



**IFB C042971: Webcasting Services
Amendment 1
Posted 5/19/26**

The following are official modifications, which are hereby incorporated into **IFB C042971, Webcasting Services.**

The information contained in this amendment prevails over the original RFI language. For all amendments below, deleted language appears in strikethrough (XXX) and added language appears in red underline (XXX).

1. CALENDAR OF EVENTS

IFB- C042971 WEBCASTING SERVICES	
<u>EVENT</u>	<u>DATE</u>
Issuance of Invitation for Bids	April 15, 2026
Deadline for Submission of Written Questions	Questions Due By April 29, 2026 4:00 p.m. ET
Responses to Written Questions Posted by the Department	Responses to be Posted On or About May 13, 2026
Deadline for Submission of Bids	Bids Due on Or Before Date May 28, 2026 <u>June 2, 2026</u> 4:00 p.m. ET
<u>Anticipated</u> Contract Start Date	January 1, 2027

4.1. Bid and Service Requirements

The Contractor must provide full-service webcasting for meetings of the PHHPC for an average of 15 regularly scheduled meetings per year. The average duration of each meeting is 2-3 hours in all regions but may vary based on the agenda. Full-service webcasting is defined as providing all staff and equipment required and described in this IFB to broadcast meetings of the PHHPC to ensure the Department's compliance with Executive Order 3, as well as to provide content management and online viewing of live and archived meetings, including sub-titles with transcription services. There is no guarantee of work and the Contractor will only be paid for the actual number of meetings held.

4.1.3 Livestream and Recording Requirements

The Contractor must confirm livestream and recording functionality at the start of each meeting. The Contractor must be able to provide a backup streaming and recording system should livestream or recording fail. The livestream and recording of such must include real-time sub-titles with Transcript and Communication Access Realtime Translation ("CART") service. The Contractor must provide link to meeting recording with transcription completed to the Department within one week of meeting date to ensure compliance with New York State Open Meeting Law which requires that meeting minutes be posted within two weeks of the date of the meeting or one week from an executive session.

Live subtitles, on-demand subtitles, CART and transcripts must be provided in English.

The Contractor must provide access to the Department to view recordings in a Content Management System ("CMS"). The CMS must include a custom viewing portal, unlimited live viewing, and 12 months of archived meeting access. Recordings posted to the CMS must include transcription and CART services.