

CALIFORNIA COASTAL COMMISSION

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W30c

September 2, 2011

TO: Coastal Commissioners and Interested Public

FROM: Charles Lester, Acting 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 30c, Wednesday, September 7, 2011**

STAFF RECOMMENDATION

Staff recommends that the California Coastal Commission (Commission) authorize the Executive Director to approve and sign a contract with AGP 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 October 1, 2011.

MOTION

"I move that the Commission authorize the Executive Director to enter into a contract with AGP 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 October 1, 2011, 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, 2011.

CONTRACT SPECIFICATIONS

In accordance with state contracting requirements, a Request for Quotes for IT Services (RFQ-ITS) was prepared by the Commission staff and emailed on August 1, 2011 to ten (10) 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.

CONCLUSION

Staff reviewed the two submitted responses to the RFQ-ITS. Upon completing review of all quotes, AGP Video, Inc. received the highest value/cost score based upon RFQ-ITS specifications, as stated above. Staff recommends that AGP Video, Inc. be awarded the one-year contract to provide audio, visual, and internet live webstreaming and archival services.