

THE NORTHWEST SEAPORT ALLIANCE
MEMORANDUM

MANAGING MEMBERS
ACTION ITEM

Item No.	<u>9B</u>
Date of Meeting	<u>June 4, 2024</u>

DATE: May 14, 2024

TO: Managing Members

FROM: John Wolfe, CEO

Sponsor: David Morrison, CFO

Project Manager: Leilani Berinobis, Sr. Executive Assistant

SUBJECT: NWSA Video Production & Web Streaming Services

A. ACTION REQUESTED

Request Managing Members of The Northwest Seaport Alliance (NWSA) authorize the Chief Executive Officer or their delegate to enter into Personal Services Agreement No. 072123 with Worktank Enterprises, LLC (Consultant) for Video Production & Web Streaming Services in the total amount of \$800,000.00 over a (5) five-year period.

B. SYNOPSIS

The proposed contract is for the services necessary for the Managing Member public meetings to be broadcasted live via the internet, recorded for future viewing on the NWSA website, made available to local TV stations, and for the continued development, hosting and maintenance of the meeting websites in support of Managing Members' commitment to transparency, accessibility and accountability with both citizens and key stakeholders.

C. BACKGROUND

The NWSA relies on the services of a third-party consultant to provide professional video production and online streaming services for NWSA Managing Member meetings and other business or community events and/or speeches as requested by the NWSA. The Consultant also provides all support for the audio, video and streaming systems set-up, testing and troubleshooting. The current contract for these services expires June 30, 2024.

Staff issued a Request for Proposals (RFP) on March 18, 2024, for these services to replace the existing NWSA contract. Proposals were due April 15, 2024. Four proposals were received and evaluated. After the proposals were reviewed and scored, the incumbent, Worktank Enterprises, LLC was the successful proposer.

The selection panel comprised of:

- Leilani Berinobis, Sr. Executive Assistant, NWSA
- Juliet Campbell, Clerk, NWSA
- Judi Doremus, Executive Assistant, Port of Tacoma
- Helen Hickman, Clerk, Port of Tacoma
- Stacy Swiger, Manager, IT Service, Port of Tacoma

The selection committee was made up of both NWSA employees and Port of Tacoma employees due to both contracts expiring at the same time. A single RFP was issued with the intent of awarding separate contracts for the NWSA and Port of Tacoma.

D. PROJECT DETAILS

The Consultant will provide professional video production and online streaming services for NWSA Managing Member meetings and other business or community events and/or speeches as requested by the NWSA. In addition, the Consultant will provide all support for the audio, video and streaming systems, including set-up, testing and troubleshooting.

Meetings at the Fabulich Center

- Use the installed video and audio equipment to produce and live-stream meetings.
- Provide any additional audio equipment and any other required equipment, services and staff to produce and record meetings.
- Meetings will be streamed live online through a web portal and recorded for on-demand viewing and broadcast.
- Provide live artificial intelligence (AI) closed captioning during Managing Member meetings – **DEI Initiative**

Meetings at the Conference Center at SEA

- 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.
- Provide live AI closed captioning during Managing Member meetings – **DEI Initiative**

Meetings at Other Locations

- As needed, produce, record and live-stream meetings at locations other than the Port of Seattle or Port of Tacoma.
- Consultant and the NWSA staff will determine the staff, equipment and services required.

Hosting

- Host the web streaming system: provide all monitoring, maintenance, software upgrades and bug fixes.
- Real-time streaming video must be available to both internal and external users, be in a widely utilized streaming format and support multiple device platforms.

Web Portal

Provide a meeting website and work with the NWSA staff to design the portal and provide all development, hosting and maintenance of the site. The site must optimize content viewing across multiple platforms and devices. The web portal will provide the ability to:

- Publish meeting notices, agenda, memos and other documents prior to meetings
- Live-stream video of meetings
- Index/cross link/time code meeting content by agenda for ease of access and selection of specific items of interest
- Publish downloadable video and audio files
- Archive video recordings, audio recordings and related documents, including, but not limited to memos, presentations and resolutions (PDFs preferred)
- Search archive library by keyword
- Jump to index points of archived meetings
- RSS feeds for meeting notices/agendas, minutes and videos
- Provide NWSA staff access to upload, edit and publish meeting content. The content management must be built for the non-technical user
- Provide training and support to NWSA staff
- For all meetings, regardless of location, the vendor will produce a final video that meets professional broadcast standards

