

**STATE OF CALIFORNIA
 COASTAL CONSERVANCY**

**Request For Quotation
 For Information Technology Services**

RFQ RELEASE DATE: 6/13/2025 QUOTE DUE DATE: 7/11/2025	Quotes must be delivered to Andrew Auyeung before 5:00 PM on the due date – July 11, 2025.	
Supplier name and address:	SOLICITATION NO. RFQ ITS Streaming, Video, & Audio Services	
Contact: Phone:	For further information contact: Andrew Auyeung, IT Analyst Andrew.auyeung@scc.ca.gov Ship To: State Coastal Conservancy Attn: Andrew Auyeung 1515 Clay Street, Suite 1000 Oakland, CA 94612	ARE YOU CLAIMING PREFERENCE AS A SMALL BUSINESS? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, MANUFACTURER? YES <input type="checkbox"/> NO <input type="checkbox"/> ARE YOU A NON-SMALL BUSINESS CLAIMING AT LEAST 25% SMALL BUSINESS SUBCONTRACTOR PREFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>
Name (Type): <hr/> Title: <hr/> Signature: _____ Date: _____ Federal Employer Identification Number: _____	Return bid to: STATE COASTAL CONSERVANCY ATTN: ANDREW AUYEUNG 1515 CLAY STREET, SUITE 1000 OAKLAND, CA 94612 Andrew.Auyeung@scc.ca.gov	SECTION 14838 ET SEQ. OF THE CALIFORNIA GOVERNMENT CODE REQUIRES THAT A 5% PREFERENCE BE GIVEN TO BIDDERS WHO QUALIFY AS A SMALL BUSINESS AS A NON-SMALL BUSINESS CLAIMING AT LEAST 25% CALIFORNIA CERTIFIED SMALL BUSINESS PARTICIPATION FOR REQUIREMENTS SEE TITLE 2, CALIFORNIA CODE OF REGULATIONS SECTION 1896 ET SEQ. THE REQUIREMENTS FOR NONPROFIT VETERAN SERVICE AGENCIES QUALIFYING AS A SMALL BUSINESS ARE CONTAINED IN SECTION 999.50

Bidder offers and agrees if this response is accepted within 45 calendar days following the date the response is due to furnish all the items upon which prices are quoted, at the prices set opposite each item, delivered at the designated point(s) by the method of delivery and within the times specified and subject to the attached General Provisions. DECLARATIONS UNDER PENALTY OF PERJURY: By signing above, with inclusion of the date of signature, the above signed bidder DECLARES UNDER PENALTY OF PERJURY under the laws of the State of California as follows: (1) (STATEMENT OF COMPLIANCE). The above signed as complied with the non-discrimination program requirements of Government Code 12990 and Title 2, California Administrative Code Section 8103, and such declaration is true and correct. (2) The National Labor Relations Board declaration set forth in Paragraph 48 of the General Provisions is true and correct. (3) If a claim is made for the Small Business or Disabled Veterans Business preference, the information set forth within is true and correct.

DESCRIPTION

The purpose of this Request for Quote for Information Technology (IT) Services is to provide Streaming, Video, & Audio Services for the State Coastal Conservancy meetings from September 1, 2025 – June 30, 2028. The current budget allocation to support the services outlined in this document is \$165,000.

The following attachments are incorporated as part of this Request for Quote for IT Services:

Attachments: The following documents are considered part of this solicitation.

- Attachment 1 – Cover Sheet
- Attachment 2 – Cost Sheet
- Attachment 3 – Optional Items Cost Sheet
- Attachment 4 - Response to Scope of Work
- Attachment 5 – Customer Experience Reference Forms
- Attachment 6 – Confidentiality Statement
- Attachment 7 – Bidder Declaration Form
- Attachment 8 - Payee Data Record, STD. 204
- Attachment 9 – Target Area Contract Preferences Act (TACPA) (STD. 830S for Services)
- Attachment 10 – California Civil Rights Law Certification
- Attachment 11 – Example of Meeting Room Set-Up Plan
- Attachment 12 – Conservancy Meeting Schedules

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REQUEST FOR QUOTE FOR SERVICES

State Coastal Conservancy
Streaming, Video, & Audio Services

Requirements

You are invited to review and respond to this Request for Quote for IT Services (RFQ or RFQ-ITS), entitled *State Coastal Conservancy Streaming, Video, & Audio Services Request for Quote*. In submitting your quote, you must comply with the instructions found herein. The services required are delineated in the Scope of Work. Please read the enclosed document carefully. **Quotes must be received no later than 5 pm on June 11, 2025.**

General Information

A. Purpose, Goals, and Scope of Work

OVERVIEW

The California State Coastal Conservancy (“the Conservancy”) seeks a Contractor (hereafter referred to as “the contractor”) to provide webstreaming, video, and audio services to support Conservancy meetings from September 1, 2025 – June 30, 2028.

PURPOSE AND GOALS

The Conservancy is a state agency that supports projects to protect and enhance coastal resources and to expand public access to the coast. The Conservancy has a governing board comprised of seven voting members and six oversight, non-voting members (“Conservancy Board”). The Conservancy Board holds public meetings up to five times a year in various locations around the state. Conservancy Board meetings are held in compliance with the Bagley-Keene Open Meeting Act.

Due to the Covid-19 pandemic, the Conservancy conducted most of these meetings virtually via the Zoom Webinar meeting platform since May 2020. Currently, the Conservancy meetings are held in a hybrid setting, with some participants attending in person at the meeting location, and some attending remotely via Zoom. These public meetings are broadcast live over the internet and the video recordings are archived and available at the Conservancy’s website (<http://www.scc.ca.gov>).

The purpose of this RFQ is to contract with an outside contractor to provide (1) gavel-to-gavel audiovisual support for hybrid meetings (with both in person and virtual components over Zoom Webinar) and live internet webstreaming (webcasting) services for Conservancy Board meetings from July 1, 2025 through July 1, 2028; (2) assist members of the public, board members, and staff in their audio/visual/electronic presentation needs during meetings, as necessary; and (3) video documentation, content hosting, and delivery for

archived audio/visual material dating from May 2022 through the present including hard copies through the production of USB Flash Drives, DVDs, and/or CDs. The audiovisual services must comply with Bagley-Keene Open Meeting Act and any amendments or new legislation related to state open meetings and online public participation at Conservancy meetings. The Conservancy typically schedules 4-5 meetings per year and this scope of work will cover meeting support for up to five (5) meetings per year for nearly three (3) years for a total of 15 meetings. Meetings usually begin at 10:00 a.m. or later. The Conservancy cannot predict the length of the agenda for each meeting. All meetings are estimated to be one day in length; however, meeting length will vary from 4-7 hours. While only 4 meetings are currently calendared per year, it is possible that an additional meeting may be added during the year for a total of 5 meetings. It is also possible that training workshops or other meetings may be held in addition to the Board meetings that require audiovisual support and video documentation. Bidders that have current and extensive experience providing audiovisual support for hybrid meetings with remote participants integrated into the on-site meeting seamlessly, live streaming of meeting content, in both audio and video formats, and experience in managing virtual meetings using the Zoom Webinar platform with a Zoom Webinar licenses, are invited to respond. Given the small number of Conservancy Board meetings every year, the Conservancy cannot risk technical issues resulting in a cancelled Board meeting where tens of millions of dollars' worth of expected grants would not be approved. With that, the Conservancy recommends vendors apply who have experience with at least 100 meetings over the last three (3) to five (5) years, providing full in person AV support and live streaming for public, hybrid meetings that are compliant with Bagley Keene, and where there is public participation in the room and over zoom.

