

COMMISSION AGENDA

Item No: 5B

Meeting: May 21, 2020

DATE: April 21, 2020
TO: Port Commission
FROM: Eric Johnson, Executive Director
Sponsor: Eric Johnson, Executive Director
Project Manager: Judi Doremus, Executive Assistant
Presenter: Mark Little, Director, Contracts and Purchasing
SUBJECT: Video Production & Web Streaming Services

A. ACTION REQUESTED

Request Port of Tacoma (Port) Commission authorization for the Executive Director or his delegate to enter into Personal Services Agreement No. 071300 with Worktank Enterprises, L.L.C. for Video Production & Web Streaming Services in the amount of \$580,000 over a four (4) year period.

SYNOPSIS

This contract is for the services necessary for the Commission public meetings to be broadcasted via the internet, local TV stations, recorded for public records requirements and support Commission commitment to transparency, accessibility, and accountability with both citizens and key stakeholders

B. BACKGROUND

The Port relies on the services of a third-party consultant to provide professional video production and online streaming services for Port Commission meetings and other business or community events and/or speeches as requested by the Port. The Consultant also provides all support for the audio, video and streaming systems, including set-up, testing and troubleshooting. The current contract for these services expires June 30, 2020.

Staff issued a Request for Proposals on February 21, 2020 for these services to replace the existing contract. Proposals were due March 25, 2020. Two proposals were received and evaluated. After both proposals were reviewed and scored, Worktank LLC was the successful proposer.

C. SPECIFIC PROJECT SCOPE

The Consultant will provide professional video production and online streaming services for Port Commission meetings and other business or community events and/or speeches as requested by the Port. 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 equipment to produce and live-stream meetings.
- Provide the 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.

Meetings at other locations

- As needed, produce, record and live-stream a meeting at a location other than the Port of Tacoma.
- Consultant and the Port staff will determine the staff, equipment and services required.

Hosting

- Host the Webstreaming system: Requires limited interaction with Port staff other than access to video/audio feeds.
- 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 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 portals will provide the ability to:

- Publish meeting notices, agendas, 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 video and audio files

- Archive video recordings, audio recordings and related documents, including, but not limited to memos, presentations and resolutions (PDFs preferred)
- Meet state and federal requirements for public information, accessibility and retention policies (see the Washington State Public Records Act, chapter 42.56 of the Revised Code of Washington)
- Search archive library by keyword
- Jump to index points of archived meetings
- RSS feeds for meeting notices/agendas, minutes and videos
- Migrate meeting content (videos, audio, documents, index points) from current system: Estimated archived volume to migrate is about 200GB.
- The meeting portal must be a stand-alone website hosted by the Consultant. Web portal will interface with the Port website, which is built on Drupal 7.
- Provide Port staff access to upload, edit and publish meeting content. The content management must be built for the non-technical user.
- The consultant will host the web portal and provide all monitoring, maintenance, software upgrades and bug fixes.
- Provide training and support to Port staff.
- For all meetings, regardless of location, the vendor will produce a final video that meets professional broadcast standards and deliver it to these local broadcast stations:
 - o King County TV
 - o Pierce County TV
 - o Click! TV Network
- Provide unlimited on-demand bandwidth and storage for streaming on-demand content and archiving all meetings.
- Provide a live video stream of all meetings on the web portal, except when the meeting location doesn't offer the bandwidth required.
- All meetings at the Port of Tacoma will be live streamed online.

D. TIMEFRAME/PROJECT SCHEDULE

Commission Approval	May 21, 2020
Issue Contract	May 22, 2020
Commence Services Under New Contract	July 1, 2020

E. FINANCIAL SUMMARY

This contract would feature the following costs:

Year 1:	\$154,941
Year 2:	\$140,541
Year 3:	\$140,541
Year 4:	\$140,541
Contingency	\$3,436
TOTAL Over Four Years	\$580,000

F. ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS

- 1. No Action Alternative:** Let current contract expire. Meetings would not be broadcasted, webstreamed, or recorded.
- 2. Recommended Action:** Approve the new contract as proposed. Services will continue uninterrupted.

G. ATTACHMENTS TO THIS REQUEST

Computer slide presentation

H. NEXT STEPS

Finalize and execute consultant personal services contract.

Authorize Personal Services Consultant Contract for Port of Tacoma Video Production & Web Streaming Services

Mark Little, CPPO CPM
Director Contracts and Purchasing



Request

Port of Tacoma Video Production & Web Streaming



Request authorization for the Port of Tacoma Executive Director, or his delegate, to enter into Personal Services Agreement No. 071300 with Worktank Enterprises, L.L.C. for Video Production & Web Streaming Services in the amount of \$580,000 over a four (4) year period.

Background



- The Port relies on the services of a third-party consultant to provide professional video production and online streaming services for Port Commission public meetings and other business or community events and/or speeches as requested by the Port.
- 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 Commission public meetings to be broadcasted via the internet and local TV stations, recorded for public records requirements and support Commission's 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, 2020.
- Staff issued a Request for Proposals on February 21, 2020 for these services to replace the existing contract.
- Proposals were due March 25, 2020. Two proposals were received and evaluated.
- The incumbent, Worktank, was the successful proposer, after both proposals were reviewed and scored.

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Contract Details



- The consultant will provide professional video production and online streaming services for Port Commission public meetings and other business or community events and/or speeches as requested by the Port.
- The Consultant will provide all support for the audio, video and streaming systems, including set-up, testing and troubleshooting.
- The consultant will host the webstreaming system.
- The consultant will provide a meeting website and work with the Port staff to design the portal and provide all development, hosting and maintenance of the site.

Financial Implications



- Source of Funds: Port Operating Budget
- This contract has the following costs:
 - 1st Year: \$154,941
 - 2nd Year: \$140,541
 - 3rd Year: \$140,541
 - 4th Year: \$140,541
 - Contingency \$3,436
 - TOTAL over four years \$580,000

Alternatives Considered and Their Implications



- No Action Alternative: Let current contract expire. Public meetings would not be broadcasted, web streamed, or recorded.
- Recommended Action: Approve the new contract as proposed. Public meeting access services will continue uninterrupted.

Request

Port of Tacoma Video Production & Web Streaming



Request authorization for the Port of Tacoma Executive Director, or his delegate, to enter into Personal Services Agreement No. 071300 with Worktank Enterprises, L.L.C. for Video Production & Web Streaming Services in the amount of \$580,000 over a four (4) year period.