

## ***Memorandum***

### **Agenda Item 4**

TO: Bay Area Headquarters Authority

DATE: October 28, 2015

FR: Executive Director

W. I. 9130

RE: Contract – Webcasting, Agenda Management and Audio Visual Services:  
Network Television Time Inc., Formerly GovTV of California (\$1,400,000)

This memorandum requests the Authority's approval of a contract with Network Television Time Inc., formerly GovTV of California (NTT) for \$1,400,000 over four years for audio and video technical operations and configuration and maintenance services.

MTC and the Bay Area Air Quality Management District (BAAQMD) intend to webcast public meetings at the Bay Area MetroCenter at 375 Beale Street. To facilitate this need, the building is equipped with broadcast audio and video equipment. NTT is being recommended to operate, configure and maintain the equipment and provide services for this function. ABAG is not participating in webcasting at this time.

### **Background**

NTT will provide control room management, camera operation, basic equipment maintenance and setup as well as audio/visual editing for meeting recordings accessible in an Internet-based portal. NTT (at that time referred to as GovTV) was approved by the Authority in March, 2015 to provide "Webcasting Installation Services." At the time of the approval, staff indicated that a procurement for maintenance and operating services was forthcoming.

Rather than procuring such services, NTT is being recommended on a sole source basis due in major part to its partnerships. BAAQMD currently uses NTT services. The agency selected NTT through an RFP in 2011, at which time only NTT responded. Staff research continues to indicate an extremely limited selection of vendors capable of this work. In addition, NTT is a partner with Granicus, the company that provides agenda hosting and management services for MTC and BAAQMD. This partnership allows for a seamless integration between the meeting management system and the video that minutes ultimately link to. In addition, the partnership maintains a single point of contact for billing and all issues relating to agenda and meeting management as well the audio/visual production of the meetings. A four year contract is recommended to allow BAHA the ability to adapt to changes in webcasting technology and consider a competitive procurement in the future.

NTT is being recommended as a result of its extensive experience in government meeting broadcasting and its depth of personnel. NTT exclusively serves government clients, including the BAAQMD and many California entities including Los Angeles and Orange Counties and the City of Los Angeles. NTT is a large entity capable of serving the extensive needs of two regional entities housed in a single building. These needs include the ability to webcast multiple meetings simultaneously.

NTT is also capable of scaling its offering to meet the demands of additional agencies that may choose to webcast meetings. In addition to the regular meetings, it is imperative that BAHA contract with a company capable of responding to special and emergency meeting scenarios. NTT provides the depth and guarantee of coverage for nearly any special circumstance.

### Cost

The cost of NTT services combines control room management for a system capable of webcasting and operating two meetings simultaneously. In addition, the cost is a full managed-services contract providing a turn-key operational solution. Staff considered alternatives including staffing the control room with agency staff. Because of the extensive meeting schedule of MTC and BAAQMD, up to four professionals would need to be retained to meet the needs of the two agencies. The cost for four employees is well above \$500,000 per year, which significantly exceeds the recurring costs being proposed by NTT.

Service	Yearly	Four Year Term
Webcast MTC meetings @ \$1,350/meeting/3 hour block	\$146,000	\$584,000
Webcast BAAQMD meetings @ \$1,350/meeting/3 hour block	\$121,000	\$484,000
System Maintenance	\$55,000	\$220,000
<b>Total Recurring Costs</b>	<b>\$322,000</b>	<b>\$1,288,000</b>
One time cost: Data migration for meeting minutes		\$36,000
Contingency		\$76,000
<b>Total Cost over four (4) years</b>		<b>\$1,400,000</b>

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. BAHA will pay the one-time capital costs from its FY 2015-16 Capital Budget. Contingency dollars will be allocated from recurring costs or one-time costs as required.

### Recommendation

Based on NTT's ability to provide the depth of staff, response to special and emergency situations as well as its partnership with BAAQMD and Granicus, staff is recommending a sole source agreement. The contract recommended in this memorandum is a four year agreement with the ability to terminate. NTT is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Staff recommends that the Authority authorize the Executive Director or his designee to enter into a contract with NTT for services in an amount not to exceed \$1,400,000, subject to the agency's budget approval process as necessary in future fiscal years, including a \$76,000 contingency to be used by the Executive Director at his discretion.

  
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Steve Heminger

SH:njr

## Attachment A

	Firm Name	Role on Project	DBE* Firm			SBE** Firm		
			Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Network Television Time Inc.	Prime Contractor			X			X
Subcontractor	Granicus	Provider of agenda hosting and management services for MTC and BAAQMD			X			X
Subcontractor	Voice to Print Captioning, LLC	Provider of On-Screen Captioning			X			X

\*Denotes certification by the California Unified Certification Program (CUCP).

\*\*Denotes certification by the State of California.

## REQUEST FOR AUTHORITY APPROVAL

### Summary of Proposed Contract

Vendor: Network Television Time Inc., Formerly GovTV of California

Work Project Title: Webcasting, Agenda Management and Audio Visual Services

Purpose of Project: Webcast, Video Production, Audio Visual Maintenance

Brief Scope of Work: Audio/Visual production services, camera operation, basic equipment maintenance and setup as well as audio/visual hosting for meeting recordings in an Internet based portal.

Project Cost Not to Exceed: \$1,400,000, including a \$76,000 contingency to be used by the Executive Director at his discretion

Funding Source: BAHA FY 2015-16 Capital Budget  
FY 2016-17 and beyond: BAHA operating budget and BAAQMD funds.

Fiscal Impact: Funding for one-time cost of \$64,000 is included in the BAHA FY 2015-16 Capital Budget;  
FY2016-17 and beyond: \$322,000 per year, subject to inclusion in BAHA's annual operating budget, to be reimbursed in part by BAAQMD.

Motion by Authority: That the Executive Director or his designee is authorized to negotiate and enter into a contract with Network Television Time Inc. as described above and in the Executive Director's memorandum dated October 28, 2015 and the Treasurer and Auditor is directed to set aside funds in the amount of \$1,400,000 for such contract comprised of \$64,000 for FY 2015-16 and \$322,000 per Fiscal Year in FY 2016-17, 2017-18, 2018-19, and 2019-20 subject to inclusion of those funds in each of those fiscal years' agency budgets.

BAHA Chair:

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Dave Cortese

Approved:

Date: November 4, 2015