The period of performance for this contract is 33 months from September 1, 2025 – June 30, 2028 with an option to extend up to two years at the sole discretion of the Conservancy. The current budget allocation to support the services outlined in this document is \$165,000 for the 33-month period.

B. Detailed Scope of Work

This Scope of Work (SOW) reflects the services sought by the California State Coastal Conservancy. The contractor is to provide personnel and equipment to meet the services need as described in this SOW, which provides Streaming, Video, & Audio Services. The contractor must provide all labor and equipment necessary to deliver, set-up, test, operate, dismantle, and return to the contractor's location all the audio, visual, video and computer equipment needed for the meetings.

Meetings:

This scope of work will cover meeting support for up to 5 hybrid meetings per year for nearly 3 years for a total of 15 meetings.

Meetings usually begin at 10:00 a.m. or later. The Conservancy cannot predict the length of the agenda for each day of the meeting. All meetings are estimated to be one day in length; however, meeting length will vary from 4-7 hours. It is possible that an additional meeting may be added during the year. It is also possible that training workshops or other meetings

may be held in addition to the Board meetings that require audiovisual support and video documentation. The contractor will provide audiovisual support for in-person meetings, live streaming of meeting content, in both audio and video formats, and manage virtual meetings using the Zoom Webinar platform.

The contractor will invoice the Conservancy on a per meeting-day basis regardless of the duration of the meeting. No additional amount will be paid for overtime or other expenses, no matter how long an individual meeting day lasts.

Facility Logistics and Set-Up:

Set-up and testing of equipment must be completed at least two hours prior to the start of the meeting. The Conservancy strongly prefers for the contractor to set-up and test equipment the day/night before the first day of the meeting to allow time to correct any issues that arise; however, the contractor may be permitted to set-up and test equipment before the meeting starts as long as the process is completed before 8:00 a.m. on the day of the meeting to allow for a 10:00 a.m. start.

Work with the Conservancy staff to schedule the meetings and gather general audio and visual requirements, including internet access, and to obtain the technical contact information of the site that will be utilized.

Perform the necessary pre-site evaluation and planning with the Conservancy staff to ensure that the necessary network, power, room layout and space requirements will be met and/or determine any specific details that must be prearranged that may be outside the terms of the contract.

Evaluate internet connectivity at each venue to ensure adequate capacity to support the required services, to provide alternative connectivity or services when necessary, and to inform Conservancy staff of any issues that arise. The Conservancy staff will strive to ensure that meeting venues selected will each have internet access with adequate bandwidth. Internet connectivity with adequate bandwidth at the venue is the responsibility of the Conservancy. Any fees needed for internet connectivity will be paid to the venue by the Conservancy. It is the responsibility of the contractor to evaluate the connectivity and notify the Conservancy of any foreseeable issues. In the event that there is no connectivity or a loss of connectivity, the contractor may charge the Conservancy for alternate connectivity at the same or lower bandwidth.

Provide all equipment and perform the necessary set-up. Access to the room for set-up is usually coordinated with the venue. Set-up must be completed, fully operational and tested no less than two hours prior to the start of the meeting. At some locations, where audio/visual equipment is provided by the facility, the contractor may be able or might be required to use the facility's equipment in place of some or all of the contractor's equipment.

Contractor shall communicate and coordinate with the facility on all equipment, set-up, and logistics and notify the Conservancy of any foreseeable issues. The contractor must set-up

equipment in a manner to ensure safety of all meeting attendees by taping down all wires to minimize trip hazards and securing equipment when necessary.

Contractor shall test audio and video feeds, including Zoom Webinar feeds for remote participation, and webcast links no less than two hours prior to the meeting start time on the first day and no less than one hour prior to the meeting start time for each subsequent day (although subsequent days are not anticipated).

Equipment provided by contractor:

Exact requirements could vary depending on the facility hosting the meeting and will be determined by the Conservancy staff, but for most meetings the typical equipment requirements will include, but are not limited to, the following types of equipment:

Adequate audio equipment to allow all members of the public, Board members, and staff to hear all meeting proceedings and presentations comfortably and easily. Separate audio monitors for Conservancy and staff on a separate channel to ensure quality sound may be provided if the vendor determines they are needed at a particular meeting site.

Adequate visual equipment to allow all members of the public, Board members, and staff to see all meeting proceedings and presentations, including approximately 50-60" monitors (minimum allowable size of 50" and approximately three (3) monitors) comfortably and easily for each as needed in meeting locations where there is a lack of built-in screens or visual obstructions of a larger screen.

A minimum of four (4) small, robotic video cameras and related equipment to film every day of the meeting gavel-to-gavel from various angles as appropriate to capture the images of all speakers, presenters, visual presentations, Board members, and staff.

Video switching equipment that can provide text information at the bottom of the screen that includes the applicable agenda item, meeting date, and the Conservancy's logo on both the live stream and the archived recording. This text is not required when viewed on the Zoom platform due to technological limitations. The Conservancy will provide the logo to be used upon award of the contract.

Visual aids sufficient to support all standard types of audio/visual presentations including computers, connected to a projector, with current software and technical support for PowerPoint presentations by both Macintosh and Windows users, and an 84" x 84" screen or larger.

Equipment to confidentially record the audio (but not webstream) from a "closed session."

A minimum of two (2) standard FM headsets or similar hearing assistive devices in accordance with the Americans with Disabilities Act (ADA) and other applicable laws and regulations, hearing-assistance at every day of every meeting.

Adequate additional equipment, supplies, and tools needed to ensure smooth meeting services without interruption due to possible problems at a venue such as, but not limited to, inadequate sound levels, inadequate or lack of internet connection, large crowds, or inoperable equipment.

Technical Support During the Meetings:

Contractor shall provide professional, respectful, timely, and courteous service to the various parties that will be interacted with at the meetings including: Board Members, Conservancy staff, and members of the public.

Provide technical assistance to meeting presenters and the meeting coordinator with all audio and visual needs of the meeting process, including loading all presentations so they are brought up immediately when the presenter is called upon to speak. There should be little to no delay between when a speaker is called upon by the Conservancy Chair or to start their presentation or comments and when the presentation is brought up on the screens by the contractor.

Provide technical assistance to allow members of the public to speak at appropriate times in the agenda. Mute and unmute speakers, allow public to turn on video.

Provide on-site lead/coordinator/supervisor in attendance at each Conservancy meeting must have a minimum of two (2) years of experience doing similar work providing hybrid meeting services for government meetings as outlined in the Scope of Work. This on-site lead/coordinator/supervisor does not need to be the same person for all meetings if the lead has the necessary experience providing services for hybrid, government meetings and electronic minutes archival.

Provide all necessary technical support required to provide the video and audio capture and streaming during the meeting.

Contractor shall tear down and remove all equipment and reset the meeting room.

