Project: **Webcasting and Hosting**   **Date:**   **February 12, 2014**

                                                      RE: **Addenda 2**

The following questions were received by Maria Ellison from a vendor by email on February 5, 2014.

Questions:

1. Is the venue always the same ?

    Answer: Yes.

2. How many cameras for each type of meeting?

    Answer: One.

3. How many board members are there for each?

    Answer: Four to six.

4. What is the room set up for each? Sometime? Always?

    Answer: Same.

5. Is there Q&A from an audience?

    Answer: No.

6. Does the venue have an internet upload speed of at least 5 mbs?

    Answer: Yes.

7. Do we need to supply a sound system for the room or just the webcast?

    Answer: No.

8. Does the room have adequate lighting for a broadcast?

    Answer: Yes.

9. Do we supply lighting?

    Answer: N/A.

10. How much time will we have to set up , test and to take down?

    Answer: Setup and test the day before around 4:30 PM and take down within one hour after ending.

11. If the meeting is early morning, can we set up and test the day before?

    Answer: Yes.

12. How long are the meetings?

    Answer: Two to three hours and sometime longer.

13. How many viewers do you anticipate?

    Answer: N/A.

14. Define dial up as the technology has changed in the past few years. Could some use DSL?

    Answer: Internet.

15. What are the needs for offline storage? Do BPCPc/BPCA Members need direct access to files Or do you want a video file for each meeting delivered 7 days after? In multiple formats? These days all media players can play several standard formats.

    Answer: Refer to page 15 on the RFP.

16. Which statistics are required in the reports?

    Answer: Refer to page 15 on the RFP.

END OF ADDENDUM #2

By signing the line below, I am acknowledging that all pages of the addenda has been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

_____   _____

Print Name   Signature   Date
Number of pages received: _____<fill in>