

EXECUTIVE SUMMARY

Recommendation to Approve Agreement 18-140V – Live Closed Captioning Services

This request is to approve the recommendation to award Invitation to Bid 18-140V – Live Closed Captioning Services for a three (3) year contract from July 1, 2018 through June 30, 2021, with a spending authority of \$100,320.

The School Board of Broward County, Florida (SBBC), released Invitation to Bid 18-140V on October 25, 2017 and was opened on November 06, 2017. Procurement & Warehousing Services received four (4) bids, of which one (1) is a certified Small/Minority/Woman Business Enterprise vendor.

To satisfy the terms of a settlement agreement, SBBC has agreed to begin providing closed captioning (CC) on the live web stream of all School Board meetings and CC of archived (previously recorded) meetings. To ensure ADA compliance going forward, BECON will arrange to have all on-demand original video content closed captioned as well.

SBBC provides public access to all School Board operational meetings by streaming them live on the District's website, and by broadcasting them live on WKPX radio and via same-day tape delay on WBEC television. A lawsuit brought before SBBC pointed out that access did not extend to the hearing impaired. As a remedy, SBBC agreed to provide CC services for all webcasts and broadcasts of School Board meetings as stated on the settlement of September 25, 2017. The settlement also includes adding CC files to previously recorded School Board meetings that are available for on-demand viewing on the District's website. Terms allow a period of at least ten (10) months from the date of the agreement to July 25, 2018, to complete the process of adding CC files to archived video content. This contract will solidify the legal mandate required by the settlement and ADA compliance standards.

Financial Impact

BECON staff researched options for meeting the terms of the settlement and determined the technical specifications, equipment, and processes that would be required. CC of live events (e.g., School Board meetings) will be a long-term, ongoing project involving an agreement with a vendor that will provide live transcription services. The estimated number of broadcasting hours is three hundred and eighty (380) per year. These must be scheduled in advance and will be billed at an hourly rate.

| LIVE CLOSED CAPTIONING SERVICES | |
|--|------------|
| Meetings per Year | 56 |
| Average Meeting Length | 6 |
| Total Hours per Year | 336 |
| Hours of Additional video content (special events, MarComm videos, other programs) | 44 |
| Estimated total hours/year | 380 |

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|--|------------------|
| Hourly Rate | \$80.00 |
| Estimate Hours | 380 |
| Total Annual Cost | \$30,400 |
| Contract term | 3 |
| Estimated cost for the contract term (three (3) years) | \$91,200 |
| Ten (10) percent contingency provision | \$9,120 |
| Recommended spending authority for 18-140V | \$100,320 |

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As per the Memo issued on April 09, 2018 regarding the criteria for applying contingency allowance, two (2) of the criteria will apply to this item:

- “In instances where the monthly financial impact does not reflect the volatility of the commodity/product or service.”
 - o The number of hours for the Board meetings is estimated was based on average. Since there is a considerable variation in the length of the meetings, a contingency is being applied.
- “No historical spending patterns.”
 - o This is the first ITB released for this service.

Funds for this Bid will come from BECON’s operating budget.

The approval of this recommendation does not mean that the whole authorized amount will be spent.