Sound Amplification:

The sound amplification system to be used during the meeting must be adequate to allow all members of the public in attendance, as well as Board members and Conservancy staff, to comfortably and easily hear all testimony, discussion, and AV material presented. The sound system must be technologically compatible with the recording equipment used to document the meeting, as well as the computer system that is used to provide the live webcasting services, each day of every meeting. A minimum of ten (10) goose neck microphones must be provided for live meetings. Adequate backup microphones should be available should any microphones do not work.

Hearing-Assistance Devices:

In accordance with the Americans with Disabilities Act (ADA) and other applicable laws and regulations, hearing-assistance apparatus, or other suitable means of assistance for the

hearing-impaired must be available upon request at Conservancy meetings. The Contractor must provide a minimum of two (2) standard FM headsets or similar hearing assistive devices at every day of every meeting.

Visual Aid Equipment:

The visual aid presentation equipment to be used during the meeting must be sufficient to support all standard types of AV presentations. At each day of every meeting, the Contractor shall provide all of the following:

- At least one (1) computer, connected to a projector or projectors, with current software and technical support for a variety of presentation software (i.e., MS Office, PDF, WMV, JPG/JPEG, MP3,MP4) in Windows format
- One or more 84" wide or larger projection screen(s), or monitors adequate for the meeting location, or a combination of screens and monitors
- A document camera
- Two remote control devices for presenters to control their electronic presentations
- A laser pointer
- Approximately three (3) monitors approximately 50-60" (minimum allowable size of 50") to allow all members of the public, Board members and staff to comfortably and easily see all meeting proceedings and presentations

The Contractor shall use the projection screens/monitors to show the meeting room, including all Board members, both live and virtual, when visual aids are not being presented. Screens/monitors must be arranged in a manner that allows all members of the public in attendance, as well as Board Members and Conservancy staff, to comfortably and easily see all presentations and speakers.

Timer:

The speaker timer to be used during the meeting and controlled by Conservancy staff shall include all of the following:

- A display of the time remaining visible to the speaker and to the audience
- A second display of the time remaining, visible to the Board Members and Conservancy staff
- A separate display of the time remaining on the timer controller
- A green/yellow/red or similar display, visible to the speaker at the podium, to indicate warnings when the speaker's time is almost expired and when the speaker's time expires
- An audible notification when the speaker's time expires

Video and Webcasting Coverage:

The video and live webcasting coverage of the hybrid meeting shall include a minimum of four (4) video cameras and tripods to film every day of the meeting from various angles as appropriate to capture the images of all in-person and virtual speakers, including presenters, Board Members and Conservancy staff, as well as all visual presentations with no disruption to the meeting. The Contractor must quickly and seamlessly transition between Board Members, Conservancy staff speaking and/or making presentations from

the head table and staff tables and attendees making oral and/or visual presentations from a podium, other location in the meeting room, or on Zoom.

The Contractor shall have the capabilities to do:

- Live editing (live-switching);
- On-site compression of video; and
- Transmission for live webcasting.

The Contractor must provide:

- A live-editing video console for capturing feeds from a minimum of four (4) cameras;
- Robotic camera(s) for use in small spaces; and
- Appropriate, current hardware and software for compressing images, formatting and distribution over the Internet.

Given the hybrid meeting setting of the Conservancy's Board meetings, the Contractor must provide seamless meeting facilitation over Zoom. The Contractor must provide:

- Zoom webinar licenses for 500 and 1,000 participants;
- Computers and software to manage the Zoom participants; and
- Capability of sending Zoom app invitations at the direction of Conservancy staff.

The Contractor must provide graphic identification of the Conservancy, the meeting date, and the agenda item on the screen(s) at the meeting venue and for webcast viewers per industry standard ("lower thirds"). All viewers must be able to see the same thing on screens in the meeting room, overflow rooms (if any) and on the webcast.

The Contractor shall begin live webcasting at least ten (10) minutes prior to the anticipated start time of the meeting; however, live audio must not be broadcast before the start of the meeting.

During breaks, the webcast must display a still slide indicating that the Conservancy is on a break and the time the Conservancy is expected to return to open session; live audio must not be broadcast during the break or closed session.

For at least fifteen (15) minutes after the meeting adjourns, the Contractor shall continue the live stream or display a still slide indicating that the Conservancy meeting has ended; live audio must not be broadcast after the meeting adjourns.

The Contractor must provide whatever additional equipment or service is required to provide live, real-time AV Internet coverage of every day of all Conservancy meetings in a format that is easily accessible to members of the public using standard computer equipment in both Macintosh and Windows environments.

The Contractor shall provide real-time technical support via telephone and email for the public during the meetings to address webcast issues.

The Contractor shall provide a link to its contact information underneath the webcast window.

Encoding Equipment for Live Webcasting and Online Archiving of Meeting Processes:

Contractor shall provide a standard video resolution of at least 720x480p at 30 frames per second in a 282 and have the ability to adjust the bitrate to the highest quality the venue's bandwidth will allow, for live webcasting and Web archiving purposes. Streaming must be in Microsoft Media Player or HTML5 Internet browser-based and compatible on Windows and Macintosh. A separate audio-only stream shall be provided to serve as back-up and for users with limited bandwidth, such as those using dial-up modems.

Video and Audio Website Archives:

The website video and audio meeting archives must be available online for public access free of charge via the Contractor's website and server (or a website and server with adequate capacity, to be included as part of the Contractor's service) and easily accessible online (in both Macintosh and Windows accessible format) for a minimum of five (5) years, with a plan to coordinate with the Conservancy for long-term archiving. The video and audio meeting files must be time-stamped and indexed by agenda item and vote (see "Electronic Meeting Minutes" below).

Electronic Meeting Minutes:

"Electronic meeting minutes" recordings must be provided to the Conservancy in archival-quality USB3 (USB3.1 or USB3.2 preferred) format with a separate MP3/MP4 audio-only file and video file (including closed- captioning) and include the video indexed by agenda item, motion(s) and vote(s) at a minimum, as well as the presentations collected at the meeting from staff and the public and all web-based documents pertaining to the meeting.

Indexing will include:

- a link to the beginning of the meeting for each meeting
- a link to the beginning of each agenda item for each day of the meeting
- a link to the beginning of the motion for each agenda item that includes a motion
- a link to the beginning of the vote for each agenda item that includes a vote

The recordings must be at or above 720x480p and 30 frames per second and must be playable in computers in both Macintosh and Windows accessible format. Meeting recordings will be property of the Conservancy. The audio, video, meeting materials files, must be able to be extracted and copied individually from the media.

OPTIONAL TASKS

Translation:

The Conservancy requires Spanish translation for its Board meetings. The vendor can choose to lead this service and incorporate the task into their budget. If the vendor chooses this optional task, the vendor will arrange for translators (e.g. subcontract if cannot provide directly) to perform live translation on the Zoom meetings into Spanish (and/or other languages if required for a specific meeting). The translation services will be provided over

zoom. If the contractor does not choose to provide translation services, the vendor will be required to work with a live translator over Zoom that the Conservancy hires instead.

C. Availability

The selected contractor must be able to meet the requirements of this RFQ-ITS and be ready to begin work within ten (10) business days of the contract award date specified in Section I.D. Key Action Dates. If personnel offered by the selected contractor leave the contractor's firm or are otherwise unable to participate in this contract, they must be replaced with comparably qualified personnel who meet the minimum qualifications as stated within this RFQ-ITS. All replacement personnel are subject to approval by the State.

