



City of San Antonio

Agenda Memorandum

File Number:18-4948

Agenda Item Number: 6.

Agenda Date: 9/20/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Closed Captioning Services

SUMMARY:

This ordinance authorizes a contract with CaptionSource, LLC to provide remote real-time closed captioning services for cablecast programming on the government access channel of the local cable system(s) for an estimated annual cost of \$46,200.00, with four, one year renewal options. If the renewal is executed, the total value of the contract will be not to exceed \$231,000.00. Funding for this annual contract is available through the FY 2019 General Fund Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal from CaptionSource, LLC to provide remote real-time closed captioning services for cablecast programming on the government access channel of the local cable system(s). This contract will be utilized primarily for regularly scheduled City Council meetings; however it may also be used to provide services during emergency notifications, news conferences, public hearings, special session meetings and City-produced programs.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for "Closed Captioning Services" (RFCSP 6100010130) on May 11, 2018, with a submission deadline of June 11, 2018. Two proposals were received and both were deemed responsive. CaptionSource, LLC was selected based on the City's standard RFCSP evaluation process. The evaluation committee consisted of representatives from the Government & Public Affairs Department and the Transportation and Capital Improvements Department. The

Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, and quality of service, previous performance, proposed plan, SBEDA and price schedule. Additional categories of consideration included references and financial qualifications. The evaluation of each proposal response was based on a total of 100 points; 15 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; 10 points allotted for SBE Prime Contract Program; 10 points allotted for M/WBE Prime Contract Program and 35 points allotted for respondent's price schedule.

The evaluation committee met on July 12, 2018 to discuss and evaluate the two responsive proposals received. After an initial committee review and discussion, the individual technical scores were submitted and the aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the pricing scores were revealed. CaptionSource, LLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for a period of one year. Four additional one-year renewals which may be exercised at the City's option shall also be authorized by this ordinance.

ISSUE:

This ordinance authorizes a contract with CaptionSource, LLC to provide remote real-time closed captioning services for cablecast programming on the government access channel of the local cable system(s).

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. CaptionSource, LLC is a small women-owned firm that received twenty evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be awarded, the City will not have a Closed Captioning Services provider on contract for events such as City Council meetings and would resort to using non-contracted workers which may result in a much higher cost than the contracted rate.

FISCAL IMPACT:

Funds are not encumbered by this ordinance. The estimated annual cost is \$46,200.00 with four, one year renewal options with a total value of the contract to not exceed \$231,000.00 if the renewal options are executed. All expenditures will be in accordance with the Department's adopted budget approved by City Council. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

RECOMMENDATION:

Staff recommends the approval of the contract with CaptionSource, LLC to provide the Government & Public

Affairs Department with a contract to provide remote real-time closed captioning services for cablecast programming on the government access channel of the local cable system(s) for an estimated annual cost of \$46,200.00, with four, one year renewal options.

This contract is procured by means of a Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.