



Bay Area Headquarters Authority
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Memorandum

Agenda Item 4b

TO: Bay Area Headquarters Authority (BAHA)

DATE: September 20, 2018

FR: Executive Director

W. I. 9130

RE: Contract Amendment – Webcasting, Agenda Management and Audio Visual Services:
Network Television Time, Inc. (\$300,000)

This memorandum requests Committee approval of a two-year contract amendment in an amount not to exceed \$300,000 with Network Television Time, Inc. (NTT) to provide additional webcasting services including coverage of additional meetings and closed captioning.

Background

On November 4, 2015, BAHA approved a sole source contract with NTT for a four-year term in an amount not to exceed \$1,400,000. The contract was subsequently amended to add \$200,000 under Executive Director authority to cover the webcasting of additional meetings, including those of the Association of Bay Area Governments (ABAG). This request will increase the total contract amount to \$1,900,000 to cover closed captioning, meetings of the Committee to House the Bay Area (CASA), and meetings or events of any additional bodies requiring webcasting in the Bay Area Metro Center. This is a shared service and is reimbursed proportionately by the Bay Area Air Quality Management District (BAAQMD).

Since the execution of this agreement, there has been a steady increase in the number of meetings requested to be webcast, not only on behalf of MTC and BAAQMD, but also other public agencies. For example, MTC has created CASA and its subordinate committees and provides webcast services for those meetings.

Recently, MTC implemented closed captioning for the hearing impaired. This service allows individuals to turn on a feature allowing the audio of a meeting to be viewed as text. The addition of this service, as well as the additional meeting webcasts, require the contract to be amended to fund the increased service demands.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Network Television Time, Inc. for the remaining two years of the contract term in an amount not to exceed \$300,000.



Steve Heminger

SH:nr
Attachment

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Attachment A

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

Work Item No.:	9130
Consultant:	Network Television Time, Inc.
Work Project Title:	Audio/Visual production services, camera operation, closed captioning, basic equipment maintenance and setup as well as audio/visual hosting for meeting recordings in an Internet based portal.
Purpose of Project:	Webcast, Video Production, Audio Visual Maintenance
Brief Scope of Work:	Provide additional webcasting services including coverage of additional meetings and closed captioning
Project Cost Not to Exceed:	<p>\$300,00 this amendment</p> <p>Previously approved contract amount: \$1,600,000</p> <p>maximum contract amount after this amendment: \$1,900,000</p>
Funding Source:	BAHA operating budget and Bay Area Air Quality Management District (BAAQMD) funds
Fiscal Impact:	<p>\$150,000 is included in the BAHA FY 2018-19 annual operating budget, to be reimbursed in part by BAAQMD.</p> <p>\$150,000 is subject to approval of the 2019-20 BAHA annual operating budget, to be reimbursed in part by BAAQMD.</p>
Motion by Authority:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Network Television Time, Inc. as described above and in the Executive Director's memorandum dated September 20, 2018, and the Chief Financial Officer is authorized to set aside funds in the amount of \$300,000 for such amendment, subject to approval of necessary funds in future agency budgets as specified above.
BAHA Chair:	<hr/> <p>Jake Mackenzie, Chair</p>
Approved:	Date: September 26, 2018