D. Period of Performance

The term of this Agreement begins on the date as indicated on the Standard Agreement for IT Goods/Services (STD213) through June 30, 2028 with the option for the State to extend the term for up to two years at the rates specified in Attachment 2 Cost Sheet that includes optional costs for optional extensions to the contract. The period of performance must be changed by a written Amendment to the Agreement, if the Conservancy exercises its option to extend services.

The contractor shall not be authorized to deliver or commence performance of services as described in this Statement of Work (SOW) until written approval has been obtained from all entities. No delivery or performance of service may commence prior to the execution of the Agreement.

E. Key Action Dates

Listed below are the key action dates and times by which the actions must be taken or completed. If the State finds it necessary to change any of these dates, it will be accomplished via an addendum to this RFQ-ITS.

<i>Key Action Dates</i>	<i>Date</i>
<i>1. Release of RFQ-ITS</i>	<i>06/13/2025</i>
<i>2. Submission of written questions</i>	<i>07/1/2025, 5 pm</i>
<i>3. Departments response to written questions</i>	<i>07/9/2025</i>
<i>4. Submission of Quotes (by date and time)</i>	<i>07/11/2025, 5pm</i>
<i>5. Contract Award</i>	<i>8/1/2025</i>

All dates after the Submission of Quotes are approximate and may be changed if needed to allow the State additional time for evaluation and contract execution.

F. Written Questions

All questions regarding the content of this RFQ-ITS must be submitted in writing electronically to Andrew.Auyeung@scc.ca.gov and must be received by the Key Action Date identified above.

Questions not submitted in writing by the Key Action Date for submission of written questions may be answered at the State's option.

When the State has completed its review of the questions, all of the questions and answers will be posted on the Conservancy's website (scc.ca.gov) and electronically to anyone who submitted a question.

G. Award of Contract and Protest

Award of Contract

Award of contract, if made, will be in accordance with the RFQ information on Evaluation to a responsible bidder whose bid complies with all the requirements of the RFQ documents and an addenda thereto, except for such immaterial defects as may be waived by the State. Award, if made, will be made within forty-five (45) days after the scheduled date for Contract Award as specified in the RFQ; however, a bidder may extend the offer beyond 45 days in the event of a delay of contract award.

The State reserves the right to determine the successful bidder(s) either on the basis of individual items or on the basis of all items included in its RFQ, unless otherwise expressly provided in the State's RFQ. Unless the bidder specifies otherwise in its bid, the State may accept any item or group of items of any bid. The State reserves the right to modify or cancel in whole or in part its RFQ.

Written notification of the State's intent to award will be made to all bidders. If a bidder, having submitted a bid, can show that its bid, instead of the bid selected by the State, should be selected for contract award, the bidder will be allowed five (5) working days to submit a Notice of Intent to Protest, according to the instructions contained in the paragraph titled "Protests" of this RFQ.

Protests

Any bidder's issues regarding solicitation requirements must be resolved (or attempts to resolve them must have been made) before a protest may be submitted according to the procedure below. These issues will first be resolved by the contact for the solicitation or if they result in a protest, the protest will be submitted to DGS Procurement Division Deputy Director to hear and resolve issues and whose decision will be final.

If a bidder has submitted a bid which it believes to be responsive to the requirements of the RFQ and to be the bid that should have been selected according to the evaluation procedures in the solicitation and the bidder believes the State has incorrectly selected another bidder for award, the bidder may submit a protest of the selection as described below. Protests regarding

selection of the “successful bidder” will be heard and resolved by the Department of General Services whose decision will be final.

All protests of award must be made in writing, signed by an individual authorized to bind the bidder contractually and financially, and contain a statement of the reason(s) for protest; citing the law, rule, regulation or procedure on which the protest is based. The protester must provide facts and evidence to support the claim. Protests must be mailed or delivered to:

Street and Mailing Address:

Deputy Director
Procurement Division
Department of General Services
707 Third Street, Second Floor South
West Sacramento, CA 95605
Facsimile No.: (916) 375-4611

All protests to the RFQ or protests concerning the evaluation, recommendation, or other aspects of the selection process must be received by DGS Procurement Division Deputy Director as promptly as possible, but not later than the date indicated in the Notification of Intent to Award. Certified or registered mail must be used unless delivered in person; in which case the protester should obtain a receipt of delivery.

H. RFQ-ITS Response Guidelines

This RFQ-ITS and the Contractor’s quote in response to this document will be made a part of the contract. Responses to this RFQ-ITS must contain all data/information requested and must conform to the format described in this RFQ-ITS. It is the Contractor’s responsibility to provide all required data and any other information deemed necessary for the State’s evaluation team to determine and verify the Contractor’s ability to perform the tasks and activities defined in the Contractor’s Statement of Work.

I. RFQ-ITS Response Content

The following documents must be submitted in the RFQ-ITS response. All forms must be submitted, even those that are only used if the vendor is awarded.

Response Checklist	
<input type="checkbox"/>	RFQ-IT Page 1 The bidder must complete, sign, and attach the first page of this RFQ-ITS.
<input type="checkbox"/>	Attachment 1 – Cover Sheet The bidder must complete, sign, and attach the Cover Sheet – Attachment 1.
<input type="checkbox"/>	Attachment 2 – Cost Sheet The bidder must complete the cost sheet as specified in the Scope of Work. Bidder must submit Attachment 2 as (1) sealed in a separate cost envelope and (1) USB containing cost information.
<input type="checkbox"/>	Attachment 3 – Optional Items Cost Sheet

	<p>The bidder must complete the optional items cost sheet as specified in the Scope of Work. Bidder must submit Attachment 4 as (1) sealed in a separate cost envelope and (1) USB containing cost information.</p>
<input type="checkbox"/>	<p>Attachment 4 – Response to Scope of Work</p> <p>The bidder must provide a description of how the services will be performed. This must include two (2) examples of video production, two (2) examples of audio-visual meeting minutes, narrative, list of subcontractors (if applicable), equipment list, organization chart, and resumes of proposed team (including the resumes proposed on-site coordinators for live in-person meeting).</p>
<input type="checkbox"/>	<p>Attachment 5 – Customer Experience Reference</p> <p>The bidder must provide a minimum of three (3) client references for services it has performed within the past three (3) years conducting hybrid government meetings with archiving and developing electronic minutes as specified in this RFQ-ITS.</p> <p>The bidder shall complete one (1) Customer Experience Reference Form, Attachment 5 for each reference. The descriptions of these projects must be detailed and comprehensive enough to permit the State to assess the similarity of those projects to the work anticipated in the award of the contract resulting from this procurement.</p> <p>The State may contact customer references during the week following submission of Quotes to validate the information provided by the bidder and to determine the customer’s overall satisfaction with the services provided. Therefore, it may prove beneficial to the bidder to contact its referenced customers to ensure their contact information provided on the Customer Experience Reference Form is up-to-date and that the reference will be available during the period of time that the State will be validating references.</p>
<input type="checkbox"/>	<p>Attachment 6 –Confidentiality Statement</p> <p>The Confidentiality Statement must be signed and dated by the bidder, its employees and subcontractor employees working on this project, and submitted with the bidder’s proposal.</p>
<input type="checkbox"/>	<p>Attachment 7 – Bidder Declaration Form</p> <p>All bidders must complete the Bidder Declaration GSPD-05- 105 and include it with the bid response. When completing the declaration, bidders must identify all subcontractors proposed for participation in the contract. Bidders awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution and it is incorporated by amendment to the contract.</p>
<input type="checkbox"/>	<p>Attachment 8 – Payee Data Record, STD. 204</p> <p>The vendor must complete the Payee Data Record, STD. Form 204 listing their Taxpayer Identification Number.</p>
<input type="checkbox"/>	<p>Attachment 9 - TARGET AREA CONTRACT PREFERENCES ACT (TACPA) (STD. 830S for Services)</p> <p>Preference will be granted to California-based Contractors in accordance with Government Code Section 4530 whenever contract for goods and services are in excess of \$85,000 and the Contractor meets certain requirements as defined in the California Code (Title 2, Section 1896.30) regarding labor needed to produce the goods or provide</p>

