



Los Angeles  
Department of  
Water & Power

RESOLUTION NO. \_\_\_\_\_

BOARD LETTER APPROVAL

A handwritten signature in black ink, reading 'Donna I. Stevener', is written over a horizontal line.

**DONNA I. STEVENER**  
Chief Administrative Officer

A handwritten signature in blue ink, reading 'David H. Wright', is written over a horizontal line.

**DAVID H. WRIGHT**  
General Manager

**DATE:** January 31, 2017

**SUBJECT:** Cooperative Purchase Agreement No. 47423 for Webcasting, Searchable Archiving Services, and Remote Site Production With Network Television Time, Inc.

**SUMMARY**

The proposed Cooperative Purchase Agreement No. 47423 (Agreement) is to furnish webcasting, searchable archiving services, and remote site production for a term of four years, seven months and four days from April 1, 2017 through November 4, 2021 with the option to extend for two additional years, to be coterminous with the County of Los Angeles Contract, and an amount not to exceed \$996,060 (budgeted). This Agreement is established through a cooperative purchasing agreement (piggyback), Contract No. 78295, between County of Los Angeles and Network Television Time, Inc. (NTT).

NTT produces Live and On-Demand video feeds of the LADWP Board of Water and Power Commissioners meetings and special events on the internet and intranet and provides tools for viewing and searching live and archive meetings and events online. Additionally, NTT provides equipment upgrade and the government transparent feature allowing viewing webcast via smartphones and tablets. These functions and features enhance LADWP's ability to provide an anytime-anywhere connection to its customers, stakeholders, and the general public.

City Council approval is required in accordance with Charter Section 373.

**RECOMMENDATION**

It is recommended that the Board of Water and Power Commissioners (Board) adopt the attached Resolution recommending City Council's approval of the award for this Agreement to NTT as required in Charter Section 373.

## **ALTERNATIVES CONSIDERED**

LADWP considered the following alternatives to the Agreement:

- Prepare a Request for Proposal to establish a new contract. This is not a viable option because LADWP currently has stored more than seven years' worth of video archives with the current service provider, NTT. Changing to a new vendor will incur additional conversion costs of approximately \$40,000 to \$50,000 to migrate these video archives to a new solution.
- Extend the existing Cooperative Purchasing Agreement using the County of Orange Contract No. MA-017-12011319 (County of Orange) Contract with NTT. However, the County of Orange Contract does not currently contain provisions to upgrade equipment or provide the government transparency feature, an enhancement allowing anytime-anywhere viewing of board meeting webcast via a smartphone or tablet. Due to the ever-changing technological advancements, LADWP anticipates that the existing equipment for webcasting, video archiving, and production will require upgrade(s) during the course of the Agreement to support the latest media technology. Additionally, the government transparency feature would augment LADWP's outreach effort in providing a seamless connection to its stakeholders and ratepayers. To ensure equipment upgrade and the government transparency feature are available, separate contract(s) will be required under this alternative.

## **FINANCIAL INFORMATION**

The Agreement is for a term of four years, seven months and four days, with the option to extend for two additional years, and for an amount not to exceed \$996,060 (budgeted).

## **BACKGROUND**

In 2010, the Board requested that LADWP provide tools for the customers, stakeholders, and general public to view and search live and archived Board meetings and events online to increase their awareness of LADWP operations and available programs.

To fulfill this request, LADWP was required to provide webcasting, searchable archiving, and remote site production services. However, LADWP does not have staff with the expertise needed to perform these services. Therefore, LADWP established contracts with NTT, first via single-source contract and later through cooperative purchase agreement, to provide these services. Currently, LADWP has approximately seven years of archived meeting videos stored in NTT's managed infrastructure.

The current agreement with NTT is a cooperative purchase agreement using County of Orange Contract No. MA-017-12011319 that does not provide for equipment upgrade and the government transparency feature, which allows viewing of Board meeting webcast via a smartphone or tablet. Both features are critical for LADWP to maintain seamless webcasting and searchable archiving services and to promote outreach effort

by providing an anytime-anywhere connection to its customers, stakeholders, and the general public.

The County of Los Angeles awarded Contract No. 78295 to NTT, through a competitive bid process, for production services for televising board meetings and related services, which includes the aforementioned critical features. Therefore, LADWP is establishing this Agreement utilizing the County of Los Angeles Contract.

LADWP has done business with NTT and its performance to date has been satisfactory.

The proposed Agreement requires City Council approval according to Charter Section 373. A copy of the City Administrative Officer (CAO) report dated January 26, 2017 is attached.

### **ENVIRONMENTAL DETERMINATION**

In accordance with Section 15060 (c)(3) of the California Environmental Quality Act (CEQA) Guidelines, an activity is not subject to CEQA if it does not meet the definition of a project. Section 15378 (b)(5) states that organizational or administrative activities that will not result in direct or indirect physical changes in the environment do not meet that definition. Therefore, the award of a contract to provide webcasting, searchable archiving services, and remote site production is not subject to CEQA.

### **CITY ATTORNEY**

The Office of the City Attorney reviewed and approved the Agreement and Resolution as to form and legality.

### **ATTACHMENTS**

- Procurement Summary
- Resolution
- Agreement
- CAO report