

Office of the Attorney General
Video/Audio Technician
(OAG-MLTRC.SVS-080722/BMP031680)
Initial Questions and Answers
September 21, 2022

Q1. Is there a specific amount of cameras you are hoping to be included for each hearing?

A1. For consistency in the bidding, we ask that you provide a bid for 2 cameras for the panel/presentation, plus 1 stationary camera for the American Sign Language (ASL) interpreter. If you believe that the purpose of this solicitation, “to document the 3-4 hour hearings and ensure that all interested persons have access to the hearings, via both live stream and video recording.” requires more equipment, please explain the additional services you are providing and the cost.

Q2. Is there a link to a past hearing? If so what is the name of the company, what did they specifically supply, and what was the cost for the event?

A2. A Link for prior live stream, from a Baltimore County hearing, is available at <https://www.youtube.com/watch?v=ds6swd1ctIA&t=8s>. Event Stream Team (www.eventstreamteam.com) provided the live streaming services for this hearing for \$5,000. An itemized invoice is not available. Additionally, please note, that an ASL interpreter will be added to future hearings to improve public access.

Q2. Would the bidder be responsible for all audio needs in room such as the microphones on the podium and at the table along with the PA room speakers for in person attendees to hear? Or would the bidder be taking a split from the audio console by onsite crew (outside of the bidder’s scope) for the live stream?

A3. Bidder should expect to be responsible for all audio and video equipment. There may be instances where the venue has the equipment, but we cannot guarantee that it will be available in all locations.

Q4. Is there any hardline internet access instead of WiFi provided at each of the hearing locations?

A4. As each location will be different, we cannot guarantee that there will be hardline internet access, though that will be something we consider in choosing the venue. The AV team will have access to the venue prior to each event to determine the specific needs of that venue.

Q5. How long in advance would we learn about hearing dates and locations for the hearings?

A5. All hearings will take place within State of MD over the next two years. The bid sheet includes a list of all county locations. We expect to announce full location information by the end of the first quarter of 2023 (3/1/2023).

Q6. What time does the hearing start each day and what time does it end? Will we be able to set up in advance so that set up can be tested properly and internet speed tests conducted?

A6. Our expectation is that the hearings will take place on Saturday's, starting between 9:00 and 10:00 am and lasting from 3-4 hours. We will arrange for the vendor to have access to the venue for set up and testing, as needed. Please note the amount of time for set up in your bid. Bid should include all costs including equipment, travel, and time for set up as well as time for streaming the hearing.

Q7. Are the hearings in the same location each time?

A7. The hearings will be in 10 different locations.

Q8. What are the dimensions of the room from back of the room to the front of the room? Is it possible to get some photos of where the hearings will take place?

A8. Each venue will be different and unique based on the agenda of the hearing and the county. We will arrange for the vendor will have access to the venue before the hearing for set up and testing, as needed.

Q9. How many people are speaking on the commission? Specifically, how many microphones must we supply?

A9. There are 17 commissioners, though not all will attend or speak at every hearing. The number of speakers will vary based the agenda. We expect that the speakers can speak from a table/podium with a microphone, and any questions to or from the panel can be addressed from 1-3 table microphones. Speakers will likely be seated on a stage facing the audience.

Q10. How many on-site technicians are required? For example, should we provide a) Director/TD; b) Cameraman 1; C) Audio Mixer; and D) A-2?

A10. Your bid should explain what technicians you will need to provide and the hourly/day rate for each, to provide the live stream as described in Q9.

Q11. If we are not a minority company are we starting at a disadvantage?

A11. Racial diversity is not a minimum requirement for this contract. However, consistent with Section 10 of the IFB, the successful bidder must agree not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or disability of a qualified individual with a disability.

Q12. Will you have any remote witnesses testifying?

A12. It is unlikely that any witnesses will testify remotely.

Q13. If the distance we need to travel is greater than 35 miles, should we include cost of actual mileage, travel lodging, and per diem expenses?

A13. Please note on your bid sheet all costs based on the county identified on the bid sheet. You can provide a per-mile cost and lodging expectation. Please explain at what distance you will require lodging or any other travel costs. We do not provide a per diem.

Q14. Will there be any powerpoint slides?

A14. There will likely be some slide presentations.

Q15. Can companies from Outside USA can apply for this? (i.e., India or Canada).

A15. If you are registered to conduct business in the State of Maryland as a Small Business Reserve vendor you are invited to bid.

Q16. Does the work have to be conducted in person?

A16. The hearings are in-person and would need to be attended as such.

Q17. Can we perform the tasks (related to RFP) outside USA? (i.e., India or Canada)

A17. We are seeking in-person services and the tasks cannot be performed outside of the State.

Q18. Can we submit the proposals via email?

A18. Email submissions are accepted.