

Memorandum

Agenda Item 2b

TO: Bay Area Headquarters Authority

DATE: September 20, 2017

FR: Executive Director

W. I. 9130

RE: Purchase Order – Shared Services Audio Visual Support Services: Network Television Time, Inc. (\$270,000)

This memorandum requests the Authority's approval to issue a purchase order to Network Television Time, Inc. (NTT), for \$270,000 over three years for audio and video support services in the Bay Area Metro Center, subject to the approval of future BAHA budgets.

Background:

NTT currently provides webcasting services for the Association of Bay Area Governments, the Bay Area Air Quality Management District, and MTC through the Shared Services program at the Bay Area Metro Center. Shortly after move-in, MTC hired NTT on a trial basis to provide end-user support for the shared agency conference rooms and public space audio visual support. The arrangement eliminated the need for MTC to hire additional staff, while providing the necessary audio visual support for the newer, more sophisticated equipment in the building

The NTT trial was successful and staff is recommending a continuation of NTT's service through the remainder of NTT's webcasting contract. Staff considered other options, including hiring dedicated staff and seeking other vendors. It was determined that hiring additional staff would cost two to three times the cost per year of NTT's service. The cost of NTT services is extremely competitive because the company already has a regular presence in the building. In addition, after a significant search for firms capable of providing like services, staff was unable to identify a company responsive or willing to provide such services.

Recommendation:

Based on NTT's ability to provide the depth of staff, response to special and emergency situations; staff is recommending a sole source agreement. The purchase order recommended in this memo is a three-year agreement based on the issuance of a yearly purchase order. 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 issue a purchase order to NTT for services in an amount not to exceed \$270,000, subject to the Authority's budget approval process as necessary in future fiscal years.



Steve Heminger

SH:nr

Attachment

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REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Purchase Order

Vendor:	Network Television Time, Inc.
Work Project Title:	Webcasting, Agenda Management and Audio Visual Services
Purpose of Project:	Shared Services Audio Visual Support Services
Brief Scope of Work:	Audio Visual troubleshooting and support. Staff support and mentoring. Equipment replacement and management.
Project Cost Not to Exceed:	\$270,000
Funding Source:	BAHA Building and Commercial Operations Budget
Fiscal Impact:	\$90,000 in funding is included in the FY 2017-18 BAHA Building and Commercial Operations Budget; remainder of funds subject to inclusion in future BAHA budgets.
Motion by Authority:	That the Executive Director or his designee is authorized to issue a purchase order to Network Television Time, Inc. as described above and in the Executive Director's memorandum dated September 13, 2017 and the Treasurer and Auditor is directed to set aside funds in the amount of \$270,000 for such purchase orders as specified above, subject to the approval of future BAHA budgets.

BAHA Chair:

Jake Mackenzie

Approved:

Date: September 27, 2017