

CALIFORNIA COASTAL COMMISSION

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W25b

September 28, 2012

TO: Coastal Commissioners and Interested Public

FROM: Charles Lester, Executive Director
Susan Hansch, Chief Deputy Director
Pamela Wu, Chief, Fiscal & Business Services
Jessica Chan, Contract & Facilities Analyst, Business Services

SUBJECT: **Contract Award for Audio, Video, and Internet Webstreaming Services for public hearing and Commission action, Item 25b, Wednesday, October 10, 2012**

STAFF RECOMMENDATION

Staff recommends that the California Coastal Commission (Commission) authorize the Executive Director to approve and sign a contract for an amount not to exceed \$160,000 to provide audio, visual, and internet webstreaming services for a period of one year beginning January 1, 2013, with an option to extend the contract for an additional five month period if needed to complete the procurement process.

MOTION

“I move that the Commission authorize the Executive Director to enter into a contract for an amount not to exceed \$160,000 to provide audio, visual, and internet live webstreaming and archival services for one year beginning January 1, 2013 with an option to extend the contract for an additional five month period, 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 online (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 September 30, 2012.

A Request for Quotes for IT Services (RFQ-ITS) was prepared by the Commission staff and emailed on August 21, 2012 to twelve (12) vendors listed in the State Certified Small Business database. The Commission was utilizing the "Small Business Option" which targets Small Businesses (SB) in order to meet the 25% of business with SBs annual requirement. In order to award the contract under the SB Option, two responses from SBs must be received by the submission deadline. Not enough viable bids were received by the deadline. Three bids were received, one timely from a SB, one timely from a non-SB, and one not timely from a SB. Under the direction of the Department of General Services/Technology Acquisitions Branch (DGS/TAB), the Commission cancelled the initial RFQ and re-bid with a new RFQ. Also under the direction of DGS/TAB, the Commission is pursuing DGS approval for an extension to the current contract through December 31, 2012 because an amendment option was not included in the current contract.

CONTRACT SPECIFICATIONS

In accordance with state contracting requirements and under the direction of DGS/TAB, a Request for Quotes for IT Services (RFQ-ITS) was prepared by the Commission staff and emailed on September 13, 2012 to thirteen (13) vendors listed in the State Small Business database.

The RFQ-ITS 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 criteria upon which quotes would be evaluated. The RFQ-ITS 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 by both Macintosh and Windows users; a 35 mm slide projector and empty carousel; an 84" x 84" screen or larger; a television with 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 (10) 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 (3) days after the last day of the meeting and accessible online for a minimum of five (5) years, with long-term archiving to be coordinated with the Commission.

Optional Services: Audiovisual services and video DVD documentation services for training workshops or other meetings (not webstreamed); alternate internet connections options (if any) that may be available from the contractor; off-site public comment in special circumstances; services for a specially clipped video segment from a meeting to post on the Commission's website or a website similar to YouTube; and closed-captioning services in special circumstances.

CONCLUSION

Staff is currently reviewing the submitted responses to the RFQ-ITS. Upon completing review of all quotes and completion of a mandatory five (5) day protest period, the vendor receiving the highest value/cost score based upon RFQ-ITS specifications will be awarded the contract. The Notice of Intent to Award will be made public two days before the Commission meeting, so staff can mention the winning vendor at the meeting. Staff recommends that the Commission authorize the Executive Director or his designee to approve and sign a one-year contract, with an option to extend for a five month period, for an amount not to exceed \$160,000 to provide audio, visual, and internet live webstreaming and archival services with the vendor awarded the contract.