

# REQUEST FOR PROPOSAL LIVE STREAMING

The Village of Watkins Glen (the "Village"), is seeking proposals to provide live streaming services for public meetings

**All proposals must be submitted to the Village by  
4:00 p.m. on Wednesday, September 13, 2023 to:  
"Board Room Live Stream Proposal"**

**Attention: Village Clerk  
Village of Watkins Glen  
303 North Franklin Street  
Watkins Glen, NY 14891  
[villageclerk@watkinsglen.us](mailto:villageclerk@watkinsglen.us)**

Proposals that are not properly received by this date will not be accepted.

This request for proposals includes the following components:

- I. Proposal Requirements
- II. Required Submittals
- III. Selection Process

## **I. PROPOSAL REQUIREMENTS**

### *A. Submittal*

All proposals must be complete and submitted no later than 4:00 p.m. on Wednesday, September 13, 2023 and may be hand delivered, mailed or emailed (PDF format) to the following address:

"Board Room Live Stream Proposal"  
Attn: Village Clerk  
Village of Watkins Glen  
303 North Franklin Street  
Watkins Glen, NY 14891  
[villageclerk@watkinsglen.us](mailto:villageclerk@watkinsglen.us)

Proposals dropped in person or mailed shall be delivered in a sealed manner and clearly marked on the outside of the envelope "Board Room Live Stream Proposal". PDF files that are emailed should include in the subject line "Board Room Live Stream Proposal". Proposals that are not properly received by this date will not be accepted.

### *B. Inquiries*

Any questions must be formally submitted via email to Fred Warrick, Village Clerk at [villageclerk@watkinsglen.us](mailto:villageclerk@watkinsglen.us) and will be compiled and distributed via email to all registered applicants that request or have submitted questions by the end of business on Friday, September 1, 2023.

### *C. Non-Discrimination*

All proposers will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, sexual orientation, creed, religion, marital status, age, national origin, military status, political affiliation or disability.

## **II. REQUIRED SUBMITTALS**

Each submittal must include the following:

### **A. Transmittal Letter**

Letter stating the proposal is for “Board Room Live Stream” and a brief description of the services provided by the organization.

### **B. Platform Solutions**

Each organization shall submit one or more platform solution that will provide live streaming capability of village-related meetings to the public. Added services, such as Agenda & Meeting management platforms are welcome but should be packaged separately.

All proposals should provide a clear description of hardware and software required, and if the Village will need to procure separate hardware such as cameras and microphones to work with proposed software.

### **C. Costs**

Cost should be clearly defined for all hardware and/or software required with no hidden fees, and must outline if payments for any services are monthly or annual.

### **D. Qualifications and References**

Each organization should provide sufficient examples of their qualifications in providing live streaming services and provide references or client testimonials related to the organization’s live streaming services.

## **III. SELECTION PROCESS**

### **A. Selection Criteria**

Submissions will be evaluated based on the following information:

1. Number of years of relevant experience with live streaming services.
2. Quality of images and sound.
3. Proximity or availability for customer support
4. Reasonable and competitive costs

The Village will select the proposal that in its opinion is in the best interest of the Village. The Village reserves the right to reject any and all proposals or portions of a proposal. The Village also reserves the right to waive minor technicalities in any proposal; the Village may seek clarification from a proposer with respect to its proposal at any time and failure to respond promptly is cause for rejection. The Village not only reserves the right at the sole discretion of the Village to reject any and all proposals and to waive technicalities, but also reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which is the best proposal and to accept the proposal (or proposals) deemed to be in the best interest of the Village.

### **B. Interviews and Oral Presentations**

Proposers may be selected as finalists and may be invited to participate in an interview(s) with the Village’s Selection Committee in an effort to select a final service provider. Such interviews will provide proposers with an opportunity to make an oral presentation and answer any questions the Selection Committee may have on the submitted proposal. Not all proposers will be interviewed.

### **C. Final Selection and Approval**

Final selection and approval of a license agreement shall be made by the Village Board after a review of the recommendations of the Selection Committee.