

# Bay Area Headquarters Authority (BAHA)

June 24, 2020

Agenda Item 3b - 20-0772

## Contract – Webcasting, Agenda Management, and Captioning Services: Network Television Time Inc. (\$2,800,000)

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**Subject:** A request for Authority approval of a contract with Network Television Time Inc. (NTT) for \$2,800,000 over five years for webcasting, agenda management, and closed captioning services. This is a shared service and is reimbursed proportionately by the Bay Area Air Quality Management District (BAAQMD).

**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 a total contract amount of \$1,900,000 to cover closed captioning, meetings of the Association of Bay Area Governments (ABAG) and 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 sole source contract expires on June 30, 2020.

Staff proposes to enter into a new contract with NTT using the U.S. General Services Administration (GSA), a collaborative intergovernmental procurement vehicle, which satisfies MTC's competitive procurement requirements. NTT is an authorized vendor under GSA. Under the proposed contract, NTT will continue to 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 will also provide closed captioning for the hearing impaired, which allows individuals to turn on a feature enabling the audio of a meeting to be viewed as text. Since the execution of the original 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.

NTT is being recommended because of its excellent performance, extensive experience in government meeting broadcasting, and its depth of personnel. NTT has proven they can serve the needs of the agencies at the Bay Area Metro Center, including responding seamlessly to special and emergency meeting scenarios. Following Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, NTT quickly transitioned to supporting remote meetings via Zoom while ensuring that webcasting, public comments, and closed captioning continued without interruption.

Under the proposed new contract, NTT would continue to flexibly support in-person, remote, and hybrid meetings.

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. The total shared \$2,800,000 budget includes contingency for additional meetings as needed. The anticipated cost sharing distribution, based on 2019-20 actual webcasts, is shown below.


Agency	2019-20 % of Webcasts	First Year Anticipated Costs	Total Anticipated Five-Year Costs
MTC	58%	\$308,560	\$1,624,000
BAAQMD	42%	\$223,400	\$1,176,000
Total			\$2,800,000

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

**Issues:** No issues identified.

**Recommendation:** Staff recommends that the Authority authorize the Executive Director or designee to negotiate and enter into a five-year contract with NTT for services in an amount not to exceed \$2,800,000 to provide webcasting, agenda management, and closed captioning services, subject to the agency's budget approval process as necessary in future fiscal years.

**Attachments:** Request for Committee Approval – Summary of Proposed Contract

  
Therese W. McMillan

## REQUEST FOR AUTHORITY APPROVAL

### Summary of Proposed Contract

Work Item No.:	1161, 9110, 9120
Consultant:	Network Television Time Inc. Westlake Village, CA
Work Project Title:	Webcasting, Agenda Management and Captioning Services Services
Purpose of Project:	Webcast, Video Production, Audio Visual Maintenance, Closed Captioning
Brief Scope of Work:	Audio/Visual production services, camera operation, closed captioning, remote meetings, basic equipment maintenance and setup as well as audio/visual hosting for meeting recordings in an Internet based portal.
Project Cost Not to Exceed:	\$2,800,000
Funding Source:	BAHA operating budget, MTC funds, SSO funds, and BAAQMD funds.
Fiscal Impact:	Funding is subject to inclusion in BAHA's, MTC's, and SSO's annual operating budgets (as shown below), to be reimbursed in part by BAAQMD: <ul style="list-style-type: none"><li>• FY 2020-21: \$532,000</li><li>• FY 2021-22: \$546,000</li><li>• FY 2022-23: \$560,000</li><li>• FY 2023-24: \$574,000</li><li>• FY 2024-25: \$588,000</li></ul>
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract with Network Television Time Inc. for webcasting, agenda management, and captioning services as described above and in the BAHA Summary Sheet dated June 24, 2020 and the Chief Financial Officer is authorized to set aside \$2,800,000 for such contract, subject to future annual budget approvals.
BAHA:	<hr/> Scott Haggerty, Chair
Approved:	June 24, 2020