

**REQUEST FOR PROPOSALS to the Utah State Legislature for a
Streaming Audio and Video Solution, RFP No. 2011-04**

ADDENDUM 1

Addendum Date: September 30, 2011

Question #1

Can you explain the difference between "hosted" and "turnkey?"

Answer #1

See the definitions section of the RFP. The difference between the two types of systems may be more appropriately described as the two extremes of a continuum. It relates to who does the work (the offeror or the LEGISLATURE's staff).

The polar extreme of a "turnkey" solution would be an application, with associated infrastructure installed (either locally or in a cloud-based application environment), developed by the offeror to our specifications. The offeror would then hand us the documentation and the source code and walk away, potentially never to directly interact with the solution again.

The polar extreme of a "hosted" solution could include a proposal to provide all staff, provide and support all infrastructure, provide support to end users, maintain existing programs, and develop enhancements based on developing technology and changes in needs.

The LEGISLATURE prefers a solution along the lines of a hosted solution (because of staff-time issues), but recognizes that cost may make it worthwhile to at least consider a turnkey solution.

Question #2

It was stated that the Utah Legislature might want to have a company provide "services you do it, instead of us doing it as an option" Can you expand on "services?"

Answer #2

See the answer to Question #1.

Question #3

Would you want the vendor to provide the following as an option for committee or floor sessions?

- i. Scheduling meetings?
- ii. Starting and stopping meetings?

- iii. Indexing meetings?
- iv. Loading agendas and documents prior to the meeting?
- v. Posting the indexed and edited video and agenda to the Web no later than twenty-four (24) hours after the meeting has occurred?
- vi. Trimming video as necessary?
- vii. Verifying that the meeting starts on time?

Answer #3

- i. Yes.
- ii. Yes.
- iii. Yes.
- iv. Yes.
- v. Yes, we currently do this in the meeting minutes.
- vi. Yes.
- vii. Yes.

We would also be interested in the following: back-up of data; filling requests for meeting excerpts; assistance to legislators, staff, and the public who are having problems accessing the information; and training.

Question #4

For mobile meetings would you want this to be an option for "meeting services" in which the vendor is responsible for the following?

- a. Providing camera's and AV setup and teardown?
 - i. What are the AV requirements?
- b. Loading the agenda and publishing it to the web prior to the meeting?
- c. Verifying that the meeting starts on time?
- d. Indexing the meeting based on the lower third' (this can be done live or after the event)?
- e. Trimming the video as necessary?
- f. Posting the indexed and edited video and agenda to the Web no later than twenty-four (24) hours after the meeting has occurred?

Answer #4

We may be interested in those options for mobile meetings if the cost is not too high. At this point, we are only interested in audio for mobile meetings, but that could change in the future.

Question #5

Would you like the "in house" voting system to have the ability to integrate with the streaming, via an API?

Answer #5

We would like the API to allow this.

Question #6

Total Committee rooms: 10 or 11?

Answer #6

We have 10 regular committee rooms plus one alternate committee room, as follows:

In the capitol building, room numbers: C 250, C 415, C 445, and C 450

In the Senate (east) building, room numbers: E 210, E 215, and E 220

In the House (west) building, room numbers: W 020, W 025, W 030, and the alternate committee room - W 325.

Question #7

In regards to the public meeting notice site:

- a. How does the system except inputs?
- b. Does the PMN have a way to programmatically insert public meeting notices?

Answer #7

- a. Through an existing webservice.
- b. Yes, through an existing webservice.

Question #8

What is the maximum internal simultaneous users should this system support and what is the maximum bandwidth?

Answer #8

We've had several hundred simultaneous internal users in the past and we think we might grow some. Wide Area Network (WAN) is 1Gig.

Question #9

Should the vendor have a solution for conserving internal bandwidth and providing a more efficient solution for internal distribution?

Answer #9

Yes, this is desirable.

Question #10

"Provide audio and video streaming of electronic meetings, allowing for public viewing of meetings and for participation in meetings by committee members, presenters, and the general public, as specified by the LEGISLATURE for the particular electronic meeting." Please expand via questions below.

- a. Can the leg provide details ON HOW they would like committee member, presenters and general public to participate in an electronic meeting?
- b. When you refer to "participation in meetings" is the remote participation?
- c. If this statement above in regard to public comment, can you explain how you see this working remotely?
- d. Is remote public comment a part of this request?

Answer #10

- a. Committee members and presenters should be able to hear and interact via audio connections with all other committee members and presenters during meetings (regardless of whether the committee members or presenters are on or off site). The general public should be able to listen to all portions of the meetings (regardless of whether the committee members or presenters are on or off site). We may also be interested in this option, subject to control by the committee chair, of allowing active participation by members of the public.
- b. Not exclusively, but it does include remote participation.
- c. In a standard meeting, at the invitation of the chair, the public may come to the witness table and make a comment. It seems like something similar could be provided for remote participants.
- d. We may also be interested in this option, subject to control by the committee chair, of allowing active participation by members of the public.

Question #11

Does live webcasting with live comments or lecture/meeting-capture components need to be part of the solution that we provide, according to your requirements in section IV #8,9,16, and 20? Or is there a lecture/meeting-capture component already in place that we can integrate the livestreaming/management/VOD with?

