. Page 5, Attachment 4 narrative. Again, successful contractors will not have a "proposed team" that will be permanently assigned to this contract. It does have a roster of employees that are experienced and qualified to provide the services on-site and an administrative employee who is the coordinator for pre-production elements as well as crew assignments. Would the State change "proposed team" to "key personnel" concerning resumes to be sent?

Yes, we recognize that crew assignments may vary but would like the company to demonstrate that they have a roster of qualified personnel. We are comfortable with contractors submitting resumes of "key personnel".

4. Page 6, first paragraph under the table is the only place the term "hybrid" appears in the document (except in the Attachment 5, Customer reference forms), and it appears to be definitive statement that hybrid meetings are they style of meeting expected. On page 7, Purpose and Goals, second paragraph, has "the Conservancy seeks to hold meetings in person but with an option for remote, video participation..." There is no mention or definition of hybrid meetings in the Scope of Work and it is not stipulated on the cost sheet that the price should be for hybrid meetings. Is the State requiring provision of hybrid meetings, or does it want a rate for on-site meetings with an additional

cost if the option for a hybrid meeting is requested? (This would mean a modification to the cost sheet. See # 16 below)

The Conservancy is seeking support for hybrid meetings, meetings where there is public participation in the room and over zoom, compliant with Bagley Keene. We are interested in cost estimates for hybrid meetings.

5. Page 8 Detailed Scope of Work, first paragraph: Again, the SCC is looking for a **company** to provide services, not “personnel to assume specific positions and equipment...” It is the **company** who provides the equipment, backplane, and a crew of three from a roster of available crewmembers to operate the equipment. These crewmembers are often cross trained in the necessary tasks, so service is seamless. Would the State remove “to assume specific positions” from this paragraph?

Yes

6. Page 8 Meetings, second paragraph. The final sentence reads: “The contractor will provide audiovisual support for in person meetings, live streaming of meeting content, in both audio and multiple video formats, and manage virtual meetings using the Zoom Webinar platform.”
 - Video is an MP4 file format. The resolution may vary, but the format remains the same. What does the State mean by “multiple video formats”?

We are fine with MP4 file format.

- There are two potential interpretations of “manage virtual meetings using the Zoom Webinar Platform, 1) a fully virtual meeting and/or 2) that the State is essentially asking for a hybrid meeting, that of an on-site meeting with remote participants integrated into the on-site meeting seamlessly. Would the State clarify what it means in this sentence concerning meeting types?

The Conservancy is seeking support for hybrid meetings, with remote participants integrated into the on-site meeting seamlessly.

7. Page 10 Technical Support during the Meetings, second paragraph concerning presentations. Contractors prefer to provide the equipment to facilitate presentations, including the laptop, laser pointers, monitors and/or screens but to not be responsible for bringing up the presentations during the meeting. This is a function more appropriate to agency staff, as it is part of the meeting process.. Some contractors have provided that service in the past, but with the current preference for hybrid style meetings, the demands of the A/V technology

itself could make it difficult for the contractor to bring up presentations in a timely manner. Would the State remove this requirement from the RFQ, and place the responsibility for presentations during the meeting on the SCC staff?

We would accept this as an optional task. The SCC does not have a lot of staff and ideally we would like the contractor to support this part of the meeting.

8. Page 11, Visual Aid Equipment. The second bullet indicates that “one or more” screens or monitors be used, then bullet six demands a “minimum of three monitors” Would the State drop the sixth bullet, allowing the contractor to provide screens and monitors as needed so that everyone can see the proceeding “comfortably and easily”?

Yes, we can drop the sixth bullet

9. Page 12, Video and Webcasting Coverage, first paragraph, The State specified robotic cameras are to be used on page 9. Experienced contractors use five robotic cameras for legislative documentation. Would the State like to specify robotic cameras and require a minimum of four cameras to be used for the meetings in this paragraph?

