

Agenda Preparation & Meetings Management for the City Council of Hyattsville, MD

Pre-Proposal Meeting & Conference Call

Tuesday, August 14, 2018

10:00 AM

Below is a summary of the pre-proposal meeting and conference call. The below is not a word for word transcription, it has been edited for clarity. The meeting began at 10:04 a.m. on Tuesday, August 14, 2018 and closed at 10:14 a.m.

Summary Notes from Pre-Proposal Meeting & Conference Call

Hello! Thank you for joining us either in person or via conference call for our Agenda Preparation & Meetings Management RFP Pre-Proposal Call. It is not a mandatory call, but we've set it up, so we can answer any questions that you may have. If we do not have an answer on a question today, we will post the answer on our website.

My name is Laura Reams and I am the City Clerk for Hyattsville. I am managing this project's RFP process. Also attending from Hyattsville is our Deputy Clerk, Nicola Konigkramer, Contracts/Grants Supervisor Julius Wiggins, and Treasurer, Ron Brooks. Also, on our project team but not present are Director of Community Services Jake Rollow and Cable Television Coordinator Jonathan Alexander.

Please be aware that this meeting/call is being recorded, for the sole purpose of publishing a summary of the questions and answers from the call onto our website. Note that the questions/answers published on our website will not identify the names of those who submitted the questions.

There were brief introductions of those on the call.

We'll do our best to answer all questions. However, there may be questions the project team will need to discuss and answer after the call. We will post all questions and answers on our website by Tuesday, August 21<sup>th</sup>. Answers to questions received via email after this meeting will also be posted on our website. All vendor questions are due by Friday, August 17, 2018.

Reminders about due dates- RFP's are due Friday, September 7<sup>th</sup> at 5 PM. The project team will review the proposals and create a "short list" of vendors who will be asked to present a demonstration to the project team in early October. In person or webinar demonstration is fine. We anticipate awarding this contract in November with an implementation by January/February. Please note that the award of the contract will be authorized by the City Council on the project team's recommendation.

With no questions on the phone or in person, Clerk Reams addressed the questions submitted via email.

**1. Broadcast/streaming hardware:**

- What cameras, encoders, and other related equipment are you currently using?
  - *Reams – We currently use ROSS video cameras and Granicus encoders for our streaming.*
- When was this equipment acquired, and when do their manufacturer warranties expire?

- *Reams – Our ROSS cameras were recently acquired and under a full manufacture warranty.*
- Do you need to replace any of this equipment? If so, what are your technical requirements?
  - *Reams – We do not need or plan to replace any of our camera systems. The encoder for the streaming is something we would like provided to us by the selected vendor.*
- Do you use city staff to control your current cameras and broadcast? If not, who is responsible?
  - *Reams – Yes, we do.*

## **2. Connectivity:**

- How much outbound bandwidth does the jurisdiction have to set aside for this project?
- Please describe the connectivity both internally and externally.
  - *This question was reviewed with staff after the call. The City will not provide particulars on its internal/external connectivity, however notes that its current bandwidth capacity is adequate to stream 1080hp videos.*

## **3. Closed captioning:**

- Do you need to add closed captioning to your live stream? Your live cable broadcast?
- Do you need to have closed captioning available for on-demand video only?
- Do you need to add captioning to your current meeting video archive?
  - *Reams – At this point we do not need closed captioning. it may be a need in the future. It is good information if you can provide that service as an option, but it is not required by the RFP.*

## **4. Meetings:**

- How many meetings per year will you be streaming?
  - *Reams – We have about 45 Council Meetings per year that need to be streamed. The selected product also must allow us to post agendas and minutes for our committee meetings. We have approximately 150 committee meetings a year, but they do not need to be streamed.*
- Are all these meetings held in the same room?
  - *Reams – Yes, all meetings that need to be streamed are held in the same room.*
- What is the average length of your meetings?
  - *Reams – It varies, from 30 minutes to 5 hours. The average is about 2.5 hours.*

## **5. Voting:**

- Would you prefer to use your current wireless tablets for voting, or do you want new on-desk touchscreen voting panels?
  - *Reams – We are open to both options. Our main concern is reliability and ease of use. We understand that different options have different pricing levels and we're interested in seeing those options with associated pricing.*

## **6. Regarding connectivity, is there an on-site team the vendor would work with on implementation?**

*Reams – Yes, we have on-site IT and off-site IT support who would be a part of the project.*

**7. A sample contract was listed in the RFP as an attachment, but was not provided.**

*Reams – The City will post the sample contract as an addendum later that day.*

The City thanks everyone for joining the call and appreciates all time and effort that vendors put into their proposals. Vendors are encouraged to reach out with additional questions by Friday, August 17. The questions from this call will be posted on the City's website by close of business on Tuesday, August 21, 2018. Additional questions received will also be posted on the City's website. As a reminder, the proposals are due Friday, September 7, 2018