

Item: 6C

Date: 6/18/24

Commission Video Production & Web Streaming Services Contract (Worktank Enterprises, L.L.C.)

Alisa Praskovich

Chief—Strategic Programs & Commission Relations

Sharon Rothwell

Director—Contracts & Purchasing

Port of Tacoma Commission Meeting

Date: June 18, 2024



Request the Commission to authorize the Executive Director, or his designee, to enter into Personal Services Agreement No. 072096 with Worktank Enterprises, L.L.C. for the Video Production and Web Streaming Services contract in the amount of \$650,000 over a five-year (5) period.

Provides services needed for Port of Tacoma Commission public meetings to be streamed live via the internet, recorded, provide closed captioning, and the development, maintenance & hosting of the meeting website portal.

Supports the Commission's commitment to: *transparency, accessibility, inclusion and accountability.*

Strategic Plan Initiatives: **CC-1, CC-3 & OS-5**

Background

The Port relies on the services of a third-party consultant to provide professional video production for public Commission meetings.

Current Contract
Expires June 30, 2024

RFPs Issued
March 18, 2024

Proposals Due
April 15, 2024

Four Proposals
Received & Evaluated

Selection panel
consisted of 5 staff
from the Port & NWSA

Worktank Enterprises
LLC was selected

Consultant will provide professional video production and online streaming services for the Port Commission meetings and other business/community events as requested.

Support includes audio, video & streaming systems, set-up, testing, troubleshooting, and live closed captioning.

Required to meet the required cybersecurity guidelines.

Financial Summary

Year	Amount
Year 1	\$120,000
Year 2	\$120,000
Year 3	\$120,000
Year 4	\$120,000
Year 5	\$120,000
Contingency	\$ 50,000
Total for 5-Year Contract	\$650,000

Source of Funding = Port of Tacoma Operating Budget

Two main differences between the last contract approved in 2020 and this contract:

5-year contract
vs.
4-year contract

and

Addition of
closed captioning
via AI

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Thank You

Questions & Discussion

Alisa Praskovich
Chief, Strategic Programs & Commission Relations
apraskovich@portoftacoma.com

Sharon Rothwell
Director, Contracts & Purchasing
srothwell@potoftacoma.com

