



**RFP-19-PG-007**  
**Video Creation and Management Solutions**  
**SUBMITTAL DUE DATE: Tuesday September 24, 2019 2:00 PM**  
**CST**

**ADDENDUM # 2**

**Addendum: Question and Answer**

Attached are a set of questions from interested proposers with answers. All other aspects of the proposal remain the same. The following information becomes a permanent part of the RFP...

**Question #1: Does TSTC currently support any standardized video platform allowing faculty and/ or students to incorporating media into various types of courses and assignments?**

A: TSTC faculty have access to Vimeo for incorporating media into their courses. Students currently do not have access to a platform that supports this. Faculty and students make use of YouTube and other non-standardized methods of incorporating media into the LMS.

**Question #2: If TSTC has stored media, how much is currently on your existing network? (# of files, average size of files, total amount of storage)?**

A: In Vimeo we have 20GB available, and currently house approximately 400 videos ranging in size form 5 – 60 MB.

**Question #3: If TSTC has stored media, what are the format(s) for the stored media?**

A.MP4 files are the typical file formats.

**Question #4: How many current active users (faculty/students) access media on the TSTC existing network?**

A. We have over 12,000 views in the last month just on the videos housed on Vimeo. This does not include videos faculty create and house on YouTube channels, the TSTC Resource Server, Google Drive, or local hard drives that they upload directly to the LMS.

**Question #5: What is the anticipated growth in the number of active users (faculty/students) accessing media on the existing network per year?**

A. With increased online, hybrid and blended courses utilizing video for content creation and assignment feedback videos. We would anticipate an increase in student media access; however, unable to provide growth in numbers at this time

ADDENDUM # 2 - Continues

**Questions #6: Are you currently working with any 3<sup>rd</sup> party closed captioning providers for ADA compliant human captioning?**

A. NO

**Question #7: Do you have Windows and Mac based podium computers in the classrooms?**

A. All Windows based in classrooms. Some faculty producing content for electronic distribution use Mac devices.

**Question #8: What is the anticipated growth per year in the total amount of media retained on the system (# number of files, and/or amount of storage?)**

A. Unknown at this time.

**Question #9: Are your campus(s) defined as opt-out or opt-in model?**

A. Unknown at this time.

**Question #10: What percent of the media usage is for face to face, blended, hybrid or a fully online environment?**

A. We do not have that information. Media usage is required by faculty teaching in all modalities. Some faculty delivering hybrid courses have a higher media usage than those delivering online courses.

**Question #11: Do you anticipate faculty creating and capturing content as they teach in face-to-face classes?**

A. Yes, we currently have faculty capturing content in the technical laboratory settings as they demonstrate hands-on concepts.

**Question #12: Would there be a need to capture content in a face-to-face class as a scheduled process?**

A. There may be, as stated in 11 above. Faculty and instructional designers are doing this with GoPro technology and Camtasia video production.

**Question #13: Does TSTC maintain a media retention policy for faculty and/or students? If so, what is that retention policy?**

A. Not at this time.

**Question #14: What departments/programs create the most media content? (top 5) Approx. number of files per year?**

A. Digital Media Design – Approximately 400 files/year (20 files in 20 courses)  
General Education – Approximately 1000 files/year  
Cloud and Data Center Management – Approximately 400 files/year  
Culinary Arts – Approximately 250 files/year

**Question #15: What is the average length of the media video?**

- A. On average videos range from 5 – 10 minutes

**Question #16: What are the primary use cases for Camtasia and Snag on the various campuses? Can you estimate the number of licenses in use by the faculty? Are the files stored in a common library?**

- A. Faculty primarily use Camtasia and Snagit statewide to create resource videos for hybrid, blended, and face-to-face courses and instructional videos for online faculties. Faculty utilize it for screen casting, screen capture, feedback videos, and video post-production. No, not all videos are currently housed in a common library. There are about 50 licenses in use by TSTC faculty. Some are PC and some are Mac based.

**Question #17: Does TSTC have a target date to make an award of the RFP?**

- A. As soon as possible

**Question #18: If the entire RFP process goes according to plan, when would TSTC look to target the implementation and deployment?**

- A. We are looking to award the RFP by October 30, 2019. Cannot provide implementation/deployment dates at this time.

**Question #19: One of your specifications requires integration with Camtasia and Snag It. Our understanding is that there are no APIs available to integrate with these two systems. TechSmith is the only solution that has the capacity to integrate with these two solutions and therefore will cause an automatic deduction for all other vendors. Given this, how will this affect the score for all the vendors who are not able to integrate due to the limitations provided by Camtasia and Snag It?**

- A. In the requirements we are looking for a vendor who can integrate with Camtasia and Snag It. If the vendor is unable to do this, then it does not meet the requirements set for in the RFP and could affect the others proposals that are unable to meet these requirements.  
However if they have a solution that will do everything that the requirements above are asking for using another technology, then they can submit a proposal. Then the team can review and see if they like the alternate option they are presented with.

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**In submission of this proposal, bidder must acknowledge receipt of this addendum, otherwise proposal will not be given consideration. Proposer must acknowledge receipt by including a copy of this notice with submittal.**

**Proposer Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Vendor Name** \_\_\_\_\_

**Vendor Identification Number** \_\_\_\_\_

**Date:** \_\_\_\_\_