

# Town of Temple, NH

## Request for Proposals

RFP: Streaming Service for Town Meetings	Proposal Due By: January 31, 2022	Town of Temple, New Hampshire
<p><b>Project Overview:</b></p> <p>Over the last year or so, due to the issues of conducting meetings during the Covid-19 pandemic, the use of "Zoom" has encouraged residents to attend meetings from their residence or place of work. A recent survey highlighted residents' desire to continue this option in some form. The Town of Temple is seeking proposals from service providers with both short and long term solutions. Initially we intend to "walk before we run", concentrating on a streaming solution with practical and flexible add-ons for future growth as deemed appropriate once the Town has gained more experience and received further guidance from the State of NH. Proposals considered should include equipment, installation, and ongoing support. Meetings are held in the historic Town Hall meeting room and the smaller Town Hall Annex room.</p>		
<p><b>Project Goals:</b></p> <ul style="list-style-type: none"><li>• Streaming Only: Additional options may be considered in the future, so the service must include the options for "add-ons" without the need to replace the technology proposed for the streaming only service.</li><li>• Streaming with recording and archiving. (Future)</li><li>• Streaming with "chat". (Future)</li><li>• Interactive meeting capability, similar to "Zoom" for example. (Future)</li><li>• Mobile equipment for occasional outdoor use. (Add on)</li><li>• Technology that will support live music and theatre events. (Add on)</li></ul>		
<p><b>Scope of Work:</b></p> <p>A site visit is strongly encouraged to ensure that the environment is fully understood for a proposed solution to be adequate.</p> <p>There are three rooms to be considered:</p> <p>Town Hall: Dimensions - 35' x 35' x 16' + Balcony - 35'x 12' x 8'</p> <p>Annex: Dimensions - 18' x 18' x 8'</p> <p>Upstairs Meeting Room - 12' x 16' x 8'</p> <ol style="list-style-type: none"><li>1. Cameras: The Town Hall will require at least one camera to stream events viewed from the upstairs balcony, with or without a microphone (see below). The historic integrity of the building must be taken into consideration. The Annex room is newer with fewer historic considerations.</li></ol>		

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2. Microphones: Sufficient to pick up speech from the board/committee participants and presenters, which can range from three board members to seven, plus an administrative clerk. Additional microphones are desired for future public participation. The board generally sits at tables on the floor in the front of the room, not on the stage.
3. Television or Projector for in person participants to view during the meeting. A large screen is currently available for use in the Town Hall, but not in the Annex.
4. Equipment: A collection point for camera and microphone input for distribution to speakers in the local room and as a streaming output to an external streaming service.
5. Acoustic Measures: The annex is not expected to be a problem, however the Town Hall will need a solution for control of feed-back and other acoustic issues presented by the large air volume of the space and the current "bare walls". Electronic filtering is preferred however physical acoustic materials will also be considered.
6. Service shall provide easy access for Temple residents to connect via computer, Phone or Tablet, by website and / or by "App". A scheduling process shall be part of this service to allow easy notification for point and click access by residents, that is password / passcode protected.

### Additional Considerations:

- Appropriate Internet service will not be available until the end of Q1, Q2 2022.
- There is limited technical support on a by meeting basis, so keeping turn-on/turn-off as simple as possible is key.
- The Town Hall has some historic considerations that are not insurmountable but need to be considered for installation of equipment and acoustic treatments.

### Evaluation Metrics and Criteria

- References from communities similar to Temple's.
- Longevity of supplier, history of company, customer support set up.
- Installation Costs
- Monthly / Annual continuing costs, beyond initial hardware costs.
- Contract requirements
- Warranties
- Annual maintenance & upgrades

### Submission Requirements

A multi-tiered proposal is desired:

- A "Streaming Only" solution
- Costs for add-ons to meet each additional Project Goal identified above.

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<ul style="list-style-type: none"><li>Detailed Project plan and timeline addressing all issues in the Scope of Work</li></ul>		
Project Due By: January 31, 2022		Budget: TBD
Contact: Carole Singelais, Select Board Assistant	Email: BoardAssistant@TempleNH.org	Phone #: (603) 878-2536

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