



Recommendation for Action

File #: 21-1712, **Agenda Item #:** 34.

5/6/2021

Posting Language

Authorize an amendment to an existing contract with Tele Town Hall, LLC, to provide continued teleconference management services in response to the COVID-19 emergency, for an increase in the amount of \$120,000, for a revised total contract amount not to exceed \$205,000.

(Note: Sole source contracts are exempt from the City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Communications and Technology Management.

Fiscal Note

Funding in the amount of \$120,000 is available in the Fiscal Year 2020-2021 Operating Budget of Communications and Technology Management.

Purchasing Language:

Contract Amendment.

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov <<mailto:AgendaOffice@austintexas.gov>> or to Gil Zilkha, at 512-974-2696 or Gil.Zilkha@austintexas.gov <<mailto:Gil.Zilkha@austintexas.gov>>.

Additional Backup Information:

The proposed amendment is to provide continued teleconference management services. Tele Town Hall, LLC assists the City in managing and queueing the citizens speaking at virtual Council meetings. This service was sought in response to the COVID-19 emergency. As a result of the custom designed telecommunications services offered by Tele Town Hall, LLC., the citizens of Austin have access to Council meetings via teleconference. Due to the continuation of the COVID-19 emergency, additional funding is required to continue the required teleconferencing services.

Tele Town Hall, LLC is the sole producer, designer, manufacturer, and host of the teleconference management service utilized by the City for virtual Council meetings. To allow for public input from citizens in batches, Tele Town Hall, LLC designed a service to merge multiple teleconferences in the background without interrupting the current teleconference batch of speakers. This feature was custom designed specifically for the City of Austin. This allows the City to accept one batch after another without having to interrupt the meetings to switch teleconferences. The batch caller feature also enhances the citizens' experience by reducing wait times.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Current Contract Authorization</u>	<u>Requested Additional Authorization</u>	<u>Revised Total Authorization</u>
Initial Term	1 yr.	\$60,000		\$ 60,000
Contract Amendment		\$25,000		\$ 25,000
Proposed Amendment			\$120,000	\$120,000
TOTAL	1 yr.	\$85,000	\$120,000	\$205,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.

Strategic Outcome(s):

Government That Works for All.