



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 34
AGENDA DATE: Thu 09/01/2005
PAGE: 1 of 2**

SUBJECT: Authorize execution of a 12-month service agreement with TEXAS CLOSED CAPTIONING, Austin, TX, for closed captioning services for City Council meetings in an amount not to exceed \$49,900, with two 12-month extension options in an amount not to exceed \$49,900 per extension option, for a total agreement amount not to exceed \$149,700.

AMOUNT & SOURCE OF FUNDING: Funding is available in the Fiscal Year 2005-2006 Proposed Operating Budget of the Public Information Office. Funding for the extension options is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT:for Management Services **AUTHORIZATION:**
Public Information;

FOR MORE INFORMATION CONTACT: Mick Osborne, Sr. Buyer/974-2995

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Lowest bid meeting specifications of three bids received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for the provision of real-time closed captioning services for Austin City Council meetings and "on-call" services for special Council programs and news conferences broadcast on Channel 6. Closed captioning is a written translation of spoken words that scrolls across the television screen as the words are spoken.

Along with television and radio coverage, the live closed captioning process completes the broadcast spectrum of citizen accessibility to Austin City Council meetings. In addition to immediate access by the hearing impaired, the complete closed-captioned transcripts are posted on the City website for citizen access. The transcripts are also downloaded, corrected and archived by the City Clerk's Office as the official City record of the meeting.

MBE/WBE Solicited: 17/3

MBE/WBE Bid: 0/0



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**BID TABULATION
IFB# MO05300345
CLOSED CAPTIONING SERVICES**

<u>VENDOR</u>	<u>TOTAL BID</u>
TEXAS CLOSED CAPTIONING Austin, TX	\$49,900
National Captioning Institute, Inc. Vienna, VA	\$60,750
Karasch & Associates West Chester, PA	\$48,600 *

* Karasch and Associates did not meet the minimum certification requirements of the bid.

PRICE ANALYSIS

- a. Adequate competition.
- b. Eighty-six notices were sent, including 17 MBEs and three WBEs. Five solicitations were issued. Three bids were received. No MBE/WBE responded
- c. The pricing offered represents an approximate 19% decrease from the previous contract with the same company awarded in July, 2002. Per the owner of Texas Closed Captioning, they have had a general rate decrease since the issuance of the previous contract.

APPROVAL JUSTIFICATION

- a. Lowest bid meeting specifications.
- b. The Public Information Office concurs with the recommended award.
- c. Advertised in the Austin American-Statesman and Internet.