E. FINANCIAL IMPLICATIONS

Source of Funds

NWSA Operating Budget

Year 1:	<u>\$147,305.00</u>
Year 2:	<u>\$147,305.00</u>
Year 3:	<u>\$147,305.00</u>
Year 4:	<u>\$147,305.00</u>
Year 5:	<u>\$147,305.00</u>
Contingency (less than 10%)	<u>\$63,475.00</u>
TOTAL Over Five Years	<u>\$800,000.00</u>

This contract allows for up to 18 meetings per year broken down as follows:


- Managing Member Public Meetings
 - (6) Six in King County
 - (6) Six in Pierce County
- NWSA Audit Committee Meetings
 - (2) Two Virtual Meetings streamed live for the public
- NWSA Budget Study Session
 - (1) One Alternates locations, yearly, between King and Pierce Counties
- NWSA Special Meetings
 - (3) Three as-needed additional public meetings or added Audit Committee Meeting
- Contingency will cover any additional costs of public meetings going longer than (4) four hours as well as website updates.

F. PREVIOUS ACTIONS OR BRIEFINGS

- May 5, 2020: Managing Members approved a 4-year Video Production & Web streaming Services contract in 2020 in the amount of \$600,000.00.

Item No.: 9B
Date of Meeting: June 7, 2024

NWSA Video Production & Web Streaming Services




**THE NORTHWEST
SEAPORT ALLIANCE**
SEATTLE + TACOMA

Leilani Berinobis
Sr. Executive Assistant

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ACTION REQUESTED

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**THE NORTHWEST
SEAPORT ALLIANCE**
SEATTLE + TACOMA

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Background

- The NWSA relies on the services of a third-party consultant to provide professional video production and online streaming services for NWSA Managing Member public meetings and other business or community events, and/or speeches as requested by the NWSA.
- The Consultant also provides all support for the audio, video and streaming systems, including set-up, testing and troubleshooting.
- These services are necessary for the Managing Member public meetings to be broadcasted via the internet and local TV stations. They also support Managing Members' commitment to transparency, accessibility and accountability with both citizens and key stakeholders.



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Background

- The current contract for these public meeting access services expires June 30, 2024.
- Staff issued a Request for Proposals (RFP) on March 18, 2024 on behalf of the NWSA and Port of Tacoma, whose contract also expires on June 30, 2024. The intent was to issue a single RFP and award separate contracts for the Alliance and Port of Tacoma.
- Proposals were due April 15, 2024. 4 proposals were received and evaluated.
- The selection committee was made up of staff from both the Alliance and Port of Tacoma.



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Background

- Proposals were evaluated on qualifications and experience, project approach, hosting and support, cybersecurity, as well as cost.
- New for this contract, was the addition of adding Artificial Intelligence (AI) captioning to all Managing Member public meetings as part of our Diversity, Equity and Inclusion (DEI) Initiatives.
- The incumbent, Worktank Enterprises, LLC, was the successful proposer, after all proposals were reviewed and scored.



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Contract Details

- The consultant will provide professional video production and online streaming services for NWSA Managing Member public meetings and other business or community events and/or speeches as requested by the NWSA.
- The consultant will provide AI captioning during all Managing Member public meetings.
- The consultant will provide all support for the audio, video and streaming systems, including set-up, testing and troubleshooting.



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Contract Details

- The consultant will host the web streaming system.
- The consultant will provide a meeting website and work with the NWSA staff to design the portal and provide all development, hosting and maintenance of the site.

Financial Implications

- Source of Funds: NWSA Operating Budget
- This contract has the following costs:

Year 1:	<u>\$147,305.00</u>
Year 2:	<u>\$147,305.00</u>
Year 3:	<u>\$147,305.00</u>
Year 4:	<u>\$147,305.00</u>
Year 5:	<u>\$147,305.00</u>
Contingency (less than 10%)	<u>\$63,475.00</u>
TOTAL Over Five Years	<u>\$800,000.00</u>

- The terms of the previous contract was \$600,000.00 over a (4) four-year period.

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