



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MARCH 13, 2018**

FROM: OFFICE OF THE CITY MANAGER **WARDS: ALL**

SUBJECT: FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH ABERDEEN CAPTIONING, INC. FOR LIVE REMOTE CLOSED-CAPTIONING FOR WEEKLY COUNCIL MEETINGS, RFP 1473, TO EXTEND THE TERM TO FEBRUARY 6, 2019, ESTIMATED TOTAL FOUR YEAR CONTRACT AMOUNT OF \$67,000

ISSUE:

Approve the First Amendment to Professional Consultant Services Agreement with Aberdeen Captioning, Inc., for Live Remote Closed-Captioning for Weekly Council Meetings, RFP 1473, to extend the term to February 6, 2019 for a total four year estimated contract amount of \$67,000.

RECOMMENDATIONS:

That the City Council:

1. Approve the First Amendment to Professional Consultant Services Agreement with Aberdeen Captioning, Inc, for Live Remote Closed-Captioning for Weekly Council Meetings, RFP 1473, to extend the term to February 6, 2019 for a total four year estimated contract amount of \$67,000; and
2. Authorize the City Manager, or his designee, to execute the First Amendment to Professional Consultant Services Agreement with Aberdeen Captioning, Inc, including making minor and non-substantive changes.

LEGISLATIVE HISTORY:

The City needs to provide closed caption services for RiversideTV, the Public, Educational and Government (PEG) channel, as required by the Federal Communications Commission.

BACKGROUND:

The City has been contracting with Aberdeen Captioning, Inc. since 2008 for the live closed captioning services for the PEG channel.

On or about December 2007, the City solicited public bids (RFP 1473) and on February 6, 2015, executed a Professional Consultant Services Agreement with Aberdeen Captioning, Inc., for Live Remote Closed-Captioning for Weekly Council Meetings, was executed for a term to December 31, 2017, with two additional one year periods and a compensation amount of \$89.98 per hour.

DISCUSSION:

The City has publicly bid the captioning services contract on multiple occasions, and each time Aberdeen Captioning, Inc. was the lower responsive bidder.

During this one year extension, staff will be evaluating innovative new technology to automate the captioning services. These new automated captioning systems are expected to allow for greater amounts of programing to be captioned at a reduced rate.

FISCAL IMPACT:

The total fiscal impact of the action for the fiscal year 2017/18 is estimated at \$8,000. Funding is available in the City Manager's Office Communications Division CATV Public Access Programming account number 1140000-450050. Appropriations for future fiscal years will be included in the Department's Budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by: Al Zelinka, FAICP, Assistant City Manager
Certified as to
availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer
Approved by: John A. Russo, City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Professional Consultant Services Agreement with Aberdeen Captioning, Inc. 2/6/2015
2. First Amendment to Professional Consultant Services Agreement with Aberdeen Captioning, Inc.