

**Date:** August 04, 2020

**To:** All Bidders for CR 20-CRC-001 Videography Services

**From:** Department of General Services  
Office of Business and Acquisition Services (OBAS) in Lieu of the Citizens  
Redistricting Commission

**Subject: Questions and Answers for CR 20-CRC-001**

**As of 08/04/2020, OBAS received on behalf of Commission the following questions (Q) and is providing the following answers (A):**

**Q1:** On Agreement Summary B. Page 3; Setup day before. For those meetings either in Sacramento or elsewhere around the state will arrangements be made to allow four hours of setup time per location the afternoon or evening of the day before each live broadcast?

**A1:** Yes. Time can be arranged so that setup can occur the day before each live broadcast.

**Q2:** Work Details A. 4. "The web URL will be provided for the exclusive use by the Commission" Should the web URL always be the same URL for every meeting to reduce the potential for errors?

**A2:** Yes. As long as the portal remains secure.

**Q3:** What is the anticipated contract term? What is the anticipated start date?

**A3:** Term of contract is one (1) year with an option year, and the anticipated start date is September 01, 2020 to September 01, 2021.

**Q4:** How many microphone positions would be required for in-person meetings? ie. Commission members, staff presenters, public comment, etc. (We noticed there are 14 commission members, just looking for a total number of other positions)

**A4:** Up to 17 (IF) the full commission meets. However, with Covid, the typical number would be none needed (all participants zooming in) to up to six if teleconferencing is utilized.

**Q5:** Would meetings potentially require any setup of additional monitors, speakers or other A/V equipment for overflow rooms or in remote business centers, etc?

**A5:** The commission will determine how they perform their meetings once they are fully formed. However, the Act requires that the commission hold public meetings and this will probably require travel to remote business sites, whether to take Community of Interest testimony at that site or to hold a remote meeting from that site with up to 14 commissioners in attendance.

Q6: Is there a desired number of cameras for coverage?

A6: At least three. One for the commission, one for the speaker and one for any visual that cannot be streamed into the system.

Q7: Is there a preference for type of camera (i.e. manually operated or robotic Pan/Tilt/Zoom)?

A7: Either can be used if it allows a sweep of the meeting room.

Q8: Would the provider be responsible for arranging internet connectivity, or would that be provided by agreements with the meeting facility?

A8: The provider is responsible for arranging connectivity. However, the previous experience had most meeting facilities already having a provider.

Q9: Would there be any potential need for remote (wireless) streaming connections (such as streaming from a location without hardwired connectivity)?

A9: If a commissioner, commission staff, or commission contractor was attending from a location that did not have internet connectivity, then telephonic attendance would be a first choice.

Q10: Should the provider expect to provide a dedicated moderator for telecommunications meeting rooms (Zoom, skype, etc.)?

A10: Yes. Also considering for public input whether provided telephonically or via a web platform.