

Request for Proposal: Webcasting Services and Technical Support

Release Date: **June 12, 2026**

Deadline: **4:00 pm EDT, July 2, 2026**

Overview

OCALI, a project of the Educational Service Center of Central Ohio (ESCCO), is a recognized global leader in creating and connecting resources and relationships to ensure that people with disabilities have the opportunity to live their best lives for their whole lives.

One of the ways that OCALI inspires change and promotes access is through its marquee annual event that brings together researchers, experts, practitioners, parents, and families to collaborate and share ideas and best practices. OCALICONLINE 2026 marks the seventh year of hosting the event exclusively online, and the 20th year of providing participants with ample opportunities to transform inspiration into action.

The OCALICONLINE 2026 live event runs **November 17-20, 2026**, with video-on-demand continuing through **January 11, 2027**.

Up to 2,000 participants from across the nation and around the world will come together this fall to learn, network, and share research, best practices, and resources – all aimed at supporting people with autism spectrum disorder, sensory disabilities, and low-incidence disabilities to live their best lives for their whole lives.

Whether working across the lifespan, across agencies, or across the world, OCALI's goal remains the same: *To deliver a world-class learning experience that inspires change and promotes access to opportunities for people with disabilities.*

Additional information and details about OCALICONLINE 2026 can be found at ocalicon.org.

Title:	OCALICONLINE 2026
Event Dates:	November 17-20, 2026
Event Times:	Half days Tuesday and Friday, full days Wednesday and Thursday (see below <i>Schedule At-A-Glance for details</i>)
Video-on-Demand:	November 20, 2026 – January 11, 2027
Host:	OCALI
Location:	Online
Content:	Concurrent sessions: Duration: 1-hour Quantity: 200+ Ohio Department of Education & Workforce Leadership Session: Duration: 2-hours Quantity: 1 Keynote/General Sessions: Duration: 1-hour Quantity: 1-2 (Opening Tuesday / Possible Closing Keynote Friday)

Audience

Up to 2,000 participants from across the nation and around the world including educators, state, district, and building administrators, higher education faculty, national leaders, parents and family members, related service providers (including behavior specialists, psychologists, SLPs, etc.), and advocates.

Platform

OCALI's proprietary Session Sorter online event system and OCALI's own Zoom meeting and webinar accounts. OCALI will provide contractor with Zoom login information to manage accounts. [Watch the 2025 Attendee Tutorial video](#) to see how OCALI's online system integrates with Zoom.

Request for Proposal

The ESCCO on behalf of OCALI seeks a proposal for a virtual event webcasting services and technical support contractor for OCALICONLINE 2026, **November 17-20, 2026.**

Contractor shall:

- Provide a sufficient number of qualified technicians to support up to fourteen (14) concurrent Zoom sessions per conference day during OCALICONLINE. Refer to the below Schedule-at-a-Glance for full dates and times.
- If not utilizing a 1:1 technician-to-session ratio, effectively balance live session support with overlapping preparation for subsequent sessions. For example, while supporting the 8:45 - 9:45 am session, technicians must also facilitate tech checks for presenters in the 10:00 am session beginning at 9:30 am.
- Provide one (1) to two (2) Event Manager(s) responsible for coordinating technician activities, overseeing technical operations, and ensuring overall event execution.
- Provide all necessary equipment, systems, and/or platforms to coordinate and manage content delivery utilizing OCALI-provided Zoom Meeting and Webinar accounts. The solution must support up to 2,000 concurrent users across multiple conference days.
 - » OCALI will supply all required Zoom account login credentials and access.

Technician Responsibilities

Technician duties shall include, but are not limited to:

- Opening each Zoom meeting or webinar thirty (30) minutes prior to the scheduled start time to conduct a technical check with presenters and, as applicable, American Sign Language (ASL) interpreters.
 - » Tech checks must include audio levels, microphone functionality, lighting, camera positioning, slide presentation readiness, and video playback.
- Admitting attendees and opening sessions precisely at the scheduled start time.
- Recording each session to OCALI's Zoom cloud.
- Ensuring closed captioning is enabled and available for all sessions.
- Preventing unauthorized AI notetaking tools or bots from entering sessions.
- Integrating ASL interpreter video feeds from remote locations as required. The number of ASL feeds will be determined based on participant accommodation requests.
- Providing real-time technical support for presenters and ASL interpreters before, during, and after sessions, including but not limited to:
 - » Assigning host and co-host roles
 - » Launching and managing polls
 - » Managing breakout rooms

Technical and Operational Requirements

The Contractor shall:

- Ensure sufficient staffing, system capacity, and bandwidth to support all concurrent sessions and associated audio/video feeds.
- Maintain a reliable backup internet connection to minimize service disruption.
- Maintain backup power capability to ensure continuity of operations.
- Participate in planning meetings and coordinate regularly with OCALI staff to support conference preparation, execution, and post-event needs.

