



**GARLAND INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT**

*501 S. Jupiter
Garland, Texas 75042*

September 25, 2023

ADDENDUM 3, RFP #231-24 (100553)

VIDEO STREAMING SERVICES

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum may be used as an evaluated factor.

CHANGE:

The due date for proposal submission changes as follows:

From: October 12, 2023 10:30 a.m. CST

To: October 19, 2023 10:30 a.m. CST

1. QUESTION:

We received an email yesterday from Garland ISD regarding an invitation to Video Streaming Services. Can you explain a little bit more what this is in regards to? The negotiation period will close on the 28th. Do you need us to supply any of our equipment for a rental or purchase?

ANSWER:

The intent of this proposal is to solicit and award suitable vendors to provide Video Streaming Services throughout the year at Garland ISD, 501 S. Jupiter, Garland, Texas 75042. The Garland ISD invites you to submit a proposal for a system solution to provide live HD streaming video and video-on-demand services for the Garland ISD website. More requirements can be found in Intent and scope of work in the RFP.

2. QUESTION:

Could you please clarify the preferred submission mode for the proposal? Is email an acceptable method for submission, or submission of a physical copy mandatory? **Instructions to Proposers 1.1.4** instructs for both, whereas elsewhere it is stated that “we strongly request that bidders submit this bid electronically.” Please specify

ANSWER:

You have two options you can submit electronically through sourcing or hard copy.

ELECTRONIC SUBMISSION (SOURCING NUMBER 100553)

The Garland Independent School District will be receiving proposals for the purchase of Video Streaming Services until 10:30 a.m., October 12, 2023 at 501 S Jupiter Rd, Garland, Texas 75042, Purchasing Department, at which time they will be opened. Proposal document for electronic submission can be accessed at:

https://oraproddmz.garlandisd.net:4443/OA_HTML/AppsLocalLogin.jsp

Please email bids@garlandisd.net for any questions.

1.1.5. DELIVERY OF PROPOSAL (HARD COPY ONLY)

Delivery of proposals shall be in accordance with the procedures listed.

Mark the sealed return envelope in the lower left-hand corner with RFP#, time, and due date. If assistance is required for proposal submission, you may call Purchasing at 972.487.3009 during normal operating hours.

Proposals submitted via Commercial Carriers (other than USPS) or hand delivered:

Garland ISD Purchasing Department 501 S Jupiter, Garland, Texas 75042.

Submission must be received in the Purchasing Department and date/time stamped before the deadline.

Note: Submissions must be sealed and not exceed 14"x10"x5" to use the Purchasing Drop Box

Proposals submitted via U. S. Postal Service:

Garland ISD Purchasing Department P. O. Box 469026, Garland, Texas 75046-9026. Clearly mark all Proposal envelopes as instructed on the front page. Allow sufficient transit time.

Delivery of submission to other Departments within the District is not considered as delivery to the Purchasing Department. The submission must be date/time stamped by Purchasing before the deadline.

3. **QUESTION:**

What is the system currently in use of Garland ISD? Is there an incumbent system that currently fulfills the requirements of this RFP?

ANSWER:

Garland ISD currently does not have an RFP for the following services.

4. **QUESTION:**

What business and technical challenges have led Garland ISD to initiate this RFP and switch from the incumbent solution?

ANSWER:

The current contract is simply up for renewal.

5. **QUESTION:**

Would you prefer live captioning to be provided during the live meeting or captioning to be added after the meeting has concluded?

ANSWER:

We require captioning to be live and available on the archived, agenda linked video of the meeting.

6. **QUESTION:**

What is your preferred mode of deployment?

ANSWER:

Please see II-Core Requirements for details.

7. **QUESTION:**

For which types of meetings or events does the Garland Independent School District (GISD) require live streaming as per the proposal?

ANSWER:

We are required by law to live-stream all GISD Board of Trustee Meetings and make them available for viewing on-demand via the Garland ISD website

8. QUESTION:

Are you planning to replace multiple systems with the proposed solution?

ANSWER:

GISD owns the camera equipment and switcher for selecting cameras. We will require the company to provide the rest of the necessary equipment and services to encode and broadcast HD streaming video of live and archived meetings via the Garland ISD District website.

9. QUESTION:

Will data migration be required from the existing solution(s)? If yes, what is the complete scope of data migration?

ANSWER:

Yes, we would want our past meetings migrated to the new system with the indexing linked to the agenda. The timeline for this is one year.

10. QUESTION:

Do you require the functionality for Meeting Agenda Management?

ANSWER:

We require the ability to do archiving, indexing, management and key word search of archived streaming videos.

11. QUESTION:

How are many users' licenses required and how many of those will require uploading functionality?

ANSWER:

The meetings are live-streamed and encoded and recorded by the company live. There is no uploading later. It is all live.

12. QUESTION:

Please provide a scenario to elaborate on archival and retrieval of content in context of **II. Core Requirement V on page 18**

ANSWER:

A community member wants to watch a specific agenda item from a meeting 9 months ago. They must be able to go to the Garland ISD website, choose the meeting listed by date, and then select the agenda item they want to watch. The specific agenda item must be linked to the corresponding part of the video.

13. QUESTION:

Is there a budget allocated for this RFP?

ANSWER:**1.2.11 CONTRACT VALUE**

The estimated revenue value of this contract is **\$74,999**; However, this value reflects the District's estimated current requirements for one year (or time frame as otherwise specified).

14. QUESTION:

Are the optional requirements mentioned required with the solution on project go-live?

ANSWER:

The optional section is for expanding our capabilities are optional and subject to review by our production team.

15. QUESTION:

When is the project expected to go-live?

ANSWER:

GISD Board of Trustee Meetings are typically the second and fourth Tuesday of every month with special meeting occurring other days when necessary. We will require the company to meet these expectations and not cause the GISD to postpone a meeting because of installation, testing or implementation.

16. QUESTION:

If a software encoder is used that will process the SDI video signals, will the GISD require the bidder to provide any supporting hardware components for all systems accessing the solution?

ANSWER:

GISD owns the camera equipment and switcher for selecting cameras. We will require the company to provide the rest of the necessary equipment and services to encode and broadcast HD streaming video of live and archived meetings via the Garland ISD District website.

17. QUESTION:

How much storage is required by the GISD in the new solution?

ANSWER:

There is no set size to the amount of storage. We require all GISD Board of Trustee Meetings to be recorded, stored, indexed for the length of the contract. Also, we want all previous meetings stored and indexed to the agenda.

18. QUESTION:

What is the average number of live streams per month or per year?

ANSWER:

The average number of meetings per month is five.

19. QUESTION:

What is the expected number of unique viewers during live stream. How many of them will be authenticated?

ANSWER:

The number of viewers can be as high as 500 unique viewers during our live meetings. We require no authentication currently.

20. QUESTION:

What is the average length of a live stream, and what are the shortest and longest live stream durations?

ANSWER:

GISD Board of Trustee Meetings can be 30 minutes to 8 hours in length.

21. QUESTION:

Could you provide VoD utilization in GB per year. Alternatively, please provide the total length of VoD media that would be played back on a monthly / annual basis.

ANSWER:

The length of all the Board of Trustee Meetings is usually about 9 hours of content each month. Sometimes it is more hours depending on the number of special meetings the Board might call in a given month.

Mayte R. Martinez
Mayte R. Martinez
Assistant Director of Purchasing

Company Name

Address

City State Zip

Signature

Title