	the services being procured. Bidders desiring to claim Target Area Contract Preferences Act shall complete Std. Form 830 and submit it with the Final Proposal. Refer to the following website link to obtain the appropriate form: http://www.documents.dgs.ca.gov/osp/pdf/std830.pdf <i>Bidders are not required to apply for TACPA preferences.</i>
<input type="checkbox"/>	Attachment 10 - California Civil Rights Laws Certification The bidder must complete the California Civil Rights Laws Certification.

Note: The State makes no warranty that the checklist is a full and comprehensive listing of every requirement specified in the RFQ. Checking off the items on the checklist does not establish your firm's intent nor does it constitute responsiveness to the requirement(s). The checklist is only a tool to assist participating Bidders in compiling their final quote response. Bidders are encouraged to carefully read the entire RFQ. The need to verify all documentation and responses prior to the submission of final quotes cannot be over emphasized.

The executive officer of the Conservancy has exempted this solicitation from the Disabled Veterans Business Enterprise participation requirement using the STD 816 form.

Responsive Bidder

A supplier who is responsive provides a bid response that is compliant with solicitation requirements and indicates performance without material deviation from the terms and conditions of the proposed contract. A deviation is material if the Bidder's response is not in substantial accord with the solicitation requirements, provides an advantage to one Bidder over other Bidders, or has a potentially significant effect on the delivery, quantity, or quality of items bid, amount paid to the supplier, or on the cost to the State. Material deviations cannot be waived.

Responsible Bidder

A supplier who is responsible and submits a responsive quote is one who clearly indicates compliance without material deviation from the solicitation's terms and conditions and who possesses the experience, facilities, reputation, and financial resources existing at the time of contract award.

Submission Instructions

1. Responses, excluding the cost sheets, shall be submitted in Word format or PDF via email to Andrew.Auyeung@scc.ca.gov by 5:00 pm on June 11, 2025. For the cost sheet instructions, see #2. Electronic submission must include the solicitation number and bid due date in the subject or body of the email. All documents contained in the original proposal package must have original, "wet-ink" signatures or electronic signatures using DocuSign or a similar program and must be signed by a person who is authorized to bind the proposing firm. Stamped signatures are not sufficient.
2. All cost information must be submitted in a separate sealed envelope that is clearly marked "COST INFORMATION – Do not open" containing one (1) signed hard copy of all cost information and one (1) electronic copy submitted in Word or PDF format on a USB Flash drive. If cost information is not submitted in this manner, the quote may

be rejected. Facsimile machine submissions will not be considered. All cost sheet responses must be mailed to the Coastal Conservancy's Office at 1515 Clay Street, Suite 1000, Oakland, CA 94612 and received by the Conservancy by 5:00 pm on June 11, 2025.

- a. Bidders are encouraged to conserve natural resources such as paper and plastic when submitting their bids in response to this RFQ. Cost sheets may be printed on double-sided paper, minimize use of binders or other plastic components, and be mailed in minimal packaging. This conservation effort is not a mandatory requirement and will have no impact on the evaluation and selection of the bidder who is awarded the contract.
3. All questions regarding the content of this RFQ must be submitted in writing by mail or electronically to Andrew Auyeung at Andrew.Auyeung@scc.ca.gov or 1515 Clay Street, Suite 1000, Oakland, CA 94612 and must be received by the Key Action Date identified above. Questions not submitted in writing by the Key Action Date for submission of written questions shall be answered at the State's option. Verbal responses from the Conservancy are not considered binding. When the State has completed its review of the questions, all of the questions and answers will be issued via an addendum to this RFQ and posted on California eProcurement Portal at <https://caleprocure.ca.gov> and our the Conservancy website <https://scc.ca.gov>.

Evaluation Information

A. Evaluation Process

Responses will be checked for the presence of requirement information in conformance with the submission requirements of this RFQ. The department will evaluate each RFQ response to determine its responsiveness to the requirements.

Award of a contract resulting from this RFQ will be based on a value effective method that combines a comparison of the per-meeting costs and technical criteria as defined below.

B. Evaluation Criteria

The overall responsiveness of each RFQ-ITS response is based on the complete response from the bidder to the RFQ-ITS requirements, including the statement of work for the project. The following three sub-sections and criteria will be reviewed by the State's evaluation team.

1. Administrative Requirements Evaluation Criteria (Pass/Fail)

Responses are reviewed to ensure the submitted bid contains all administrative sections required and listed in. The Contractor will receive a Pass/Fail for this part of the evaluation. A Fail may prevent the Contractor from moving on in the evaluation process.

	Requirement	Yes	No	N/A
1.	Signed RFQ Page 1			
2.	Attachment 1 Signed – RFQ Cover Sheet			
3.	Attachment 2 – Completed and Signed Cost Sheet (sealed in a separate envelope)			
4.	Attachment 3 – Completed and Signed Optional Items Cost Sheet (sealed in a separate envelope)			
5.	Attachment 4 – Response to Scope of Work (including two (2) examples of video production, two (2) examples of audio-visual meeting minutes, narrative, list of subcontractors if applicable, equipment list, organization chart, and resumes)			
6.	Attachment 5 – Three Customer Experience Reference Forms			
7.	Attachment 6 – Confidentiality Statement			
8.	Attachment 7 – Bidder Declarations Form			
9.	Attachment 8 – Payee Data Record, STD. 204			
10.	Attachment 9 – Target Area Contract Preference Act (TACPA) Forms (if applicable)			
11.	Attachment 10 – California Civil Rights Laws Certification			

2. Technical Requirements Evaluation Criteria (80 points)

Bids are scored against Technical and Administrative RFQ requirements, using value effective criteria, resulting in a Preliminary Technical and Administrative score.