Answer #11

For the House and Senate floors, live audio and video webcasting is required. For committee rooms, live audio webcasting is required.

Question #12

Our understanding is that you are considering both software as a solution AND on-premise installation options – do you have a preference or specific needs that relate to either of these options?

Answer #12

We are interested in both options. We do not currently have a preference.

Question #13

Could provide us with the Model Number of the Crestron system, as well as the make/model of touch screens, consoles or other interfaces that are used in the various rooms?

Answer #13

The Crestron touch screens include (but are not limited to) the TPS-4000 and TPS 17G QM. The controllers include (but are not limited to) the Pro 2 and AV 2.

Question #14

Does the Crestron system control the existing encoders? Is there an expectation that this integration could be expanded to any new encoders?

Answer #14

Yes, the Crestron displays can start and stop the streaming for the committee rooms and the House and Senate floors. They also display the status of the recording to be sure that private meetings are not streamed. There needs to be a means for starting and stopping recording and/or streaming, and for displaying the status of the recording and streaming for each committee room, and the House and Senate floors, from the console. There is a possibility, but no current plans, of expanding to new encoders.

Question #15

Does the Crestron system use a custom developed or off the shelf application for managing live meeting workflow? Which application? Is the developer of this application available to expand this system or is source code available?

Answer #15

The Crestron displays send notification to the in-house system that handles the meeting workflow. The Crestron custom programs interface with the in-house applications to start and stop streaming and/or recording and to display the status of streaming and/or recording. The

Crestron custom programming also sends notifications of camera movement (i.e. which seat the camera is pointed at). The developer of the in-house application is available, but the intent of the RFP is to, as much as possible, reduce the responsibilities and workload of staff in relation to the streaming audio and video solution.

Question #16

What other meeting workflow functions does the Crestron system serve that may need to be integrated with the new media management/streaming solution?

Answer #16

Information sent to the Crestron displays include names of committee members (for display of microphones), legislators (for display of microphones), and recording/streaming status. Messages received from the Crestron displays include start and stop requests and camera movement.

Question #17

What is the current workflow for the AV indexing to allow jumping to specific discussion items? Is the indexing done in real time during the meeting or after the meeting has adjourned?

Answer #17

Indexes are contained in a database and entered live during the meetings to create dynamic "smil" files.

Question #18

How many existing encoders are there currently?

Answer #18

There are two, plus some spares.

Question #19

Are the servers running encoding tools or commercial encoders? Which encoders/tools?

Answer #19

Regular PCs with in-house applications (using the helix sdk) do the encoding.

Question #20

What are the CPU specs?

Answer #20

2.4 Ghz dual core with 2GB of RAM and 280 GB hard drives.

Question #21

How many simultaneous audio/video and audio-only channels are currently captured per encoder?

Answer #21

Up to 12 per machine (up to four of these are audio/video and up to eight are audio only).

Question #22

We saw the two PC's that encode for each Chamber in the AV Control Room, are the encoders for each of the Committee Rooms located there as well? If not where?

Answer #22

The two encoders are currently capable of encoding 12 streams per PC (see Answer #21 above). This currently covers all our committee rooms as well as the House and Senate floors.

Question #23

Multi-Casting was briefly discussed during the tour and it sounded like the capability was there but your group was not involved in it, could you elaborate on any multi-cast capability and do we need to consider it for the purposes of this RFP?

Answer #23

It is not required for this RFP, but we may be interested in the option for the future.

Question #24

What is the current resolution being streamed?

Answer #24

We currently stream video at a resolution of 320x240 at 15fps using 34Kbps. Audio uses 16Kbps.

Question #25

Would there be any interest in a mobile video solution for the offsite meetings?

Answer #25

See Question #4 and Answer #4.

Question #26

Is the committing [sic] want an option for the starting, stopping, indexing, loading of documentation, etc to be outsourced by a vendor, so no work is done by Leg staff? If so how many meetings are there a year and what are the total hours?

Answer #26

The RFP does not require that the offeror provide the staffing, but we are willing to consider it, particularly if it is offered and priced separately as an optional service. A very rough time estimate is around 1,100 hrs per year, about 450 hours of it being floor time (about 34 active days during the 45-day general session, and a couple more days for special sessions), and the rest being standing and interim committee meetings (interim meetings, about 80 hours; standing, appropriation, and other meetings, about 300 hours).

Question #27

How much room is there to grow storage wise during the conversion of old media files?

Answer #27

We should have plenty of storage if an onsite solution or conversion is proposed. We just installed a SAN.

Question #28

How many encoders are there currently for video?

Answer #28

See Answer #21.

Question #29

How many encoders are there currently for audio? What are the specifications for each?

Answer #29

See Answer #21.

Question #30

How do you see the interface with your existing bill tracking?

Answer #30

We need the ability to link the associated live and archived streams to our bill tracking information.

Question #31

And last but not least, are you working with a specific budget for the initial project rollout as well as the optional conversion of old media files?

Answer #31

No.

Question #32

How many hours of archived media (audio and video) is there?

Answer #32

A very rough estimate is 10,000 hours.

Question #33

What level of functionality should the solution have?

Answer #33

We would like to have the same level of functionality as, or better than, our current system.

Question #34

Does conversion of existing archived data need to occur by December 31, 2011.

Answer #34

No. This can happen later.