

**Bay Area Headquarters Authority
(BAHA)**

November 20, 2024

Agenda Item 3b - 24-1076

**Contract Amendment – Webcasting Production Services: Network Television Time Inc.
(\$860,818)**

Subject:

A request for Committee approval of a contract amendment in an amount not to exceed \$860,818 with Network Television Time Inc. (NTT) to provide webcasting, agenda management, closed captioning services, event support, and Bay Area Metro Center (BAMC) audio-visual (AV) equipment maintenance/replacement through the originally contracted 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.

In July 2023, due to expanded meeting and event needs, BAHA approved a budget amendment for \$954,700 for fiscal year 2023-24 to provide enhanced AV support for BAMC events, equipment modernization and replacement, on-call support and routine maintenance of other public facing BAMC AV systems, and webcasting for increased agency meetings. The proposed amendment of \$860,818 provides funding for NTT to meet the expanded meeting and event needs during fiscal year 2024-25.

NTT currently provides webcasting production services for MTC, the Association of Bay Area Governments (ABAG), the Bay Area Regional Collaborative (BARC), the Bay Area Air Quality Management District (BAAQMD), and BCDC. Each agency 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. The work under this contract is required for BAMC agencies to facilitate compliance with the Ralph M. Brown Act and is essential to ongoing webcasting of committee meetings and enabling public participation.

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

Recommendations:

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 \$860,818 for a total new contract amount not to exceed \$5,079,518 through the originally contracted period of June 30, 2025, to provide webcasting, agenda management, closed captioning services, event support, and BAMC AV equipment maintenance/replacement.

Attachments:

Request for Committee Approval – Summary of Proposed Contract



Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.: 1998, 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, equipment maintenance/replacement, and other AV support as noted in the BAHA Committee Summary Sheet

Project Cost Not to Exceed: \$860,818 this amendment
Previous approved contract amount = \$4,218,700
Total approved contract amount based on this action = \$5,079,518

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

Fiscal Impact: Funding of \$860,818 is included in the FY 2024-25 budget, to be reimbursed in part by BAAQMD and BCDC.

Motion by Authority: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with NTT for services described above and in the BAHA Committee Summary Sheet dated October 23, 2024.

Authority Approval: _____
Alfredo Pedroza, Chair

Approved: November 20, 2024