Evaluation Criteria	
Administrative Criteria	
Initial Administrative Review	Pass/Fail
Technical Criteria	
90 Points Max	
Contractor's experience meets or exceeds State's needs of experience, including a minimum of 100 meetings over the last three (3) to five (5) years, providing full in person AV support and live streaming for public, hybrid meetings that are compliant with Bagley Keene, and where there is public participation in the room and over zoom. Vendors with less than 100 meetings will receive a proportional percent reduction of points.	10 max
Contractor Proposed Team meets or exceeds State's need, i.e. comprised of experts with recent and extensive experience in providing audiovisual support for hybrid meetings with remote participants integrated into the on-site meeting seamlessly, live streaming of meeting content, in both audio and video formats, and experience in managing virtual meetings using the Zoom Webinar platform with a Zoom Webinar license. The team would need to have experience in the above with similar government agencies that are required to adhere to the Bagley Keene Act. The team would need to have experience in developing and archiving meeting minutes where videos are indexed by agenda item and vote.	5 max
Contractor style and format of the USB flash drives, Contractor website, and sample USB flash drives meets or exceeds State's needs with the video and audio files of meetings clearly organized, visible, and audible.	5 max
Contractor field production system/webcasting and equipment meets or exceeds State's needs.	5 max
Contractor electronic meeting minutes meets or exceeds the State's needs. Electronic meeting minute recordings are video indexed by each agenda item and each motion and vote at a minimum, as well as contain the presentations collected at the meeting from staff and the public and all web-based documents pertaining to the meeting, in archival-quality format.	10 max
Contractor archiving specifications meets or exceeds the State's needs in the areas of server storage capability, a disaster recovery plan in the event of server crash/failure including how archived data will be backed up and providing links to archived materials to the Conservancy.	5 max
Contractor video and audio website archives meets or exceeds the State's needs. The website video and audio archives, dating back to May 2022, will be available via the Contractor's website and server (or a website and server with adequate capacity, to be included as part of the Contractor's service), in both Macintosh and Windows accessible format. The archive will include the video recording indexed by each agenda item and each motion and vote at a minimum; the raw, un-indexed video meeting content; and audio-only meeting content. Access to stored and streamed media (including archived material dating back to May 2022) shall be free to the public, "registration free" at all times, and maintained for the life of the contract.	5 max
Complexity of Contractor audio and video services meets or exceeds State's needs. Ability to concurrently provide, at the same meeting or event, high quality product in the areas of video, slideshows, webcasting and audio support to Conservancy members and presenters as well as integration of remote participants.	10 max

Contractor's two video samples demonstrates high video quality, seamless transitions, camera angles, and unobstructed views of speakers meets or exceeds State's needs.	5 max
Contractor's two audio-visual meeting minute samples demonstrates highly organized audio-visual files that are time-stamped and indexed by agenda item and vote.	5 max
Contractor experience providing service to high-level government officials in public settings on controversial subjects meets or exceeds State's needs.	10 max
Contractor consistently meets the time constraints of clients.	5 max
Contractor ability through skill, staffing, and equipment to adjust to complications or delays meets or exceeds the State's needs. The Contractor has shown that they can quickly and efficiently repair/address any foreseeable issues and resolve unanticipated complications or delays without interrupting the delivery of services.	10 max
Cost	50 Points Max
Lowest cost proposal will receive full cost points and each proposal with higher cost will receive a percentage of total points.	50 max
Total Points	140 Points Max

Methodology

Points	Interpretation	General Basis for Scoring
0	Inadequate	Vendor's information such as content and/or explanation provided is inadequate or does not meet the Conservancy's needs/requirements or expectations or was missing. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
If possible points are: 5 = 1 pt. 10 = 3 pts. Max.	Barely Adequate	Vendor's information such as content and/or explanation offered is barely adequate or barely meets the Conservancy's needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are inconsequential and acceptable. Required experience is not current and/or does not possess many of the required skills. Overall, vendor's response did not address major aspects of the topic and requires multiple areas of clarification.
If possible points are: 5 = 3 pts. 10 = 7 pts. Max.	Fully Adequate	Vendor's information such as content and/or explanation offered is fully adequate or fully meets the Conservancy's needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and acceptable. Experience is current and does possess many of the required skills. Overall, vendor's response is complete, addresses major aspects of the topic, and requires minimal clarification.
If possible points are: 5 = 5 pts. 10 = 10 pts. Max.	Excellent or Outstanding	Vendor's information such as content and/or explanation offered is above average or exceeds the Conservancy's needs/requirements or expectations. Minimal weaknesses are acceptable. One or more enhancing feature, method, or approach that will enable performance to exceed our basic expectations. Exceeds the number of years of experience

		required, experience is current and cutting edge using recent technology, exceeds required skill level.
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3. Cost (60 points)

Each vendor must complete the Cost Sheet (Attachment 2). Evaluation of cost points will be based on the total cost for services for fifteen, one-day public, hybrid meetings at the locations listed below. Therefore, the quote calculation for each vendor will be the total of the vendor’s cost for the following:

- Cost for 9, 1-day meetings in San Francisco Bay area (Alameda, Contra Costa, Sonoma, Marin, Napa, Santa Clara or San Mateo, or San Francisco Counties);
- Cost for 2, 1-day meetings in southern California (Ventura, L.A., Orange or San Diego Counties);
- Cost for 2, 1-day meetings in central coast region (Santa Cruz, Monterey, San Luis Obispo, or Santa Barbara Counties)
- Coast for 2, 1-day meetings in the north coast region (Mendocino, Humboldt, or Del Norte Counties)
- Cost for hosting archive of Conservancy meetings from 2020 through the duration of the contract.

Please note that meeting dates and locations are subject to change during the term of the contract and any meeting might be held as a virtual-only meeting pursuant to public health concerns. The vendor who has the lowest total cost when the above fifteen (15) amounts are added will be awarded the full 50 cost points.

Each bidders cost score will be calculated based on the ratio of the lowest cost proposal to the bidders cost, multiplied by the maximum number of cost points available (50 as shown in the calculation below:

$$\frac{\text{Lowest Total Cost Bid}}{\text{Bidder Total Cost}} \times \text{Total cost points available}$$

Bidder Total Cost

Fractional points will be rounded to two decimal points.

Example: To help illustrate this process, refer to table below, for an example of the cost score calculation process. **Cost figures in the example below explain the calculations and have no other significance.**

Cost Evaluation and Scoring Methodology Example

Bidder	Grand Total Cost	Calculation	Cost Points Awarded
A	\$400,000	$\frac{\$300,000}{\$400,000} \times 50$	37.50

B	\$350,000	$\frac{\$300,000}{\$350,000} \times 50$	42.86
C	\$300,000	$\frac{\$300,000}{\$300,000} \times 50$	50.00

4. Final Scoring Methodology

Bidder	Technical Score	Cost Score	Total Points Awarded
A	72	37.50	109.5
B	68	42.86	110.86
C	76	50	126

In this case the highest scored proposal from Bidder C would be the intended awardee. In the case where there are more than one reviewers, the total points awarded for each bidder would be averaged for a final score.

5. Tie-breaker

The method that shall be used as a "tie-breaker" in the event of a two-way (or more) tie of the responsive/responsible lowest bid will be to place the names of the bidders in a container. The first name drawn will be the proposed awardee. The remaining bidder(s) name(s) will be drawn sequentially and noted in case, upon validation, the proposed awardee selected through the tie-breaking process is unacceptable.

Attachment 1 - Cover Sheet

The submission of this quote does not obligate the State Coastal Conservancy to fund the proposed contract. If the quote is approved for funding, a contract will be executed between the State of California and the bidder. When funding is authorized, the bidder will be expected to adhere to the terms of the executed contract. The undersigned bidder hereby proposes to furnish all labor, materials, tools and equipment, to provide services in accordance with the specifications and provisions received with the RFQ.

