

Project: Webcasting and Hosting

Date: February 12, 2014

RE: Addenda 1

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

Questions:

1. We understand BPCA has hired a vendor in the recent past to continuously provide live-streaming and webcasting (On Demand) services for their board meetings. Does BPCA already have an active channel (like "You Stream") available for a new vendor?

Answer: No.

2. Will all monthly BPCA meetings occur in the same conference room? Is this location in the World Financial Center?

Answer: Yes, One World Financial Center.

3. How many active board members normally attend the monthly meeting to go live?

Answer: Four to six.

4. What is the average length of these meetings?

Answer: Two to three hours or sometime longer.

5. What time in the AM or PM do they normally commence?

Answer: AM.

6. Are there ever other participants in the conference room that participate (by asking questions), who are not board members and sit away from the main conference table or discussion seating area? If so, how many of these extra people normally show up?

Answer: No.

7. Does BPCA have access or own a multi-channel mixer? If yes, how many channels?

Answer: No.

8. Based on your previous live-streaming meetings and corresponding statistics, how many viewers have you had watching your live-streaming and how many viewers on average have watched BPCA's on-demand videos monthly?

Answer: N/A.

9. We understand you have contracted a company in the recent past to render internet broadcasting and hosting services. Can you please reveal who this company and potential incumbent/bidder is (if incumbent)?

Answer: No.

10. 9 out of 10 times, proposal responders/bidders are provided with a cost proposal template, which enables agency to make more accurate comparisons and assessments between bidder's costs. Can you provide a template or elaborate on the two options of cost proposals you are requesting?
E. Cost Proposal section is lean and unclear.

Answer: No template.

11. Based on previous services provided to you, can you give the bidder a "Ball Park" figure for say an annual budget for the requested services?

Answer: No.

12. Is it a fact BPCA is highly encouraging M/WBE's to submit competent proposals?

Answer: Yes

END OF ADDENDUM #1

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: _____