



AGENDA MEMORANDUM

Action Item for the City Council Meeting October 13, 2020

DATE: October 13, 2020

TO: Peter Zaroni, City Manager

FROM: Peter Collins, Interim Director of Communications
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Closed Captioning Services

CAPTION:

Motion authorizing a three-year service agreement with CaptionSource, LLC of Boerne, Texas, for a total amount not to exceed \$64,350.00 to provide closed captioning services for City Council meetings and press conferences for citywide emergency situations for the Communication Department, with funding in an amount not to exceed \$21,450.00 available in the FY 2021 General Fund.

SUMMARY:

This motion authorizes a three-year service agreement for closed captioning services. This service provides closed captioning services for City Council meetings and includes press conferences for citywide emergency situations.

BACKGROUND AND FINDINGS:

Per the City's Americans with Disabilities Act (ADA) Transition Plan adopted February 2003, it states there will be closed captioning of all City Council meetings. This includes utilizing closed captioning services during City press conferences for City wide emergency situations such as announcements made due to emergency hurricane situations. Per the City's ordinance, Chapter 24, Section 24-96, the City is to take appropriate steps to ensure that communications with members of the public with disabilities are as effective as communications with others.

The Contracts and Procurement Department conducted a Request for Proposal process to obtain proposals from qualified firms to provide closed captioning services. The City received one proposal from CaptionSource, LLC, the incumbent, and evaluated it against the published criteria. An interview was conducted, and pricing was evaluated. It was determined that CaptionSource, LLC meets all requirements and the pricing is unchanged from the current contract. Staff is recommending award to CaptionSource, LLC as the best value for the City.

ALTERNATIVES:

An alternative is to not provide closed captioning services, which would go against the City Council adoption of the City's ADA Transition Plan and the American Disabilities Act pertaining to effective communication to all citizens within the community.

FISCAL IMPACT:

The fiscal impact in FY 2021 is an amount not to exceed \$21,450.00 for the Communication Department. The remaining cost in an amount not to exceed \$42,900.00 will be funded through the annual budget process.

FUNDING DETAIL:

Fund:	1020	General Fund
Organization/Activity:	11470	Public Information
Mission Element:	171	Communication & Shape Positive Opinion
Project # (CIP Only):	N/A	
Account:	530000	Professional Services

RECOMMENDATION:

Staff recommends approval of this motion authorizing a three-year service agreement with CaptionSource, LLC as presented.

LIST OF SUPPORTING DOCUMENTS:

Evaluation Matrix
Service Agreement