TO: All Bidders

FROM: City of Cambridge

DATE: October 25, 2021

RE: File No. 9998 Transcription Services for City Broadcasts - Addendum No. 1

This addendum is comprised of:

Submitted Questions and Answers:

1. Q: When do you expect the captioning services will begin?
   A: The City plans to begin these services in December of 2021.

2. Q: What IP based caption encoder is used to connect captioning to the broadcast stream? What is required from the vendor to transmit closed captioning?
   A: The City uses the EEG I-Cap 492 Encoder. In order for the successful bidder to provide captions, we need to allow them to logon to our encoder via a caption portal.

3. Q: What is required from the vendor to be compatible with the City's Granicus system and live Broadcast on Channel 22?
   A: Our Encode provides the captions to the Granicus system, so there are no additional requirements for the vendor to fulfill.

4. Q: Could you explain the requirement to have a connectivity testing session prior to each scheduled event?
   A: We only require the vendor to logon a few minutes prior to the start of the meetings to ensure connectivity.

5. Q: Can you provide an example of a transcript deliverable that includes date, time and location of meeting and any other pertinent information, including on-screen banners?
   A: Please see attached samples for pages taken from meeting transcripts (Attachment #2)

6. Q: Are solely electronic submissions accepted?
   A: Electronic submission of bids will not be accepted.
7. **Q:** How do we address exceptions to terms? Can the City contract be negotiated upon award?
   
   **A:** The City will not accept modifications to terms.

8. **Q:** On page 7 (Price Proposal), are you requesting a turnkey price for the whole year, regardless of the actual number of captioning hours that occur? Is it possible to provide pricing on a per hour basis or for a block of hours?
   
   **A:** Contract award will be based on a lump sum total estimate, pricing can be hourly. Please see revised Price Proposal attached for detailed estimate of hours. *(Attachment #1)*

9. **Q:** Do you currently work with any captioning vendors? If so, which vendors do you work with and what rates are currently being paid?
   
   **A:** The City currently does not have an active contract with any vendor for these services

10. **Q:** Would exceptions to the City’s contract be considered if they are submitted with our proposal?
    
    **A:** Please see question 7. The City will not be accepting modifications to terms.

11. Whether companies from Outside USA can apply for this?
    (like, from India or Canada)
    
    **A:** This Invitation to Bid is open to U.S. Companies and companies with a U.S. office.

12. Whether we need to come over there for meetings?
    
    **A:** The City does not anticipate in-person meetings for these services.

13. Can we perform the tasks (related to RFP) outside USA?
    (like, from India or Canada)
    
    **A:** Tasks can be performed in any location as long as they meet the specifications and deadlines outlined in this Invitation to Bid.

14. Can we submit the proposals via email?
    
    **A:** Electronic Proposals will not be accepted.

*All other details remain the same.*

*Addendum No. 1*
ATTACHMENT 1
An award will be made to the responsible, responsive bidder offering the lowest price. All prices are to remain firm through duration of contract.

Hourly Rate: $ ____________ / Hour

The City currently anticipates an average of 5 hours per Council Meeting, and 2.5 hours per Committee Meeting. Over the course of a calendar year, the City estimates 41 Council Meetings and 60 Committee meetings for an estimated 355 total hours of service needed. These amounts are best estimates only, and individual meetings may vary in length.

$ ____________ x 355 = $ ____________
Hourly Rate Estimated Hours Total Price

Total Price:__________________________________________________________________________

Total in Words:_____________________________________________________________________

Email address:______________________________________________________________________
ATTACHMENT 2
GOOD EVENING, EVERYONE, A QUORUM BEING PRESENT. MEETING TO ORDER.

PLEASE RISE IF YOU CAN.

FOR THE PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENCE.

WE PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS ONE NATION UNDER GOD INDIVISIBLE WITH LIBERTY AND JUSTICE FOR ALL.

PURSUANT TO CHAPTER 206 THE ACTS OF 2021 ADOPTED BY THE MASSACHUSETTS GENERAL ASSEMBLY AND APPROVED BY THE GOVERNOR,
THE CITY IS AUTHORIZED TO USE REMOTE PARTICIPATION AT MEETINGS OF THE CAMBRIDGE STITT COUNCIL.

TO WATCH THE MEETING PLEASE TUNE IN TO CHANNEL 22, FOR THE OPENING MEETING PORTAL ON THE CITY'S WEBSITE.

TODAY'S CITY COUNCIL MEETING WILL BE CONDUCTED IN A HYBRID FORE MAT.

AS THE PUBLIC MAY PARTICIPATE REMOTELY OR PHYSICALLY APPEAR IN THE CHAMBER TO PROVIDE PUBLIC COMMENT IF YOU WOULD LIKE TO PROVIDE COMMENT PLEASE GO TO WWW.CAMBRIDGE-- WE WILL NOT