



## **The Township of Muskoka Lakes**

### **Request For Proposal (RFP) LS-2022-01**

### **Supply of Hybrid Meeting Audio/Visual Equipment ADDENDUM #1**

This addendum forms and becomes part of the Request for Proposal LS-2022-01 and shall be acknowledged by the proponent in their RFP submission

**Lauren Tarasuk**  
**Director of Legislative Services/Clerk**

## Amendments to Request for Proposal LS-2022-01

1. In our Request for Proposal, on page 2 of the document under general it states:

Currently, hybrid meetings are currently taking place from the Council Chambers. The Port Carling Community Centre has not yet hosted a hybrid meeting, but there is a desire to ready a larger overflow space for potential large hybrid public meetings.

With this addendum, this paragraph is amended to:

Currently, hybrid meetings are currently being held in the Council Chambers in the Municipal Office. Although the Port Carling Memorial Community Centre (PCMCC) has not yet been used to host a hybrid meeting, there is a desire to use it as an overflow space from the Council Chambers in the event there is a public meeting during which there is significant attendance. We may also want to host a standalone Council meeting in the PCMCC when larger public attendance is anticipated. In view of this, for clarity, three separate solutions for the following ought to be proposed:

- I. Council Chambers- to hold full hybrid meetings with council/staff/public as active participants either in person or by remote technology;
- II. Port Carling Memorial Community Centre: as overflow space to allow the public to watch the proceedings taking place in the Council Chambers and make presentations that are integrated into the hybrid meeting that is operating from the Chambers;
- III. Port Carling Memorial Community Centre: as a standalone Council Chamber with full technology to allow for a full council meeting to take place with active council/public participation

The RFP may be awarded in whole, in part, or may not be awarded in its entirety. Award of any RFP is solely dependent on approval by Council.

2. In our Request for Proposal, on page 3 of the document it states:

### **Required Basic Features- Port Carling Community Centre**

- a) At least one display screen visible to the entire room showing the proceedings and any at home attendees
- b) A wide angle camera view of the room
- c) A camera in the meeting room showing the podium where a speaker may make a presentation
- d) Audio equipment to capture all audio from any presentations made

e) Capability to stream any presentations made in the Community Centre into the hybrid meeting occurring at the Council Chambers

With this addendum, article f) is added to the Required Basic Features- Port Carling Community Centre:

f) audio and video equipment which integrates with zoom to allow the public or councilors to participate in a hybrid meeting at the Port Carling Community Centre

3. In our Request for Proposal, on page 4 of the document it states:

#### Proposed Solutions

- Respondents should outline potential solutions including the prices meeting the required basic features outlined in this Request For Proposal
- Respondents should provide forecasts for delivery and installation, and completion of work

...

#### Fee Proposal

- Supply and installation of technology including training
- Hourly fee for support
- A price breakdown by location (Port Carling Community Centre and Council Chambers)
- Hourly rates for each category of individual to be employed on the assignment

With this addendum, this section is amended to:

#### **Letter of Introduction**

- Respondents should introduce their firm and indicate the name, address, phone number and email addresses of the authorized official to be contacted in the event of clarification's

#### **Proposed Solutions**

- Respondents should outline potential solutions including the prices meeting the required basic features outlined in this Request For Proposal
- Respondents should provide forecasts for delivery and installation, and completion of work
- Respondents should provide three separate proposed solutions:
  - I. Council Chambers
  - II. Port Carling Community Centre: basic technology to allow for overflow participants to watch the proceedings in the council

chambers and to make an oral/visual presentation at a podium that is integrated into the hybrid main meeting

III. Port Carling Community Centre: Full technology to allow for a full council meeting to take place with active council/public participation

### **Experience and qualifications**

- Respondents should provide a list of clients, particularly municipalities, government agencies and private sector, for whom you have provided services that are consistent with the scope of this RFP
- Staff to be assigned to the project
- Respondents can include in this section any other information that they consider relevant to their experience and qualification

### **Fee Proposal**

- Supply and installation of technology including training
- Hourly fee for support
- A price breakdown by location (Port Carling Community Centre (a separate price for basic technology and full technology) and Council Chambers)
- Hourly rates for each category of individual to be employed on the assignment

## **4. Closing Date**

In the Request for Proposal the closing date is listed as July 1, 2022. With this addendum, this date has been extended to July 8, 2022 at 1:00 p.m.

This addendum forms and becomes part of the RFP LS-2022-01 and shall be acknowledged by the Respondent in their RFP submission.