The RFQ states “video and live webcasting coverage of the meeting shall include a sufficient number of video cameras and tripods to film every day of the meeting from various angles as appropriate to capture the images of all speakers”. SCC does not care if there are a specific number of cameras to achieve that.

10. Page 12, Video and Webcasting Coverage, second to last paragraph, last line, stipulates that “all viewers should see the same thing on screens in the meeting room...” Some contractors may be able to route presentations to monitors in front of the Commission and staff that remain on the screen while the live stream may toggle between the presentation and the presenter. Would the State like to modify or eliminate this last sentence to allow for this enhanced service to the agency?

No, SCC Board members have ipads not monitors, we don’t expect to be able to project the meeting onto the screens in front of them.

11. Page 14, first paragraph. Electronic minutes discs are only playable on computers but not on “smart TV’s /devices due to their file integration and need for hardware configuration. Would the State remove that requirement from this paragraph?

Yes, remove that requirement

12. Page 14, Optional Tasks, Translation. Agencies have to hire the interpreters on a separate contract, with the Contractor integrating the translation into the stream. Contractors may also have alternatives on how the translation is presented on the web, either as a button on the English page or through a separate page just for the language. There may be one-time costs associated with set-up of these options.

- Would the State allow contractors to define the options for language translations they offer?

Yes, as long as Spanish is one of the options

- Would the State allow the contractors to modify the cost sheet to reflect any one-time costs and the different costs for the different options?

Yes

13. Page 16, Attachment 2 – Cost Sheet As noted in Number 4 above, the cost sheet does not specify the State is requesting prices for hybrid meetings.

- Would the State like to specify that the on-site meetings are to be hybrid?

Yes

- Would the State like to add a column to the table for contractors to provide a rate for on-site meetings without the hybrid element and a separate rate for hybrid meetings?

No, we are only interested in support for hybrid meetings

- Given the pandemic world we are living in, there is the chance that fully virtual meetings will be needed during the time of the contract. Would the State like to request a price for a fully virtual meeting?

No, we don't need contracted support for fully virtual meetings.

14. Page 16, Attachment 2 – Cost Sheet, Optional Task: Translations. It is confusing that translation services appears as an “optional task” in this table and on page 17, Attachment 3 as number 2. Would the State remove the line-item Optional Task: Translations Services from the table, as it is more appropriate in Attachment 3.

Yes

15. Page 17 Attachment 3 Note: This is the only place that it is noted that the “cost information must be included in a separate sealed envelope.” Given that the response is to be emailed, the reference to envelope is moot. Would the State like to remove this line, and replace it with a notice on both Attachment 2 and Attachment 3 that the cost information is to be provided in a separate file from the narrative and supporting documents?

Yes, please email the cost information in a separate file.

16. Page 18, #5. Streaming in 2022 has moved on from the number of ‘concurrent users’ of an AV stream, with bandwidth usage being the rubric used today. Most contractors use content delivery networks for streaming, contracting for an amount of bandwidth adequate for its common needs. If there is an overage of that amount, the Contractor gets charged a rate for that bandwidth, and if it is a considerable amount that is tied to a particular meeting, the Contractor may ask for reimbursement for that amount.

- Would the State remove the references to 250 concurrent users, perhaps replacing it with a request for how the Contractor will meet any potential demand for the stream?

Yes

- Would the State add an item to Attachment 3 for the Contractor to indicate the pricing for an extremely high viewership for a meeting? (Note: there is no place to add a rate for “contingency pricing” for the old-school over 250 concurrent users on Attachment 3.)

Yes

17. Page 19, 7: Most agencies require a minimum of two USB copies of the meetings each style (raw video and electronic minutes). Would the State indicate how many USB copies of the meetings they need?

Two

18. Page 19, 9/Page 20, 10 : Again, experienced contractors will not be able to assign a specific “contract team” to this Agency. Contractors have an organizational chart and resumes of the roster of key employees they can provide. Would the State please remove the emphasis on “contract team” in number 9 and change number 10 to just request resumes of the Contractor’s key employees?

Yes