Contractor Location

It is preferred that all technicians are operating together in the same physical location to best coordinate communication efforts and quick troubleshooting between Contractor and OCALI.

Optional Services

The following services are not required as part of this RFP. If available, Respondents should include a separate description and itemized pricing.

1. Backup Session Recordings

- Contractor shall create and retain backup recordings of all sessions.
- Backup recordings shall be provided to OCALI upon request in the event of Zoom cloud recording failure or quality issues.
- If requested, Contractor must deliver the requested backup recording no later than 12:00 pm ET on the following day.

2. Keynote Streaming Service

- Contractor shall provide a streaming solution for keynote sessions scheduled from 12:30 – 1:30 pm ET on Tuesday and, if applicable, Friday.
- The solution must support up to 3,000 concurrent users.
- Preferred solutions include Zoom or comparable platforms that allow for individual viewer tracking to support continuing education unit (CEU) verification and reporting.

3. OCALI Channel (Continuous Streaming Option)

- Contractor shall provide an optional continuous, all-day streaming service to support playback of OCALI-provided live and pre-recorded content via the "OCALI Channel" (Vimeo or equivalent platform) during conference hours.
- OCALI will provide all content and technical support for playback.
- Contractor is responsible for providing and maintaining platform access (e.g., Vimeo or equivalent) and ensuring reliable stream delivery.
- The OCALI Channel player will be embedded within the conference platform.

4. On-Site Livestream Production (Columbus, OH)

- OCALI may elect to livestream the Tuesday opening keynote from its offices located at 470 Glenmont Ave., Columbus, Ohio.
- Contractor shall confirm the ability to:
 - » Provide, transport, install, and remove a professional stage lighting system and control equipment
 - » Supply necessary personnel for setup, operation, and teardown
- Respondents should include a preliminary description of approach and a rough order-of-magnitude cost estimate. Final scope and pricing will be determined in coordination with OCALI.

Schedule At-A-Glance

Tuesday, Nov. 17		Wednesday and Thursday, Nov. 18-19		Friday, Nov. 20	
		8:30 – 8:45 am	Welcome/Open	8:30 – 8:45 am	Welcome/Open
9:30 - 11:30 am	Ohio Department of Education & Workforce Leadership Session	8:45 – 9:45 am	Session 1	8:45 - 9:45 am	Session 1
		9:45 – 10:00 am	Break	9:45 – 10:00 am	Break
		10:00 – 11:00 am	Session 2	10:00 – 11:00 am	Session 2
		11:00 – 11:15 am	Break	11:00 – 11:15 am	Break
11:30 am – 12:15 pm	[Offline]	11:15 am – 12:15 pm	Session 3	11:15 am – 12:15 pm	Session 3
12:15 – 12:30 pm	Countdown	12:15 – 12:30 pm	Break	12:15 – 12:30 pm	Break
12:30 – 1:30 pm	Grand Opening and Keynote	12:30 – 1:30 pm	Session 4	12:30 – 1:30 pm	Session 4 OR Closing Keynote
1:30 – 1:45 pm	Break	1:30 – 1:45 pm	Break		
1:45 – 2:45 pm	Session 1	1:45 – 2:45 pm	Session 5		
2:45 – 3:00 pm	Break	2:45 – 3:00 pm	Break		
3:00 – 4:00 pm	Session 2	3:00 – 4:00 pm	Session 6		

Note: All times are Eastern Standard Time (EST).