1. Full Legal Name of Bidder's Organization:

2. Mailing Address:

Street	City	State	Zip
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Telephone	Email
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3. Federal Taxpayer Identification Number: _____

4. Principal who is authorized to bind the bidder:

Name	Title
------	-------

Original Signature	Date
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5. Bidder's contact person shall be:

(Name and Phone Number)

Attachment 2 – Cost Sheet

The successful bidder will be paid for meetings according to costs entered on this Cost Sheet.

Travel Expenses

The Conservancy has identified travel costs for this contract in the amount of \$12,000.00 per year, subject to scheduling changes and/or additional meetings. Requests for travel reimbursements are to be submitted on a monthly basis along with original receipts and invoices. Such travel expenses and per diem will be at the same rates afforded excluded State employees as prescribed by the California Department of Human Resources (CalHR). The Conservancy estimates that no more than four (4) contractor staff will be required to support a Conservancy meeting. If the Contractor estimates that a larger crew will be required for a specific meeting, the Contractor must obtain approval from the Executive Officer of the Conservancy or his/her designee prior to incurring travel expenses that will exceed the estimate. Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of the State. In no case will travel rates paid to Contractor exceed those rates established by CalHR for excluded State employees. No travel outside of the State of California shall be reimbursed unless prior written authorization is obtained from the State.

Vendor Name: -

Description	# Meetings	Total Cost
1-day hybrid meeting in San Francisco Bay area (Alameda, Contra Costa, Sonoma, Marin, Napa, Santa Clara or San Mateo, or San Francisco Counties);	9	
1-day hybrid meeting in southern California (Ventura, L.A., Orange or San Diego Counties);	2	
1-day hybrid meeting in central coast region (Santa Cruz, Monterey, San Luis Obispo, or Santa Barbara Counties)	2	
1-day hybrid meeting in the north coast region (Mendocino, Humboldt, or Del Norte Counties)	2	
TOTAL	15	

The amount of the quote shall include all labor and equipment, and other expenses. Do not include any travel expenses.

Authorized Signature

Date

Type or Print Signer's Name

Title

Attachment 3 – Optional Items Cost Sheet

Optional Item Cost

Please note: Cost information must be included in a separate sealed envelope.

A cost (if any) must be entered for each item. These costs will not be used for cost evaluation. However, these costs will be included in the resulting contract. The successful bidder will be paid for these items according to costs entered on this Cost Sheet. These items will be implemented at the sole discretion of the Conservancy, with prior authorization for items 1 - 6. Optional Cost Items can include translation services, additional internet connectivity needs, and pricing for an extremely high viewership for a meeting, for example.

Vendor Name: -

1. Alternate Internet Connection Options (if available from vendor since this is not a requirement)

<u>Description of Option</u>	<u>Total Cost for Option</u>
_____	\$ _____
_____	\$ _____

2. Simultaneous webcast with live translation, per meeting per language)

\$ _____

3. Cost to Relocate Meeting Set-Up for Meeting (if no additional cost, please indicate "\$0")

Rate for Service \$ _____

Authorized Signature

Date

Type or Print Signer's Name

Title

Attachment 4 – Response to Scope of Work

The vendor must provide a description of how the services will be performed including, but not limited to, the following:

1. Approach to ensure professional, respectful, timely, and courteous service to the various parties that will be interacted with at the Conservancy meetings, such as Board members, Conservancy staff, and members of the public. A minimum of three (3) years' experience providing full in person AV support and live streaming for public, hybrid meetings that are compliant with Bagley Keene, and where there is public participation in the room and over zoom.
2. An equipment list detailing the field production system including the types and number of camera equipment used (small robotic cameras operated by contractor's staff within the room to keep the contractor's foot print to a minimum); Zoom Webinar license; types of source mixing boards; audio equipment, including types and number of available microphones; FM headsets or similar devices for the hearing impaired if available; information related to how signal redundancy is captured in order to protect against any type of malfunction; a description of the encoding and/or streaming components used within their solution; and any ancillary equipment generally used by the vendor for meeting facilitation.
3. Process to record the audio from a "closed session" confidentially. The Conservancy may have a "closed session" scheduled on the agenda for any meeting. During the closed session, everyone must leave the room except for the Conservancy Board members and designated persons. The closed sessions must never be live webstreamed, included in the public webcast archive, nor included in the DVD copies of the meeting proceedings.
4. Video switching equipment that must be capable of providing text information at the bottom of the screen that includes the applicable agenda item, meeting date, and the Coastal Conservancy's logo on both the live stream and the archived recording. This text is not required when viewed on the Zoom platform due to technological limitations. The Coastal Conservancy will provide the logo to be used upon award of the contract.
5. Webstreaming components and encoding/streaming processes, including options for lack of/failure of internet connectivity in a venue and a brief general description of its server storage capability, a description of its disaster recovery plan in the event of server crash/failure, and explain how links to archived materials will be provided to the Conservancy's website. Please note: for purposes of this RFQ, the bidder should outline how it will meet any potential high demand for the stream. The Conservancy requires a minimum video stream resolution of 720x480p at 30 frames per second. Depending on the network infrastructure at the venue, the bitrate can be adjusted to provide the highest quality video that the venue's bandwidth will allow.

6. Description of how they prepare for possible problems at a venue including but not limited to the following: adequate sound levels, large crowds, inoperable equipment, and integration of Zoom webinar platform to support virtual live testimony from remote locations. Response must include specific contractor preparedness and experience and redundant equipment, supplies, and tools provided to ensure smooth meeting services.
7. Style and format of the USB Flash Drives copies they will provide to document the meeting proceedings.
8. Samples of work from other projects, or outlines of what deliverables are proposed for the required tasks including:
 - a. A minimum of three (3) references demonstrating streaming video and audio service experience for projects with similar scope, schedule and resources to this project. The vendor shall complete one (1) Customer Experience Reference Form, Attachment 5 for each reference. A total of three (3) Customer Experience Reference Forms, Attachment 5, must be submitted. The descriptions of these projects must be detailed and comprehensive enough to permit the State to assess the similarity of those projects to the work anticipated in the award of the contract resulting from this procurement. These references may be contacted by the evaluation team during their evaluation of the quotes if deemed necessary by the evaluation team.
 - i. The State may contact customer references during the week following submission of quotes to validate the information provided by the bidder and to determine the customer's overall satisfaction with the services provided. Therefore, it may prove beneficial to the bidder to contact its referenced customers to ensure their contact information provided on the Customer Experience Reference Form is up-to-date and that the reference will be available during the period of time that the State may be validating references.
 - b. A minimum of two (2) examples of their video production, including the use of the Zoom Webinar platform and webstreaming work that is similar to the services requested in this RFQ with links to existing webcast archives, or other accessible media.
 - c. A minimum of two (2) examples of their audio-visual meeting minutes that are time-stamped and indexed by agenda item and vote.
9. The vendor must provide an organization chart that identifies the proposed contract team, including a brief description of the team that will be available to support the services that they provide. Our experience has shown that our basic audiovisual and webstreaming needs require a minimum of three staff to adequately manage the various tasks involved during a Conservancy meeting. The vendor must identify the number of staff available and general tasks that will be performed during the various phases of the webcast as follows: scheduling, pre-site verifications, set-up, technical assistance to presenters, and production and tear-down. The vendor must also provide the names and phone numbers of the Principals or Senior Engineers who may share responsibilities to oversee the provided services.

