

**QSP 2021-8015;**  
**Virtual Event Hosting & Publishing Services**  
**ATTACHMENT A: SCOPE OF WORK**



The Virtual Event Contractor shall provide virtual event services including audio, video, streaming, archiving and publishing services to Cincinnati Metropolitan Housing Authority, leveraging the state-of-the-art digital platforms.

**1.0 Background on Virtual Event Hosting**

Pursuant to Federal and State Guidelines on the use of virtual meetings to address COVID health concerns, the Cincinnati Metropolitan Housing Authority is seeking a partner to host and administer virtual events, including, but not limited to monthly Board of Commissioner meetings, virtual landlord events, virtual employee events and other events where the public should be invited to observe or participate.

**2.0 Consultant Scope**

**2.1 Host Virtual Events.**

- 2.1.1** Create virtual meeting spaces capable of supporting up to 150 participants via a virtual meeting platform such as Zoom.
- 2.1.2** Stream the event via a streaming service such as Vimeo
- 2.1.3** Publish the event video and audio file for later viewing by anyone on YouTube or Vimeo.
- 2.1.4** Serve as the moderator on the meeting allowing users into the meeting and quickly “fade-to-black” or similar feature in the event that a rogue participant disrupts the meeting.
- 2.1.5** These events can be held on Sunday through Saturday and are generally between the hours of 8:00 am and 10:00 pm. There may be special results for events outside of these hours.

**3.0 Performance Standards**

- 3.1** For each event, the Contractor must ensure that:
  - 3.1.1** The virtual event begins no later than 10 minutes before the scheduled start time
  - 3.1.2** The virtual event continues until closed by CMHA staff or the Board of Commissioners
  - 3.1.3** The audio and video for the entire event must be broadcasted via the Hosting platform and the streaming platform for the duration of the event.  
*Note: This is a requirement of the Open Records regulations. Failure to do so could result in fines or other sanctions on CMHA.*
  - 3.1.4** The recording of the audio and video will be archived in Vimeo or YouTube and a copy of the audio/video will be provided to CMHA within 3 business days of the virtual event.

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- 3.2** If the Contractor fails to start the virtual event on-time, then a 10% penalty will be assessed on the final invoice for the virtual event.
- 3.3** If the Contractor fails to stream the entire event via Vimeo OR fails to publish the audio/video file to Vimeo or YouTube, the contractor will be assessed a penalty equal to the amount of the charges for the event. In addition, fines or sanctions incurred by CMHA for this failure, may be assessed to the Contractor.
- 3.4** If the Contractor fails to effectively moderate the participants resulting in disruption of the meeting, the Contractor will be assessed a 10% penalty.
- 3.5** Repeated violations may result in termination of the contract.
- 3.6** The COO may waive the fee reductions at her discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.