



Legislation Text

File #: 20-2206, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: December 9, 2020

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year service price agreement, with two one-year renewal options, for onsite certified broadcast engineering services for the Office of Arts and Culture - Broadcast Works, GP, LLC, only proposer - Estimated amount of \$142,400 - Financing: Municipal Radio Fund

BACKGROUND

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for onsite certified broadcast engineering services for the Office of Arts and Culture for the commercially licensed radio station, WRR.

The Federal Communications Commission (FCC) requires that the designated radio station chief operator operates the station within strict operational broadcast guidelines. WRR has utilized the services of professional broadcast engineering companies to ensure compliance with these requirements. This professional broadcast engineering service contractor is responsible for: FCC engineering monitoring, daily technical operations, equipment repairs and maintenance, weekly inspections, calibration of the transmitter(s), and monitoring and metering systems. The station does not have an engineer on staff and can realize cost savings through hiring a contract as opposed to hiring a full time engineer.

A five-member committee from the following departments reviewed and evaluated the qualifications:

- Department of Information and Technology Services (1)
- Office of Arts and Culture (2)
- Office of Economic Development Business Workforce and Inclusion Division (1)*
- Office of Procurement Services (1)*

*The Office of Procurement Services only evaluated cost and the Office of Economic Development Business Workforce and Inclusion Division only evaluated the Business Inclusion and Development Policy.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Capability and expertise 35 points
- Functional match to City requirements 35 points
- Overall approach and methodology 30 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$12.38; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On September 27, 2017, City Council authorized a three-year professional services contract, with two one-year renewal options, for maintenance and support for broadcast engineering services for WRR Radio with Broadcast Works GP, LLC by Resolution No. 17-1524.

FISCAL INFORMATION

Fund	FY 2021	FY 2022	Future Years
Municipal Radio Fund	\$47,467.00	\$47,467.00	\$47,466.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$142,400.00	Other Services	23.80%	0.00%	\$0.00
• This contract does not meet the M/WBE goal, but complies with good faith efforts.				
• Broadcast Works, GP, LLC - Non-Local; Workforce - 20.00% Local				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Qualifications	<ul style="list-style-type: none">• Utilized for procurements involving professional services• Recommended offeror whose response is most qualified, considering the relative evaluation factors stated in the specifications• Always involves a team evaluation• Allows for negotiation on contract terms, including price
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The Office of Procurement Services received the following proposal from solicitation number BYZ20-00013014. We opened it on May 29, 2020. We recommend the City Council award this service price agreement in its entirety to the only proposer.

<u>Proposer</u>	<u>Address</u>	<u>Amount</u>
*Broadcast Works, GP, LLC	20980 FM 2493 Bullard, TX 75757	\$142,400.00

Note: The Office of Procurement Services conducted a single proposal review and found no exceptions.

OWNER

Broadcast Works, GP, LLC

Karren Comer, Chief Executive Officer
Steve Comer, Chief Operating Officer