Municipal RFP checklist for meeting livestreaming

What to specify so every bid answers the same questions, in the same terms. Written from the buyer's side by AVP.Live, Neptune Township, NJ. Full explanation at avp.live/blog/municipal-rfp-checklist-livestreaming.

1. ☐ **Camera coverage and positions.** Name the minimum angles the chamber needs: dais, podium, audience during public comment. Do not accept "video coverage".
2. ☐ **Audio pickup for public comment.** Require the bid to describe how it captures audio from the floor, not only the dais microphones.
3. ☐ **A documented failover plan.** What happens if the internet drops mid-meeting: does local recording continue, what is the backup path, who activates it.
4. ☐ **Recording format and delivery timeline.** A file format your clerk's office can play and a deadline measured against your minutes schedule.
5. ☐ **Retention policy.** Settle this with your records custodian before writing the RFP. Specify how long recordings are kept and in what form.
6. ☐ **Insurance requirements.** General liability and equipment coverage, with a certificate of insurance issued to the municipality before the vendor is on site.
7. ☐ **Response time during a live meeting.** A maximum time to answer when a stream, microphone or camera fails while the meeting is live.
8. ☐ **The same crew, meeting to meeting.** Ask whether the vendor commits to the same operator or team each month.
9. ☐ **A site visit before the bid is finalized.** Power, sound system, hardline and sightlines are room-specific. A bid written unseen is a guess.
10. ☐ **Captioning, specified explicitly if your body needs it.** Live stream, archived recording, or both. Vendors vary widely.
11. ☐ **Ownership of the equipment and the files.** Who owns installed equipment, and who holds the master recordings if the contract ends.
12. ☐ **Escalation path.** A named point of contact and a named backup, reachable when the office is closed.
13. ☐ **How the bid will be scored.** State whether price is the only factor, and which of the items above count toward the score.

Score items 1 to 12 line by line before looking at price. Two bids that look close on paper can differ widely once the failover plan and the audio pickup answer are read closely.

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