



RAILROAD COMMISSION OF TEXAS

PROCUREMENT AND CONTRACT MANAGEMENT DEPARTMENT

ADDENDUM #1 **(Posted to ESBD as Package 3)**

DATE: 10/10/2017
RFP#: 455-18-8453A
TITLE: LIVE AUDIO-VISUAL STREAMING SERVICES

PROPOSAL DEADLINE: **OCTOBER 16, 2017 AT 3:00 PM CT**

ADDENDUM ITEM #1:

Purpose of this Addendum is to publicize submitted questions with answers.

No.	QUESTIONS	ANSWERS
1	Is the provider expected to provide microphones for speakers at the Commissioners' Conference Open Meetings, hearings, and Executive Director town hall meetings? Or, will be able to access the house audio feed from the in-room microphones used in rooms 1-100, 1-104 and 1-111 ? (Page 4/Section 1.1)	The main commissioners' conference room, RM 1-111 is outfitted with an in-house audio system, which includes microphones. There may be instances in which a webcast is necessary and the vendor must supply microphones.
2	Are there any estimates for the anticipated total audience viewership for the Commissioners' Conference Open Meetings, hearings and Executive Director town hall meetings, respectively? Do you anticipate hundreds of total views, thousands of total views, etc. for each of the live streaming broadcasts? (Page 5/Section 2.1 B.)	Viewership varies from meeting.
3	Will we need to provide PA systems for rooms 1-100, 1-104 and 1-111 or are there existing PA systems already in those rooms for attending audiences? (Page 4/Section 1.1)	There is an audio system in RM 1-111. I do not have information on the other rooms.
4	What has changed in this RFO from #455-18-8453?	There were two proposal submission deadlines listed, so the RFO was reposted using the furthest listed submission date 10/16/2017.
5	We submitted a response to RFO 455-18-8453. Will responses to the previous RFO be retained and considered for this re-issued RFO?	No, you do not have to resubmit. All submissions received by 09/28/2017 have been under lock and key, unopened to only be opened after the 10/16/2017 3:00 PM CT deadline.
6	<ul style="list-style-type: none">Contract renewal clarification:<ul style="list-style-type: none">Section 1.2 Background – Paragraph 3 states “one-year contract renewals”Section 1.3 Contract Term states “The Contract may be renewed for two (2) additional two (2) year periods”.	Any resulting contract(s) will be for an initial period of two (2) years with two (2) additional (2) year renewal option periods.

7	<ul style="list-style-type: none"> • Submission format clarification: <ul style="list-style-type: none"> o Section 3.2.a requests (1) original, (4) copies, and (1) electronic copy in PDF format o Section 3.4.1 requests (1) original, (3) copies, and (1) electronic copy compatible with Microsoft Office. 	<p>Please submit: (1) original, (4) copies, and (1) electronic copy in PDF format.</p> <p>If your submittal was submitted with (3) copies, it will be accepted without reflection on your end.</p>
8	What is the live attendee range for these webcasts? Are all the live attendees in one room (a closed stream type of option) or multiple people joining online?	Attendance varies depending upon the purpose and scope of the meeting to be webcast. The main room holds approximately 150 people, but there are additional rooms that can be used with varying occupancy limitations. We have not had need for a closed stream, but that is an option we want available if necessary.
9	Hearing Impaired Captioned Services, is live closed captioning needed, on-demand or both? English only? Or other languages? Please specify.	Yes, closed caption services are necessary. English only at this time.
10	What is the location of these rooms? Are they all in Austin? If not please clarify.	Yes, all rooms are in Austin in the William B. Travis state office building.
11	Is there any in-room equipment such as video conference units (VCU's)/ telepresence units, fiber or will on-site encode be needed?	A vendor necessary equipment and infrastructure for webcasting and archiving.
12	Will there be a Live audience in the same room as the production? If so, will a public address (PA) or audio system required from the vendor? Are mic's needed for each speaker?	Yes, a live audience is normally present. The main room is wired with three microphones on the dais and a mini-mult system on the front of the dais to plug in a mic for a podium.
13	On average how many speakers will be shown?	That is dependent upon the purpose and scope of the webcast.
14	Is day before set up required/ rehearsal?	Set up and testing prior to an event is required to ensure a successful webcast.
15	In section 3.3.3 Televisions are needed, in what capacity are these being used for? And how many are needed?	Answer pending
16	Do your events require an audio back up?	Question not understood
17	In regards to the number of rooms, please clarify if these events happening concurrently	Generally, only one room would be necessary for webcasting during an event.
18	For the number of cameras in each room, what is the maximum numbers of camera's being requested?	As many is necessary to fully and successfully webcast a meeting or event. At present there are 3 HD cameras set up to webcast Commissioners' Conference in our main room.
19	Will there be slides as well or just a video feed?	That is dependent upon the purpose and scope of the hearing, but the capability must exist.
20	If there are slides, will a producer from the vendor be needed onsite to flip the slides, or will the client be handling this? (training will be provided and a remote webcast producer will be assigned to the event)	That is dependent upon the purpose and scope of the hearing, but the capability must exist.
21	Any security set up needed?	Question not specific enough to answer
22	Is there an incumbent contractor providing this service today? What is the amount and length of their contract?	Yes. There is no existing formal contract or amount.

All other aspects of the **RFP# 455-18-8453A** remain as is.

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RECEIPT OF ADDENDUM #1 OF RFP #445-18-8453A

IN YOUR SUBMITTAL THE RESPONDENT SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM.

Respondent Signature

Date

Printed Name

Company Name