

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Administrative Office	(2) MEETING DATE 6/7/2016	(3) CONTACT/PHONE Lisa Howe 781-5025	
(4) SUBJECT Request to approve a FY 2016-17 contract with AGP Video, Inc., to provide professional audio video production services, broadcasting for Board of Supervisors, Planning Commission and Health Commission and broadcasting of Government-specific programming on Charter Channel 21. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a FY 2016-17 contract with AGP Video, Inc., to provide services for audio video production and cablecasting services for the Board of Supervisors, Planning Commission and Health Commission and broadcasting of Government-specific programming on Charter Channel 21.			
(6) FUNDING SOURCE(S) General Fund support	(7) CURRENT YEAR FINANCIAL IMPACT \$76,500	(8) ANNUAL FINANCIAL IMPACT \$76,500	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: _____ <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW This item was prepared by the Administrative Office			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Administrative Office / Lisa Howe
781-5025

DATE: 6/7/2016

SUBJECT: Request to approve a FY 2016-17 contract with AGP Video, Inc., to provide professional audio video production services, broadcasting for Board of Supervisors, Planning Commission and Health Commission and broadcasting of Government-specific programming on Charter Channel 21. All Districts.

RECOMMENDATION

It is recommended that the Board approve a FY 2016-17 contract with AGP Video, Inc., to provide services for audio video production and cablecasting services for the Board of Supervisors, Planning Commission and Health Commission and broadcasting of Government-specific programming on Charter Channel 21.

DISCUSSION

The County began contracting with AGP Video Inc. to provide video production and webcasting services for the Board of Supervisors and Health Commission meetings in 1999 and the Planning Commission meetings in late 2002. The County exercised the annual renewal options for the last contract approved in 2012. At the conclusion of the allowable renewal cycles, the County released a Request for Proposal (RFP) for video production, webcasting and Government Channel Management in March 2016. Responses were due April 1, 2016. AGP Video Inc. was the sole respondent to the RFP. The proposal by AGP was evaluated by the Selection Committee and was determined to meet all of the requirements contained in the RFP.

The proposed contract continues the existing level of services for audio video production, cablecasting and management of the Government Channel on Cable Channel 21. Currently, the broadcast content on Channel 21 is largely related to the broadcast of public meetings and can also be used to broadcast additional programming of a non-commercial, non-partisan nature that involve topics to inform citizens about County of San Luis Obispo services and programs or that may be of interest to the local community.

The contract defines the compensation for services. The current compensation for a full day Board of Supervisors and Planning Commission meetings is \$850 per meeting. The current half day rate is \$500. The full day rate is paid if the meeting extended after 3:00 p.m. and concluded at or before 5:00 p.m. This contract sets a half day rate of \$500 per meeting as the base compensation. After the regularly scheduled lunch break, compensation will now be at \$100/hour charged in 15 minute increments. When meetings go to the full 5:00 p.m. time frame, the total compensation will be \$850. However, AGP provides greater flexibility for charges through the hourly rate method rather than the current three quarter day and full day rate structure. This flexibility may reduce the overall cost as compared to the previous rate structure. AGP currently charges for time that extends into the regular scheduled lunch break and time after 5:00 p.m. and this will continue at the same \$100/hour rate. There is a monthly fee of \$750 to provide the scheduling and webcasting meetings and content for Channel 21.

AGP Video Inc. has the appropriate experience and performance to meet the required services identified in this contract.

This contract shall commence on July 1, 2016, for an initial term until June 30, 2017 with options to renew for three (3) annual periods thereafter.

OTHER AGENCY INVOLVEMENT/IMPACT

Representatives from the Information Technology Department, Administrative Office, Board of Supervisors, Planning and Building and the Clerk-Recorder assisted with the development of the RFP and vendor selection. The Board Chambers Audio Visual Production Steering Committee, consisting of representatives from the Planning & Building Department, Central Services, Public Works, Clerk Recorder, Administrative Office, and Information Technology Department, reviewed and approved contract submission to the Board. County Counsel has reviewed the contract for form and legal effect.

FINANCIAL CONSIDERATIONS

The estimated cost for services provided in this contract are within the amounts included in the recommended General Fund allocation for the proposed FY 2016-17 budget. The following table provides a breakdown of the budgeted amounts within each fund center.

Fund Center	Service	FY 16 – 17 Budgeted Amount
FC 103 – Non-Departmental Other Expenditures	Production Services for Board of Supervisors Meetings & Channel 21 programming and scheduling	\$40,000
FC 142 – Planning and Building	Production Services for Planning Commission Meetings	\$30,000
FC 160 – Public Health	Production Services for Health Commission Meetings	\$6,500
Total		\$76,500

The actual cost for services will be dependent upon the number and duration of meetings, which require audio video production services and webcasting.

RESULTS

This contract provides audio video production, webcasting and Government Channel management services which allow for the broadcast of the Board of Supervisors, Planning Commission, and Health Commission meetings. Broadcasting the meetings increase the public accessibility to the deliberations and decisions related to governmental services, land use and a wide variety of issues, programs and services that affect the citizens of the County. Broadcast of Health Commission meetings increase public accessibility to the Commission’s recommendations regarding health programs, health issues and information about health practices that affect County residents.

The broadcasting services can help foster an informed citizenry which meets the County’s Community-wide results for a Well-Governed Community: “The County will provide high quality “results oriented” services that are responsive to community desires.”

ATTACHMENTS

Attachment 1 – Contract for Special Services by Independent Contractor