

**CALIFORNIA COASTAL COMMISSION**

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# W6d

May 2, 2014

TO: Coastal Commissioners and Interested Public

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

SUBJECT: **Contract Award for Audio, Video, and Internet Webstreaming Services for public hearing and Commission action, Item W6d, Wednesday, May 14, 2014**

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## STAFF RECOMMENDATION

Staff recommends that the California Coastal Commission (Commission) authorize the Executive Director, or his designee, 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 June 1, 2014. The contract will contain an option to extend the term for an additional one-year period.

## MOTION

*"I move that the Commission authorize the Executive Director or his designee 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 June 1, 2014, with the option to extend the contract for an additional one-year time period, in accordance with the Department of General Services instructions."*

Staff recommends a **YES** vote.

## BACKGROUND

The Commission currently has a contract 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 May 31, 2014.

## CONTRACT SPECIFICATIONS

In accordance with state contracting requirements, a Request for Offer (RFO) was prepared by the Commission staff and emailed on April 22, 2014 to three (3) vendors who hold California Multiple Award Schedule (CMAS) contracts with DGS. CMAS contracts are competitively bid and managed statewide by the Department of General Services/Procurement Division (DGS/PD). In order to award the contract under the CMAS contract User Instructions, offers must be requested from three (3) CMAS vendors. Offers will be evaluated by Commission staff using the “best value” method per DGS/PD policies and CMAS User Instructions.

The RFO stated the Commission’s goals and objectives for obtaining said services and specified all required audio, visual, and internet services to be provided. 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 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

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website or a website similar to YouTube; and closed-captioning services in special circumstances.

## **CONCLUSION**

Offers will be reviewed by Commission staff by Friday, May 9, 2014. Upon completing the review, the CMAS vendor who submitted the offer that was determined to have the highest value under the “best value” method based upon RFO specifications will be awarded the contract. This review will be completed prior to the Commission meeting so staff can announce the awarded 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 an additional one-year time period, for an amount not to exceed \$160,000 per year to provide audio, visual, and internet live webstreaming and archival services with the vendor awarded the contract.

The motion is on page 1 of this staff report.