



Board Report

File #: A 23-275, **Version:** 1

- a. Authorize the Chief Information Officer to execute a Standard Agreement with Vatsula Visuals for Broadcasting and video production services, set forth in Request for Proposal (RFP) Number 10883, in the amount of \$715,000 for the term of July 1, 2023, through June 30, 2028; and
- b. Authorize the Chief Information Officer the option to execute up to three (3) future amendments to this Agreement, each extending the term by one year, where the additional costs of each Amendment do not exceed 10% (\$71,500) of the original contract amount of \$715,000, bringing the maximum additional compensation to \$214,500 and potential overall Agreement aggregate not to exceed amount to \$929,500.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the Chief Information Officer to execute a Standard Agreement with Vatsula Visuals for Broadcasting and video production services, set forth in Request for Proposal (RFP) Number 10883, in the amount of \$715,000 for the term of July 1, 2023, through June 30, 2028; and
- b. Authorize the Chief Information Officer the option to execute up to three (3) future amendments to this Agreement, each extending the term by one year, where the additional costs of each Amendment do not exceed 10% (\$71,500) of the original contract amount of \$715,000, bringing the maximum additional compensation to \$214,500 and potential overall Agreement aggregate not to exceed amount to \$929,500.

SUMMARY:

The Information Technology Department (ITD) solicited a Request for Proposal, Broadcast Services (RFP No. 10883). Vatsula Visuals was awarded the contract to provide broadcasting and video production services for the County of Monterey.

DISCUSSION:

On March 16, 2023, the Information Technology Department submitted a Request for Proposal through the Contracts & Purchasing Department. The County received one (1) proposal, Vatsula Visuals, the County's current vendor for these services. Vatsula Visuals meets the criteria of the request for proposal and has been awarded this contract.

In line with the RFP requirements, Vatsula Visuals has agreed to provide broadcasting and production services for Monterey County for the next five years. Vatsula Visuals will provide the following services:

- **Broadcast Services:** These services include broadcast meetings that occur in the board chambers or other meeting rooms and locations equipped for broadcasting on Monterey County Government Channel, including Commissions meetings.
- **Production Services:** Vatsula Visuals will advise, develop, and produce video productions for the County of Monterey on an as-needed basis. Production services include formatting, designing, editing, lighting, camera operation, and creation of special effects with music.

In addition, under the direction of the Communication Department or County representative, Vatsula Visuals will provide additional video services to other County Departments, including training/recruitment videos,

quality of life videos, economic development videos, special events, Community Services summer in review videos, promotional videos, and public service announcements.

The Chief Information Officer recommends the approval of this Agreement for Broadcast and Production services.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the Standard Agreement with Vatsula Visuals.

FINANCING:

The funds have been included in the FY 23-24 Recommended Budget for the Information Technology Department, ITD 1930, Appropriations Unit INF002. Transactions relating to future fiscal years will be included in each Recommended Budget based on the anticipated utilization of the services.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board's approval of the recommended agreement will address the County's outdated video and audio equipment and update the Board Chambers and areas throughout the County where public hearings and business operations are conducted.

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

Prepared by: Sandra Shaffer, Management Analyst III, 759-6957

Approved by:

_____ Date: _____
Eric Chatham, Chief Information Officer, 759-6920

Attachments:
Vatsula Visuals Agreement