

**Bay Area Headquarters Authority  
(BAHA)**

**January 25, 2023**

**Agenda Item 2c - 22-1397**

**Contract Amendment – Webcasting Production Services: Network Time Television Inc.  
(\$304,000)**

---

**Subject:**

A request for Committee approval of a contract amendment in an amount not to exceed \$304,000 with Network Time Television Inc. (NTT) to provide webcasting, agenda management, and closed captioning services through the period of June 30, 2025.

**Background:**

In June 2020, BAHA approved a contract with NTT in an amount of \$2,800,000 for a term of five years for webcasting, agenda management, and closed captioning services. BAHA utilized a procurement by the U.S. General Services Administration (GSA) contract, a collaborative intergovernmental procurement vehicle, which satisfies the Bay Area Headquarters Authority's (BAHA's) competitive procurement requirements for the initial contract and this amendment. Additional amendments approved by executive director authority have added \$160,000 for end-of-life equipment replacement.

NTT currently provides webcasting production services for MTC, the Association of Bay Area Governments (ABAG), the Bay Area Regional Collaborative (BARC), and the Bay Area Air Quality Management District (BAAQMD). Each agency, MTC and BAAQMD, is responsible for its share of the costs for each webcast meeting and a proportional share of the systems maintenance and managed services costs as unit owners in the building.

Under the proposed contract amendment, NTT would also provide webcasting services for the Bay Conservation and Development Commission (BCDC), who would assume responsibility for its share of the costs under an agreement to be executed between BAHA and BCDC.

The work under this contract is required for Bay Area Metro Center agencies to comply with the Ralph M. Brown Act and is essential to ongoing webcasting of board meetings and enabling public participation.

Neither NTT, nor its subcontractors, are small businesses or disadvantaged business enterprises.

**Recommendation:**

Staff recommends that the Authority authorize the Executive Director or designee to negotiate and enter into a contract amendment with NTT in an amount not to exceed \$304,000 for a total new contract not to exceed amount of \$3,264,000, through the period of June 30, 2025, to provide webcasting, agenda management, and closed captioning services, subject to the agency's budget approval process as necessary in future fiscal years; and an agreement with BCDC to fund its share of the costs for this amendment.

**Attachments:**

- Request for Committee Approval – Summary of Proposed Contract



---

Andrew B. Fremier

## Summary of Proposed Contract Amendment

Work Item No.: 1161, 9110, 9120

Consultant: Network Television Time Inc. (NTT)  
Westlake Village, CA

Work Project Title: Webcasting Production Services

Purpose of Project: Webcast, Video Production, A/V Maintenance, Closed Captioning

Brief Scope of Work: Webcasting services as noted in the BAHA Committee Summary Sheet

Project Cost Not to Exceed: \$304,000 this amendment  
Previous approved contract amount = \$2,960,000  
Total approved contract amount based on this action = \$3,264,000

Funding Source: BAHA operating budget, MTC funds, SSO funds, BAAQMD funds, and BCDC funds.

Fiscal Impact: Funding of \$98,850 is included in the FY 2022-23 budget, funding of \$101,300 in FY 2023-24, of \$103,850 in FY 2024-25 is subject to inclusion in future BAHA, MTC, and SSO annual operating budgets, to be reimbursed in part by BAAQMD and BCDC.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with NTT for webcasting production services described above and in the BAHA Committee Summary Sheet dated January 25, 2023 and that the Chief Financial Officer is authorized to set aside a total \$304,000 for such amendment, subject to including necessary funds in agencies' budgets and execution of an agreement between BAHA and BCDC.

Operations Committee:

---

Alfredo Pedroza, Chair

Approved: January 25, 2023