10. Resumes for proposed members of the team (including on-site coordinators for live in-person meetings), detailing experience meeting the State's requirements. We understand that teams may change over time, but please provide resumes of key proposed team members.
11. Small Business Certification: Bidders claiming the small business preference must be certified by California as a small business or must commit to subcontract at least 25% of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the Office of Small Business and DVBE Services (OSDS) no later than 5:00 p.m. on the bid due date, and the OSDS must be able to approve the application as submitted. Small business nonprofit veteran service agencies (SB/NVSA) claiming the small business preference must possess certification by California prior to the day and time bids are due. Questions regarding certification should be directed to the OSDS at (916) 375-4940.
12. At the State's option prior to award, bidders may be required to submit additional written clarifying information. Failure to submit the required written information as specified may be grounds for bid rejection.
13. Contract Information: The contract will be created by the State Coastal Conservancy and will be emailed to the winning contractor for signature in DocuSign after the contract has been awarded. DocuSign will email the contractor a copy of the signed contract once it has been fully executed.

Attachment 5 – Customer Experience Reference Form

The bidder must provide three (3) client references for services it has performed within the past three (3) years that are similar in size, scope, and type of service as specified in this RFQ-ITS.

Complete this form for each reference.

Bidder's Name:
Subcontractor that provided the services (if other than the bidder):
Company/Organization:
Contact:
Address:
Telephone:
Fax:
E-mail:
Project Name and/or Description:
Bidder or Subcontractor's involvement:
Start Date (mm/dd/yyyy):
End Date (mm/dd/yyyy):
Project Dollar Amount:

Describe corporate experience for this project as it relates to the RFQ-ITS Scope of Work. The description of the project must be detailed and comprehensive enough to permit the State to assess the similarity of those projects to the work anticipated in the award of the contract resulting from this procurement. Include the (1) number of live in-person meeting conducted, (2) number of virtual meeting conducted (if multiple platforms for used, please listed out the name of platform and number of meetings, e.g. Zoom meetings – 3; GoToMeeting – 5), and (3) the number of hybrid in-person with virtual integration meetings conducted.

Attachment 6 – Confidentiality Statement

As an authorized representative and/or corporate officer of the company named below, I warrant my company and its employees will not disclose any documents, diagrams, information and information storage media made available to us by the State for the purpose of responding to RFQ-ITS 25-01 or in conjunction with any contract arising there from. I warrant that only those employees who are authorized and required to use such materials will have access to them.

I further warrant that all materials provided by the State will be returned promptly after use and that all copies or derivations of the materials will be physically and/or electronically destroyed. I will include with the returned materials, a letter attesting to the complete return of materials, and documenting the destruction of copies and derivations. Failure to so comply will subject this company to liability, both criminal and civil, including all damages to the State and third parties. I authorize the State to inspect and verify the above.

I warrant that if my company is awarded the contract, **it will** not enter into any agreements or discussions with a third party concerning such materials prior to receiving written confirmation from the State that such third party has an agreement with the State similar in nature to this one.

(Signature of representative)

(Date)

(Typed name of representative)

(Typed name of company)

Attachment 7 – Bidder Declaration Form

All Contractors must complete the Bidder Declaration GSPD-05-105 and include it with the bid response. When completing the declaration, bidders must identify all subcontractors proposed for participation in the contract. Bidders awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution and it is incorporated by amendment to the contract.

Bidders who have been certified by California as a DVBE (or who are bidding rental equipment and have obtained the participation of subcontractors certified by California as a DVBE) must also submit a completed form(s) STD. 843 (Disabled Veteran Business Enterprise Declaration). All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form(s). Should the form not be included with the solicitation, contact the State contracting official or obtain a copy online from the Department of General Services Procurement Division, Office of Small Business and DVBE Services (OSDS) website at www.pd.dgs.ca.gov/smbus. The completed form should be included with the bid response.

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

Attachment 8 - Payee Data Record, STD. 204

The successful bidder as a result of this RFQ-ITS will be required to complete and sign the Payee Data Record, STD. 204, before contract execution. Refer to the following website link for more details:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

Attachment 9 – Target Area Contract Preferences Act

All bidders must complete a Target Area Contract Preferences Act Preference Request for Goods and Services Solicitations form (STD 830):

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf>

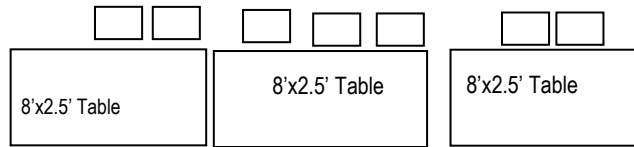
Attachment 10 – California Civic Rights Law Certification

All bidders must complete a California Civic Rights Law Certification form (DGS OLS 04):

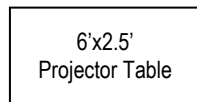
<https://www.dgs.ca.gov/-/media/divisions/ols/forms/california-civil-rights-laws-attachment.ashx>

Attachment 11 – Example of Meeting Room Set-Up Plan

Boardmembers and Executive Officer



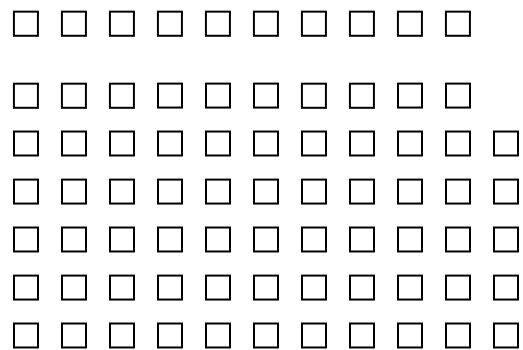
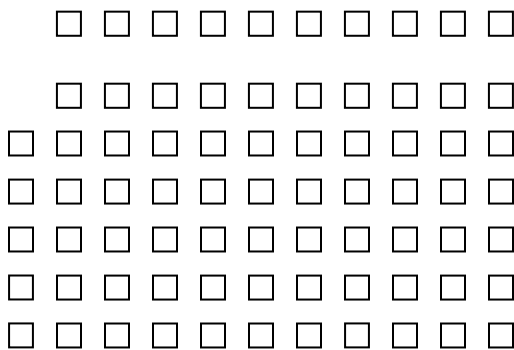
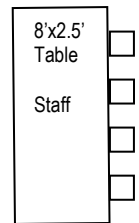
Screen



Podium - Public Speaker



Step



Entrance

Attachment 12 – Conservancy Meeting Schedules

2025 Meeting Dates

Please note: Meeting dates and locations are subject to change during the term of the contract and meetings might be held as a virtual-only meeting pursuant to public health concerns; however, the following dates and locations will be used when calculating the quote amounts. The current meeting schedule and list of locations are posted on the Conservancy’s website at www.scc.ca.gov.

September 18, 2025	Oakland, California
November 20, 2025	Oakland, California

2026 & 2027 Meeting Dates and Locations

The 2026 Coastal Conservancy meeting schedule will be adopted by the California Coastal Conservancy at a Conservancy meeting in the Fall or Winter of 2025. Once adopted, the schedule will be viewable on the Conservancy’s website at <http://scc.ca.gov>. The 2024 meeting schedule locations will be used to calculate the quote amount for the months in 2025 - 2028. Please include 5 meetings per year for a total of 15 meetings in case the Conservancy determines that more meetings are needed.