



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of July 11, 2017  
Action Item for the City Council Meeting of July 18, 2017

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**DATE:** July 11, 2017

**TO:** Margie C. Rose, City Manager

**FROM:** Sylvia Wilson, Human Relations Administrator  
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<b>Closed Captioning Services for the Hearing Impaired</b>
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**CAPTION:**

Motion authorizing the City Manager or designee to execute a service agreement with Caption Source, LLC. of Boerne, Texas for closed captioning services for the hearing impaired in accordance with Request for Proposal (RFP) No. 706, based on best value for a total expenditure not to exceed \$33,000.00 for the first year with option to extend for two additional one year periods.

**PURPOSE:**

This service agreement will provide closed captioning services for the hearing impaired during City Council meetings, to include city press conferences.

**BACKGROUND AND FINDINGS:**

Per the City's ADA Transition Plan adopted February 2003, it states that there will be closed captioning of all City Council meetings. This includes utilizing closed captioning services on city press conferences for city wide emergency situations for example announcements made due to hurricane situations.

An RFP for close captioning services for the hearing impaired was issued by the City of Corpus Christi. The RFP was advertised, posted in the City's Supplier Portal and 23 notifications were issued. Two proposals were received and evaluated based on best value. Caption Source, LLC is the recommended awardee.

**ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency

**DEPARTMENTAL CLEARANCES:**

Legal - Human Relations

**FINANCIAL IMPACT:**

☐ Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2016-2017</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$37,327.68	\$30,250.00	\$67,577.68
Encumbered / Expended Amount	\$32,840.18	\$0.00	\$32,840.18
This item	\$2,750.00	\$30,250.00	\$33,000.00
BALANCE	\$1,737.50	\$0.00	\$1,737.50

Fund: General Fund

**Comments:** The initial contract term total is \$33,000, of which \$2,750 is funded in FY2016-17. The total estimated contract value will be \$99,000 if all options years are executed.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Evaluation Matrix