

CALIFORNIA COASTAL COMMISSION

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W-32a

November 20, 2009

To: Coastal Commissioners and Interested Public

From: Peter M. Douglas, Executive Director
Susan M. Hansch, Chief Deputy Director
Louise Heredia-Sauseda, Chief, Fiscal & Business Services

Subject: Contract Award for Audio, Video, and Internet Webstreaming Services
for public hearing and Commission action, Item 32a, Wednesday,
December 9, 2009

STAFF RECOMMENDATION

Staff recommends that the Commission authorize the Executive Director to approve and sign a contract with A.G.P. Video, Inc. for an amount not to exceed \$160,000 to provide audio, visual, and internet webstreaming services for a period of one year beginning February 1, 2010. The contract will contain an option to extend the term for two additional one-year periods contingent upon extension of the existing Master Service Agreement by the Department of General Services beyond the current September 30, 2010 expiration date.

MOTION

"I move that the Commission authorize the Executive Director to contract with A.G.P. Video, Inc. for an amount not to exceed \$160,000 to provide audio, visual, and internet live webstreaming and archival services for one year beginning February 1, 2010, with the option of extending the contract for no more than two one-year periods, in accordance with the Department of General Services instructions."

Staff recommends a **YES** vote.

BACKGROUND

The Commission currently contracts for electronic coverage of Commission meetings including on-line (live) Internet webstreaming services to promote greater public access and participation in coastal management issues under consideration by the Commission. In addition, complete Commission meeting documentation is made available to the Commission and members of the public through electronic archival services including CDs and DVDs. The current contract for these services expires January 31, 2010.

CONTRACT SPECIFICATIONS

In accordance with state contracting requirements, a Request for Offer (RFO) was prepared by the Commission staff and emailed on October 21, 2009, to the four vendors eligible under the Master Services Agreement (MSA) authorized by the State Department of General Services (DGS) for Streaming Video and Audio Services: This MSA is scheduled to expire on September 30, 2010, unless extended by DGS.

The RFO stated the Commission's goals and objectives for obtaining said services, specified all required audio, visual, and internet services to be provided, and outlined the "best value" criteria upon which offers would be evaluated. The RFO included the following specifications:

Encoding and Webstreaming: Required every day of all Commission meetings, excluding field trips. The contractor shall also capture the public portions of all field trips through video documentation for archival purposes.

Audio Equipment: Must be adequate to allow all Commissioners, staff and members of the public to comfortably and easily hear all meeting proceedings.

Video Cameras and Related Equipment: Must be adequate to film every day of the meeting, gavel-to-gavel, from various angles, as appropriate to capture the images of all speakers, presenters, visual presentations, Commissioners and staff.

Visual Aids: Must be sufficient to support all standard types of audio/visual presentations during the meeting including a computer connected to a projector, current software and technical support for PowerPoint presentations, a 35 mm slide projector and empty carousel, an 84" x 84" screen or larger, a television with a VCR, and an overhead transparency projector.

Electronic Archives: DVDs/CDs/video and audio tapes shall be provided to the Commission and available to the public for purchase within ten days after the last day of each meeting. The contractor is responsible for all public requests, sales, and distribution of hard copy products.

Website Video Archives (electronic minutes): Shall be available to the public free of charge via the Commission's website within three days after the last day of the meeting and accessible online for a minimum of five years, with long term archiving to be coordinated with the Commission.

CONCLUSION

Staff reviewed the two submitted offers. Upon completing the review of all eligible vendor offers, A.G.P. Video, Inc. received the highest value/cost score based upon RFO specifications, as stated above. Staff recommends that A.G.P. Video, Inc. be awarded the contract to provide audio, visual, and internet live webstreaming and archival services. Staff also recommends an initial contract period of one year with an option to extend the term up to two one-year periods, contingent upon action by the Department of General Services to extend the current MSA which is scheduled to expire on September 30, 2010.