

Request For Proposals ("RFP") to Webcast, Record and Electronically Store Meetings  
of the Nassau County Interim Finance Authority ("NIFA")

**Response(s) to Question(s)**

***Please be advised that responses to questions are provided to the best of NIFA's knowledge at the time given but in no event shall NIFA be bound by any such responses. In addition, NIFA reserves the right to post all responses on its website and/or share them with other RFP respondents.***

**July 31, 2023**

Is it expected for a single vendor to provide webcasting staffing and equipment, and to electronically record and store NIFA meetings? **Ideally, yes.** Can you specify exactly what staff and equipment is required? **Any specifications are included in the RFP. Our expectation is for the successful vendor to provide sufficient staff and equipment to webcast and record the meeting, add captions, transcribe it, and upload it onto our website.**

2. The RFP document does entail any comprehensive detail on the scope of work or a list of functional, non-functional and technical requirements - will these be provided to bidders as an addenda later? **No.**

3. What is the desired deployment/hosting model for the required solution? SaaS cloud environment, Private Cloud environment, On-premises in the customer's local data center, or a hybrid infrastructure? **Potential proposers are invited to visit our website and review the videos from prior meetings (<https://nifa.ny.gov/meetings>). We'd expect the successful respondent to replicate this model or propose alternative solutions.**

4. How many webcast streams are expected per month and per year? **Meetings typically occur less than once per month on average and there shouldn't be more than twelve times each year.** What is the average length of a webcast stream in hours? **One to two hours.**

5. What is the driving business need for this bid event/RFP opportunity? **To ensure compliance with applicable law and executive order, as described in the RFP.**

6. What incumbent solution(s) are currently in place that offer this functionality? **All specifications are included in our RFP and should be gleaned from visiting our website and accessing minutes from past meetings. Current services are provided through vendor(s).**

7. What are the business and technical challenges with the current or existing solutions/platforms for fulfilling the requirements presented in this RFP? **We envision no challenges from either a business or technical perspective.**

8. What is the maximum number of registered users required in the system? **We're not aware of any limitations.** What is the segregation of these users based on privileges, roles or attributes assigned, and the functionalities they can perform? **All users must be able to view the meeting proceedings and some users may be authorized to participate remotely.**

9. Will the webcast recordings available as VOD require transcoding? **Viewing recordings of prior meetings on the NIFA website should be able to address this question.**

10. Should the solution support AI powered transcription capabilities, or will transcripts be uploaded by the customer for each video? **The RFP indicates that the selected vendor(s) will provide captions and a written transcript, so the successful vendor may decide to utilize AI-powered transcription capabilities for this requirement.**

11. What is the average number of viewers for each webcast? **We're not aware of how many viewers there are to be expected.** How many of these users are registered and how many are unregistered/anonymous? **Certain of the users may be known (during potential hybrid or remote meetings) while we assume the viewing public would be anonymous.**

12. Is data migration a requirement for this project? **This question should be answered by viewing recordings of prior meetings that are posted on our website.**

13. If yes, what are your expectations in terms of Data Validation Strategy during Data Migration? Does the data to be migrated require data cleansing as well by the awarded contractor or is it already cleansed? Is it expected to migrate all associated meta data with the media? How much data is expected to be migrated? Is the data to be migrated transcoded? Will there be a requirement to encode/transcode data after migration in the new system? **Any and all expectations are included in our RFP. Proposers may also review recordings of prior meetings that are posted on our website.**

14. How many simultaneous webcast streams are expected to run? **One stream but with hybrid and fully remote meetings possible.**

15. How many webcast live streaming hours are needed? How many viewing hours/bandwidth are needed in a month and in an year? **This question was addressed to the best of our knowledge in answer #4 above.**

16. Is the translation of transcripts a requirement? **No.** What languages are required and what regions will the webcasts be viewable/accessible from? **English and from wherever any interested parties may want to**

log in from. 17. Where will these webcast streams originate from - Zoom, MS Teams, or any other platform? Any of the usual and customary platforms would be acceptable. Or will the webcast originate in the proposed solution itself? That's possible but the proposal would have to address such solution.