



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 12

**Agenda Date:** September 15, 2022

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Closed Captioning Services

**SUMMARY:**

This ordinance authorizes a contract with Caption Source, LLC to provide remote real-time closed captioning services for the City for an estimated annual cost of \$101,200 and \$506,000 over the contract term beginning upon execution or September 20, 2022, whichever is later, to September 19, 2025, with the option for the City to renew for two, additional one-year periods. Funding for this contract is available from the FY 2022 General Fund Budget. Funding for subsequent years is contingent upon Council approval of departments budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is the proposal from Caption Source, LLC to provide remote real-time closed captioning services for cablecast programming on the government access channel of the local cable system(s) for the City. 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 Proposal (RFCSP) for “Closed Captioning Services” RFCSP 22-052, 6100015068 on March 9, 2022, with a submission deadline of May 9, 2022. Five proposals were received and deemed eligible for evaluation. Caption Source, LLC is recommended for contract award based on the City’s standard RFCSP evaluation process.

A best and final offer (BAFO) was sent to the five (5) eligible respondents on July 14, 2022, with a submission deadline of July 15, 2022, to obtain the most favorable pricing from each respondent.

The evaluation committee consisted of representatives from the Diversity, Equity and Inclusion Department, Office of the City Clerk, and the Communications & Engagement Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 35 points allotted for experience, background, and qualifications; 25 points allotted for proposed plan; 10 points allotted for Small Business Enterprise Prime Contract Program; 10 points allotted for Minority/Women Business Enterprise Prime Contract Program and 20 points allotted for respondent’s price schedule. Additional categories of consideration included references and financial qualifications.

The initial term of the agreement shall begin upon execution or September 20, 2022, whichever is later, through September 19, 2025 with two additional one-year renewal options.

#### **ISSUE:**

This contract will provide remote real-time closed captioning services for cablecast programming on the government access channel of the local cable system(s) for the City.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Economic Development Advocacy (SBEDA) Program with ten (10) SBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as Small Business Enterprise (SBE) located within the San Antonio Metropolitan Statistical Area and ten (10) M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as Minority and/or Women -Owned Business Enterprise (M/WBE) located within the San Antonio Metropolitan Statistical Area. Caption Source, LLC is a certified, 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 Program does not apply to non-professional service contracts, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract not be approved, 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. Additionally, not having a contract in place could result in no availability of captioners for meetings for the Communications & Engagement Department.

**FISCAL IMPACT:**

This ordinance will approve a contract with Caption Source, 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 cost of \$101,200.00 annually; \$506,000.00 over the contract term beginning upon execution or September 20, 2022, whichever is later, to September 19, 2025 with two one year renewal options. Funding for this contract is available from the FY 2022 General Fund Budget. Funding for subsequent years is contingent upon Council approval of departments budget.

**RECOMMENDATION:**

Staff recommends approval of this contract with Caption Source, 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 \$101,200.00 annually; \$506,000.00 over the contract term.

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