



March 28, 2024

**TO:** Holder's List

**SUBJECT:** RFP NO. 072096 VIDEO PRODUCTION & WEB STREAMING

### **ADDENDUM NUMBER 02**

This addendum is issued to add, remove, clarify, and amend the following:

#### **BACKGROUND (Page 2)**

The NWSA Managing Members hold regular public meetings ~~the first Tuesday of every month, alternating at <https://portal.vectoconnect.us/p/nwseaportalliance>~~ between Pierce County (odd months) and King County (even months), audit committee meetings are held three at least twice each times a year (remotely) and other special meetings may be held on at different locations as necessary.¶

The PORT Commission holds regular public meetings ~~the third Thursday of every month at <https://www.portoftacoma.com/commission>~~ at The Fabulich Center in Tacoma, audit committee meetings three times a year and other meetings as necessary. Occasionally, the Port will conduct meetings at different locations that may not have audio or video equipment.¶

The PORT/NWSA may also require additional video and streaming services for business and/or community events, meetings and speeches.¶

The public is able to view meetings live and find archived content on the PORT/NWSA websites. The PORT/NWSA seek online meeting portals with the core functionality of providing the public access to a live stream of the meeting, as well as meeting documents and archived documents, videos and audio recordings.¶

#### **SCOPE OF SERVICES (Page 3)**

- → Meetings at Port of Seattle (The Conference Center at SEA (inside Seattle Tacoma International Airport) SeaTac Airport Conference Center or possibly T-46): The vendor will provide all equipment, services and staff required to produce, record and live-stream meetings. Meetings will be streamed live online through a Web portal, and recorded for on-demand viewing and broadcast.¶

## SCOPE OF SERVICES (Page 4)

<b>Audio &amp; Video Requirements By Location/Agency**</b>		
<b>Location</b>	<b>Provide Video Equipment</b>	<b>Provide Audio Equipment</b>
PORT/Fabulich Center	NO	NO
NWSA/Fabulich Center	NO**	YES
NWSA/Airport	YES	YES
NWSA/Pier 69	YES	YES
Other locations	YES	YES

\*. NOTE: The successful firm must provide sufficient audio and video equipment to meet the needs of all the PORT/NWSA meetings. ¶

\*\*. NOTE: Unless the equipment is not working properly and Consultant will be notified at least 24 hours prior to meeting. ¶

## SCOPE OF SERVICES (Page 5)

The vendor will provide unlimited on-demand bandwidth and storage for streaming on-demand content and archiving for all meetings. The vendor will provide a live video stream of all meetings on the Web portals, except when the meeting location doesn't offer the bandwidth required. The Vendor will provide all data files to the PORT/NWSA for our storage within 30 days of meetings. It is assumed that all meetings at the Port of Seattle and Port of Tacoma will be live-streamed online. ¶