

ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 6C
Meeting Date: 6/18/24

DATE: June 10, 2024
TO: Port of Tacoma Commission
FROM: Eric Johnson, Executive Director
Alisa Praskovich – Chief, Strategic Projects & Commission Relations
Sharon Rothwell – Director, Contracts & Purchasing
SUBJECT: Video Production & Web Streaming Services Contract Approval

A. ACTION REQUESTED

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

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

B. PURPOSE

The proposed contract is for the services necessary for the Port of Tacoma (Port) Commission public meetings to be streamed live via the internet, provide closed captioning, and recorded for future viewing on the Port's website, as well as the recording of other meetings and events as needed. This contract also supports the continued development, hosting, and maintenance of the Commission Meeting website portal, supporting the Commission and the Port's commitment to transparency, accessibility, inclusion and accountability with both citizens and key partners.

C. BACKGROUND

The Port relies on the services of a third-party consultant to provide professional video production, online streaming, and website hosting services for Commission meetings and other business/community events as needed for the Port. The consultant also provides all support for the audio, video, and streaming systems set-up, testing and troubleshooting.

The current 4-year contract for these services was approved by the Commission on May 21, 2020, and expires on June 30, 2024. Staff issued a Request for Proposals (RFP) on March 18, 2024, for these services to replace the existing contract. Proposals were due April 15, 2024. Four proposals were received and evaluated. After all proposals were reviewed and scored, the incumbent, Worktank Enterprises, L.L.C. was the successful proposer.

The selection committee was made up of both Port of Tacoma and NWSA employees, due to both contracts expiring at the same time and the similarity in service needs. The panel included:

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

A single RFP was issued with the intent of awarding two separate contracts for the Port of Tacoma and NWSA to the selected consultant. This 5-year contract also includes a new feature - closed captioning services. In support of our Diversity, Equity and Inclusion initiative, this will create greater equity for our viewing audiences.

D. SCOPE OF WORK

The Consultant will provide professional video production and online streaming services for the Port Commission meetings and other business/community events as requested by the Port. In addition, the Consultant will provide all support for the audio, video and streaming systems, including set-up, testing, troubleshooting and closed-captioning services. Consultant was also required to meet the cybersecurity guidelines required by the Port.

Meetings at the Fabulich Center

- Use the installed video and audio equipment to produce, record 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 closed captioning via artificial intelligence (AI) during the meetings. **(DEI Initiative)**

Meetings at Other Locations

- Produce, record and live-stream meetings at locations other than the Port of Tacoma/Fabulich Center, as needed.
- The Port and Worktank Enterprises L.L.C. will determine the staff, equipment and services required.

Hosting

- Host the webstreaming 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.
- Consultant must meet all Port cybersecurity guidelines.

Web Portal

Provide a meeting website and work with the Port 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, agendas, memos, and other documents prior to meetings.
- Live-stream video of meetings and include closed captioning.
- 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 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 Port staff.
- For all meetings, regardless of location, the Consultant will produce a final video that meets professional broadcast standards.

E. FINANCIAL SUMMARY

Source of Funds – Port of Tacoma Operating Budget

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	\$ 650,000

This contract allows for up to 20 meetings per year:

- Public Meetings (Regular, Study Sessions and Special Meetings)
- Audit Committee Meetings – Virtual Meetings
- TEFRA Hearing – Virtual Meeting
- Contingency will cover any additional costs that may be associated with meetings: public meetings lasting longer than four (4) hours, potential website portal updates, additional meetings as deemed necessary (ex. joint meetings with other government agencies), or other unexpected costs.

NOTE: If the total amount were to exceed \$650,000 (20 meetings per year), we would return to Commission for additional funds. However, it is anticipated that we will not exceed this amount.

F. NEXT STEPS

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