



CITY AND COUNTY OF HONOLULU
SOLICITATION NO. RFP-CCL-CN20-01
COUNCIL TELECASTING AND VIDEO SERVICES
HONOLULU CITY COUNCIL

ADDENDUM NO. 1

Honolulu, Hawaii
March 9, 2020

TO ALL PROSPECTIVE OFFERORS:

The following changes are hereby made and incorporated as part of Solicitation No. RFP-CCL-CN-20-01:

1. NOTICE TO OFFERORS – SPECIAL INSTRUCTIONS TO OFFERORS

Bullet number 2 reads: "The City's official responses to offerors' questions will be made on or before **Friday, April 17, 2020.**"

Bullet number 2 **shall be revised** to: "The City's official responses to offerors' questions will be made on or before **Friday, March 20, 2020.**"

2. Pre-Proposal Conference/Site Visit Documents Attached (Attachment A):

- A. Redacted sign-in sheet.
- B. Pre-Proposal Conference Outline

3. The following are responses to the inquiries received:

Question No. 1

Pre-Proposal Conference, March 5 2020. How do we schedule the conference?

Response No. 1

The Pre-Proposal Conference was scheduled for Thursday, March 5, 2020. It was held at Honolulu Hale, meeting at room 202 at 10:00 am HST. See attachments.

Question No. 2

Is there budget constraint or dollar amount for the contracted services on per year basis?

Response No. 2

The only constraint is the availability of funds per fiscal year as approved by the City Council.

Question No. 3

Is the same contractor still providing services to the Council, as the last 20+ years or so?

Response No. 3

The current contractor has been providing telecasting services to the City Council for 15 years.

Question No. 4

Is this same contractor providing the hosting services of the archived videos (honolulu-citycouncil.tv), and how long has it been? Years ago, it was hosted on City servers.

Response No. 4

Hosting services are currently included in the services provided by the current contractor.

Question No. 5

What was the award amount for the previous contract? I can't seem to find it online.

Response No. 5

\$212,934.00 from January 8, 2016 through June 30, 2016;

\$278,615.00 from July 1, 2016 through June 30, 2017;

\$221,487.00 from July 1, 2017 through June 30, 2018;

Total \$713,036.00, subject to the availability of funds in Fiscal Year 2016-2017 and Fiscal Year 2017-2018.



IKAIKA ANDERSON
Council Chair & Legislative CPO

ATTENDEES: PRE-PROPOSAL CONFERENCE
 FOR RFP NO. RFP-CCL-CN20-01
 COUNCIL TELECASTING SERVICES
 THURSDAY, MARCH 5, 2020; 10:00 AM

NAME	COMPANY	PHONE NO.	EMAIL
Edward A. Narkater	Media Access Corporation		
Robbie Onua	Olelo Community Media		
KIMI TAKAZAWA	Olelo "		
TODD YAMAMOTO	Olelo Community Media		

PRE-PROPOSAL CONFERENCE OUTLINE
FOR
RFP NO. CCL-CN20-01
COUNCIL TELECASTING SERVICES
THURSDAY, MARCH 5, 2020; 10:00 AM

Purpose of today's PPC. Provide overview of RFP; opportunity for offerors to ask questions after they reviewed the RFP packet. Responses to offerors questions to be posted on Council website.

Purpose of RFP. Conduct a solicitation and whereby a recommendation can be made to the Council Chair for an awarded offeror to provide services in the upcoming fiscal year.

Scope.

- “Live telecasting of Council proceedings and the re-broadcast of these proceedings.
- Captioning, chaptering, indexing, bookmarking and third-party hosting to be included.
- Estimate of 68 “Event Days” in a fiscal year.

Schedule/Timeline.

- Deadline for submission of questions is March, 12, 2020; 4:30 pm HST.
- Official responses to questions will be made on or before March 20, 2020.
- Deadline for submission of proposals is April 3, 2020; 3:00 pm HST.
- Late submissions will be left unopened and returned to offeror unopened.
- Contents of this RFP solicitation and your submitted proposals will be incorporated into the City's contract with awarded offeror.
- Start date is July 2020; likely to be the Full Council Meeting on July 8, 2020.

Evaluation Criteria.

- These categories for scoring and the amount of points are established and shall remain constant throughout the RFP process; there shall be no changes.
- This is an RFP and thus, qualitative factors are part of the scoring process.
- Reminder to attendees to read the instruction carefully to decipher what is being asked.
- Offerors can only receive credit for what is submitted in writing. Don't assume you will be given credit for any past experience, be comprehensive in listing past experience.

Pricing. Your inserted amount for Pricing will be scored pursuant to HAR Section 3-122-52.

Contents of Submitted Proposals.

- Submit one original proposal plus five (5) copies. If possible, the City requests that the Offeror provide a digital copy of the entire proposal.
- The Offeror's proposal shall consist of:
 - Appendix C: Pricing / Certifications
 - Appendix F: Contractor's Proposal
 - Appendix G: Pricing-Budget
 - Appendix H: Experience
 - Appendix I: References
 - Appendix J: Certification
 - Appendix K: Approach and Understanding of Scope of Work
 - Appendix L: Video Chaptering
 - Appendix M: Financial Resources.
- Just a reminder that we will not accept any late submissions. There will be strict enforcement of the **Friday, April 3, 2020, 3:00 pm HST** deadline.