Event Details and Parameters

- Each session time slot will include up to thirteen (13) concurrent Zoom Meetings and one (1) Zoom Webinar.
 - » All Zoom Meetings will be conducted live.
 - » Zoom Webinar sessions may include a combination of live and pre-recorded content.
- For the purposes of this RFP:
 - » "Webinar" is defined as a presentation format in which one or more presenters address a large audience with no direct verbal interaction from attendees; participant engagement is limited to text-based tools (e.g., chat or Q&A).
 - » "Meeting" is defined as a collaborative session in which participants may see, hear, and communicate with one another via audio and/or text.
- For sessions that include pre-recorded content, OCALI will provide final files to the Contractor no later than **Friday, November 6, 2026**.
- The total number of sessions, including panel sessions, will be finalized in late Summer 2026.
- All sessions are sixty (60) minutes in length.
 - » Presenters are expected to utilize the full scheduled time.
 - » Sessions may not extend beyond the allotted 60-minute time block.
- Sessions may include up to five (5) presenters.
- OCALI recommends that multiple presenters utilize a single shared presentation deck; however, presenters may, in some cases, share content from individual devices.
 - » Presenters are generally expected to present from their own locations using their own devices (e.g., laptop, tablet) and a reliable, high-quality internet connection.
- OCALI will manage and edit all on-demand recordings following the event.
- The total number of sessions requiring American Sign Language (ASL) interpretation will be finalized in Fall 2026 and will be based on attendee accommodation requests.
 - » Typically, one (1) interpreter is assigned per full 60-minute session (without mid-session switching).
 - » Interpreters will join sessions as participants and will be pinned or spotlighted in the same manner as presenters.
 - » For reference, ASL interpretation was provided in sixteen (16) sessions during the 2025 event.
- Unless OCALI elects to include Optional Service #2 (Keynote Streaming Service), all keynote/general sessions will be managed directly by OCALI.
 - » Contractor services are not required during the following times (see Schedule-at-a-Glance for details):
 - ◇ Tuesday, November 17 | 12:30 – 1:30 pm EST
 - ◇ Friday, November 20 | 12:30 – 1:30 pm EST
- If OCALI elects to include Optional Service #2, the Contractor shall provide, manage, and support the keynote/general sessions during the above timeframes.

Requirements for Proposal Preparation

Respondents must submit the following components as part of their official proposal. Submissions will form the basis upon which OCALI evaluates the Respondent's qualifications, approach, and ability to successfully deliver the services outlined in this RFP.

Technical Proposal

Responses should be organized and clearly labeled according to the sections below.

1. Cover Page

Please include:

- Company name
- Primary contact name, title, phone number, and email
- Company overview (e.g., biography and/or mission)
- Brief proposal summary

2. Narrative Plan

Provide a detailed description of the proposed approach to delivering the requested services. The narrative should include, at minimum:

- Overall session management approach, including:
 - » Proposed number of technicians and staffing model
 - » Coordination and support of presenters
 - » Integration and support of ASL interpreters
- Run-of-show strategy, including:
 - » Management of concurrent sessions per time slot
 - » Approach to overlapping session setup, tech checks, and transitions
- Project management approach, including:
 - » Communication methods and frequency
 - » Issue escalation and resolution
- Proposed roles and responsibilities of both the Contractor and OCALI necessary for successful planning and execution
- Proposed timeline and major milestones for planning, preparation, and event execution
- Demonstrated understanding of OCALI's mission and vision, and how the proposed services align
- Approach to collaboration with OCALI staff and other partners (e.g., ASL interpreters, platform providers)

3. Work Samples

Provide examples of relevant past work, which may include:

- Links to recorded events or video samples
- Case studies or descriptions of events of similar scope and complexity
- Demonstration of services comparable to those requested in this RFP

4. Organizational Capacity

- Please provide a summary of key project personnel, including roles, responsibilities, and relevant experience
- Description of any subcontractors, including:
 - » Scope of work
 - » Relevant qualifications and experience

5. Experience Supporting Neurodivergent and Disabled Participants

Describe the organization's experience supporting presenters and attendees with disabilities, including:

- Specific examples of events or accommodations
- Familiarity with accessibility best practices
- Approaches to creating inclusive and supportive virtual environments

6. Optional Services (if applicable)

If proposing any Optional Services (as described on p.3), include:

- A separate description of each service
- Itemized pricing, including equipment, platforms, personnel, and any associated costs

Cost Proposal:

1. **Pricing structure** – Outline pricing for services required to meet the requested items.
2. **Contract agreement** – Provide sample contract language typically used by Contractor.

Note: All quantities are estimated for the purposes of this RFP. Actual quantities may vary. The final contract represents a "not to exceed amount." OCALI will only pay for actual quantities provided or work performed under contract.

