

Questions & Answers for the Coastal Conservancy's RFQ 25-02 – VERSION 2

1. Electronic Meeting Minutes-Please advise on the preference for "closed-captioning".
Caption by Zoom, or a Professionally Clean edit?
 - a. Either is fine
2. Optional Tasks-Translation-For Spanish Translation: Is it preferred to be Live Audio or Live Caption?
 - a. Live Audio
3. Is there a need for ASL?
 - a. No
4. Is there a need for CART in Spanish- Communication Access Realtime Transcription (CART) involves human transcription.
 - a. Not required
5. Does the Conservancy intend to have remote participation or allow remote public comment using the Zoom webinar platform?
 - a. Yes
6. Review of the document does not mention that there is the potential requirement that all vendors have a minimum of 3% DVBE mandatory participation, nor does it indicate that this solicitation waives this requirement. Would the SCC please confirm that the implied mandatory requirement is waived so that Bidders unaffiliated with DVBE can respond to this RFQ-ITS without being rejected?
 - a. This requirement has been waived in Section I.
7. Page 4, Requirements has, in bold, that the "Quotes must be received no later than 5 pm June 11, 2025. The due date according to the table found on page 12 indicates that this is a typo and the date is July 11, 2025. Would the State please confirm the due date of July 11, 2025.
 - a. Correct. The deadline is July 11, 2025.
8. Page 4 also has bottom paragraph has the service period from July 1, 2025- July 1, 2028. Page 12, period of performance, indicates that the dates will begin with the completion of the Standard Agreement through June 30, 2028. Would the State confirm this statement is the accurate statement.
 - a. The agreement will begin at the completion of the Standard Agreement through June 30, 2028.
9. Page 6, sixth paragraph concerns connectivity. With the advent of hybrid meetings and the need for captions and translations, connectivity in most rooms is inadequate and vendors supplement the bandwidth as a matter of course to prevent any disruption to the streams needed to facilitate the meeting. Would the SCC allow vendors to charge for this additional connectivity that is needed in all venues?
 - a. Yes
10. Page 8, paragraph 4, as written requires the on-site lead/coordinator/supervisor to have a minimum of two (2) years of experience doing similar work. "Similar work" is not

necessarily providing hybrid services for government meetings. There is no such things similar experience for 'hybrid' legislative documentation. Would the SCC like to enhance this requirement to indicate that the lead must have a minimum of two years' experience providing services for hybrid government meetings with archiving and electronic minutes?

- a. Yes, similar experience means the vendor's on-site lead has provided services for hybrid meetings.

11. Page 14, Requirements for Attachment 5- Customer Experience Reference should be more specific in seeking experience in providing A/V, streaming and hybrid government meeting facilitation and archiving and not for allow for references that are 'similar in size, scope and type of service.' Government meeting legislative documentation is a specialized service that is not 'similar' to other types of streamed events. Would the SCC like to change its reference requirements to be experience providing A/V, streaming and hybrid government meeting facilitation and archiving with legal electronic minutes?

- a. Yes, similar experience means the vendor has provided services for streaming and facilitating hybrid government meetings.

12. Page 14, Submission Instructions require that the responses have to be mailed. This is a burdensome request for vendors these days when most business is conducted by email as it has been done since COVID. Given that the response by the SCC to questions is scheduled for July 9, vendors cannot mail or ship its response in advance. Vendors will be challenged to integrate the responses to the questions into their documents and be able to mail or ship them overnight on July 10. Mail and private carriers lose packages or have issues that cause a package to arrive late, which has happened to this vendor. Other agencies accept email responses, with the request that the submittal be divided into two parts, with one file being a "Master" with all written information but the cost sheet and one file be "Cost Sheets." Page 16, Submission Instructions, with number 1 indicating that the response is to be emailed and number 2 indicating that the response is to be mailed. Number 1 also references a document must be sent by DocuSign, which makes no sense for the submitting of a quote. Would the SCC clarify that the response is to be emailed by the due date and time in two files, one a Master of the narrative and supporting documents and one file the cost sheets?

- a. The bulk of the response (everything except the cost sheets) can be emailed and signed electronically. The cost sheet must be printed, signed with a wet signature, and mailed in a separate, sealed envelope that is clearly marked "COST INFORMATION – Do Not Open". This envelope must contain the hard copy of all cost information.

13. Alternatively, if the SCC does want the documents mailed, and holds to providing the responses to questions on July 9, would it extend the due date by a week to July 18? This would allow vendor time to finish the documents and mail or ship them in advance of the due date to be sure that they arrive in a timely manner.

- a. Yes, extending the deadline for the mailed cost sheet to July 18, 2025 is fine.

14. Page 15, Attachment 4- Response to Scope of Work. Would the SCC like to strengthen this item to specify that the examples of video production/meeting minutes must be hybrid government meetings?
 - a. Yes, given that all RFQ requirements are for similar work, meaning hybrid meetings, the examples provided should be for hybrid meetings.
15. Page 15, Attachment 6, Confidentiality Statement requires that the Statement be signed by the bidder, its employees and subcontractor employees. This RFQ is for the purpose of documenting public meetings, which are, by intention, not confidential. The attachment itself stipulates that it is an authorized representative of the company who is signing on behalf of the company and its employees. Would the SCC confirm that this is the intent of Attachment 6 and remove references to employees on page 15?
 - a. Yes, we will remove the reference to “employees”; only one authorized representative of the company or any subcontractor needs to sign the Confidentiality Statement. While the meetings are public, and it is likely that most materials that SCC will provide to the bidder will be nonconfidential, SCC does not want the bidder to be in the position of needing to determine whether materials are confidential, nor responsible for disbursing materials if requested by the public or a third party.
16. Page 19, Technical Criteria item 3 references USB flash drive samples. If the SCC will accept written portions of the submissions by email, would it like to make a requirement that bidders provide sample USBs with their electronic minutes on them, by mailing them directly after response to this question?
 - a. The only thing that is required by mail are the cost sheets. We will waive the requirement to provide a USB drive, but understand we will need a digital copy of the cost sheet once the contractor is selected.
17. Page 20 Cost points are listed as 50 points max but on page 21, Cost has notation of 60 points. Would the SCC affirm that 50 points is the maximum points for cost?
 - a. Yes, 50 points is the maximum for cost.
18. SOW Item 8 concerns references, as does the actual Attachment 5 (page 29) which again only specifies “projects with similar scope.” To be consistent with the requirements of the RFQ would SCC like to make the experience requirements more specific to providing **hybrid meeting services** in government meetings, with archived meetings and electronic minutes?
 - a. Yes, similar scope means the vendor has experience providing hybrid meeting services.