



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** 14-645, **Version:** 1

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- a. Approve and authorize the Contracts/Purchasing Officer to execute an Agreement with Armstrong Productions, Inc. in the amount of \$24,000 yearly for the period of July 1, 2014 through June 30, 2017 in the cumulative total amount of \$72,000 over the term of the Agreement for the provision of services to support the direct broadcast of the Monterey County Government Channel;
- b. Authorize the Contracts/Purchasing Officer to sign two future renewals to the Agreement under same or similar terms; and
- c. Authorize the Auditor-Controller to transfer funds from Fund 020-2883 PEG Funds upon request from the Information Technology Department as expended.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer to execute an Agreement with Armstrong Productions, Inc. in the amount of \$24,000 yearly for the period of July 1, 2014 through June 30, 2017 in the cumulative total amount of \$72,000 over the term of the Agreement for the provision of services to support the direct broadcast of the Monterey County Government Channel;
- b. Authorize the Contracts/Purchasing Officer to sign two future renewals to the Agreement under same or similar terms; and
- c. Authorize the Auditor-Controller to transfer funds from Fund 020-2883 PEG Funds upon request from the Information Technology Department as expended.

### SUMMARY/DISCUSSION:

The County of Monterey manages the Monterey County Government Channel and the content broadcast on the channel. There are three types of services that are needed to properly manage the channel and develop the content that is broadcast: 1) Operator Services, which are for recording of public meetings and trainings held in the Board chambers; 2) Programming and Production Services, which are for video shoots and program development and editing in the field; and 3) Broadcasting Services, which are essential to manage the program content uploads, and scheduling of programs to be broadcast on the Monterey County Government Channel.

Armstrong Productions, Inc. currently provides Operator Services pursuant to the previously circulated and awarded Request for Proposal (RFP) No. 10245 (number 1, above) and the Programming and production services, which is provided under RFP No. 10244 (number 2, above). Those separate agreements, including renewals and amendments, for the indicated related services have been separately reviewed and approved by your Board due to the fact that their dollar amounts exceed the authority of Contracts Purchasing Manager.

At this time, due to the fact that there are multiple existing agreements with the vendor for these separate but related services but also a desire for transparency in the relationship, it is the recommendation of the Director of Information Technology to approve the proposed agreement with Armstrong Productions, Inc., for the broadcasting services (number 3, above) to ensure performance and continuity in properly managing the Monterey County Government Channel and content.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the Agreement and concurs with the recommendation and the process. The Agreement is on file with the Clerk of the Board.

FINANCING:

The funds for the proposed Agreement and services have been included in the FY 2014-15 Recommended Budget for the Information Technology Department, 1930, Unit 8436, Major Program CABL, Appropriation Unit INF002. Transactions relating to each fiscal year will be included in each respective Recommended Budget.

Prepared by: Sarah House, Management Analyst, 755-5108

Approved by

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Dianah Neff, Director of Information Technology

Dated: June 4, 2014

Attachments: Agreement