PLEASE NOTE:

- Responses must follow the prescribed format or they shall be deemed non-responsive. Incomplete or late responses may be removed from consideration
- The cover page must be signed by the Respondent
- Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide complete presentation

- Any proprietary material submitted with the proposal that is considered confidential by the Respondent must specifically be so identified, and the basis for such confidentiality must be specifically set forth in the proposal
- Submission of quote does not constitute any type of binding Agreement or Contract between ESCCO/OCALI and Respondent
- ESCCO/OCALI assumes no responsibility for any cost incurred in developing a response to this RFP
- ESCCO/OCALI reserves the right to accept or reject responses to this RFP at its sole discretion
- ESCCO/OCALI's decision is final with respect to the awarding of this Contract

RFP Process Schedule

Friday, June 12, 2026	Release of RFP
June 12 – June 25, 2026	Inquiry Period*
June 25, 2026	Final Date for Receipt of Questions by 4:00 pm EDT
June 29, 2026	Final Date for Posting of Responses to Questions by 4:00 pm EDT
July 2, 2026	Proposals Due by 4:00 pm EDT
July 21-23, 2026	Optional Respondent Interviews
July 31, 2026	RFP Award Announced

*Questions will be answered and posted on the [conference website](#) on a rolling basis.

Evaluation

Selection of Contractor will be based on but not limited to the following criteria:

- Knowledge and experience building and supporting virtual events and livestreaming
- Organizational capacity and experience to perform required services
- Narrative response describing and detailing how the Respondent would use its expertise, technologies, and resources to meet the objectives outlined in the scope of work
- Evidence of recent successful implementation of services similar to the scope of work outlined
- Evidence of knowledge and experience in supporting and/or meeting the accessibility needs of individuals with autism, and/or sensory disabilities, including visual impairments, blindness, hearing impairments, and/or deafness
- Overall cost of products/services
- Overall impression of proposal

ESCCO/OCALI may choose to schedule a virtual interview with Respondent to discuss RFP response. Optional interviews would be scheduled at Respondent's convenience **July 21-23, 2026**.

At its discretion, the ESCCO/OCALI is not required to select the Respondent that submits the lowest cost proposal for providing the services. Instead, the ESCCO/OCALI intends to select the Respondent submitting the proposal deemed by the ESCCO/OCALI to be in the ESCCO/OCALI's best interest. In making its selection, the ESCCO/OCALI may consider any other information, including information not requested in this RFP or not included in the proposals received.

In the event the ESCCO/OCALI is unable to negotiate a satisfactory contract with the top ranked Respondent, the ESCCO/OCALI may terminate negotiations with that Respondent and enter into negotiations with the Respondent submitting the proposal ranked next best. This RFP is not and shall not be construed as an offer of a contract by the ESCCO/OCALI. Any contractual arrangement will be evidenced solely by a Contract authorized by the ESCCO/OCALI.

Notification

All Respondents will receive notification of the awarded contract by **July 31, 2026**. Notification will be sent to the primary contact by email.

The ESCCO/OCALI reserves the right to reject any and all proposals where the Respondent takes exception to the terms and conditions of the RFP or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFP.

The ESCCO/OCALI reserves the right to reject, in whole or in part, any and all proposals where the ESCCO/OCALI, taking into consideration factors including but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of the ESCCO/OCALI or the state. Other factors may include:

- Past performances as reflected by the evaluations of previous clients with respect to factors such as control of costs, quality of work, meeting of deadlines, and other similar factors;
- The services offered are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFP;
- Pricing offered is considered to be excessive in comparison with existing market conditions or exceeds the available funds of the state; or
- It is determined that award of a contract would not be in the best interests of the state.

The ESCCO/OCALI may award a contract in whole or in part to one or multiple contractors. The final contract is subject to ESCCO Governing Board approval.

This is a one-year contract specifically for OCALICONLINE 2026. There is no multi-year renewal option.

Proposal Submission

Questions about this RFP should be submitted in writing to **Nathan Ticknor**, Business and Strategic Development Consultant (**Nathan_Ticknor@ocali.org**) by **4:00 pm EDT, July 2, 2026**. Please use the subject line "2026 Webcasting Services and Technical Support RFP."

Email electronic copies of the proposal to **Nathan_Ticknor@ocali.org**. Please label clearly in the subject line to clarify it is a response to the 2026 RFP. The proposal must be received by **4:00 pm EDT, July 2, 2026**.