

**Bay Area Headquarters Authority  
(BAHA)**

**July 26, 2023**

**Agenda Item 2b - 23-0921**

**Contract Amendment – Webcasting Production Services: Network Time Television Inc.  
(\$954,700)**

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**Subject:**

A request for Committee approval of a contract amendment in an amount not to exceed \$954,700 with Network Time Television 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 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. Additional amendments approved under the executive director's authority and this Committee have added \$464,000 for end-of-life equipment replacement, webcasting for increased agency meetings, and the addition of webcasting services for the Bay Conservation and Development Commission (BCDC).

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.

Under the proposed contract amendment, NTT would provide AV support for BAMC events, equipment modernization and replacement, and on-call support and routine maintenance of other BAMC AV systems, including conference rooms and display panels. NTT would also support webcasting for overall increased agency meetings, including in-person, remote, and hybrid meetings.

The work under this contract is required for Bay Area Metro Center agencies to facilitate compliance with the Ralph M. Brown Act and is essential to ongoing webcasting of board meetings and enabling public participation.

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

**Recommendation:**

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 \$954,700 for a total new contract amount not to exceed \$4,218,700, through the period of June 30, 2025, to provide webcasting, agenda management, closed captioning services, event support, and BAMC AV equipment maintenance/replacement, subject to the agency's budget approval process as necessary in future fiscal years.

**Attachments:**

- Request for Committee Approval – Summary of Proposed Contract



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Andrew B. Fremier

**Summary of Proposed Contract Amendment**

Work Item No.: 1161, 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: \$954,700 this amendment  
Previous approved contract amount = \$3,264,000  
Total approved contract amount based on this action = \$4,218,700

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

Fiscal Impact: Funding of \$954,700 is included in the FY 2023-24 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 July 26, 2023, and that the Chief Financial Officer is authorized to set aside a total \$954,700 for such amendment, subject to including necessary funds in agencies' budgets.

Authority Approval: \_\_\_\_\_  
Alfredo Pedroza, Chair

Approved: July 26, 2023