



## Legislation Text

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**File #: 1530-2017, Version: 1**

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### **BACKGROUND:**

This legislation authorizes the Director of the Department of Technology to renew an agreement with Quick Caption for closed caption services for the term period of September 1, 2017 to August 31, 2018 at a cost of \$41,000.00. The initial term of this agreement is one (1) year, with the option for two (2) additional one (1) year terms. This agreement establishes the first of that 2 year option. The Department of Technology procured this service in 2016 through formal bid RFQ002219.

This ordinance also authorizes the Director of the Department of Technology to modify the current contract for the term period from September 1, 2016 to August 31, 2017, established through PO023543 in the amount of \$17,850.00, to increase the funds by \$20,000.00 to pay for Closed Caption services for the remaining period of March 2017 through August 31, 2017. The aggregate total of the ordinance for funding is \$61,000.00.

The Department of Technology requires these services to ensure reliable operations for the City's CTV Media center. This agreement will provide cost-effective services for closed caption Media Services for CTV.

1. Amount of additional funds to be expended: \$20,000.00  
Original contract amount: \$17,850.00  
Modification 1: \$20,000.00 (this Ordinance)  
Amount of original contract and modification: \$37,850.00
2. Reason additional goods/services could not be foreseen:  
CTV media services has a need to provide closed captioning services - a process of displaying a real time transcription of the audio portion of a television program - for CTV's coverage of City meetings and events. This would bring us into compliance with current FCC rules and section 508 of the Americans with Disabilities Act. It was not known at that time the frequency of use that CTV would need for this service within the first year to be in compliance.
3. Reason other procurement processes are not used:  
Quick Caption has the current contract that was bid under RFQ002219 to provide this service, established through PO023543.
4. How cost of modification was determined:  
The vendor is charging the same price as identified in the original agreement with all other terms and conditions remaining the same.

### **EMERGENCY:**

Emergency action is requested to expedite authorization of the modification funds needed to cover the cost and continue services from the supplier at the price proposed.

### **FISCAL IMPACT:**

In 2016 the Department of Technology did a formal bid for Closed Caption services through RFQ002219 and established PO023543 for \$17,850.00. 2017 funding in the amount of \$21,000.00 was budgeted within the Department of Technology, Information Services Division, Information Services Operating Fund, resulting in a shortfall of \$40,000.00. This shortfall will be covered from other savings to date where the actual 2017 cost incurred was lower than budget. The

aggregate contract total amount is \$78,850.00.

**CONTRACT COMPLIANCE:**

Vendor Name: Quick Caption  
(DAX Acct#: 009431)

CC#: 57-1183861

Expiration Date: 06/09/2019

To authorize the Director of the Department of Technology to modify and renew a contract with Quick Caption for the purchase of closed caption services for the City; to authorize the expenditure of \$61,000.00 from the Department of Technology, Information Services Division, Information Services Operating Fund; and to declare an emergency. (\$61,000.00)

**WHEREAS**, this legislation authorizes the Director of the Department of Technology to modify and renew a contract agreement with Quick Caption for the purchase Closed Caption Services for the City's CTV center in the amount of \$41,000.00 for the term period from September 1, 2017 through August 31, 2018, and to increase the existing contract amount by \$20,000.00 for term period 09/01/2016 through 08/31/2017; and

**WHEREAS**, the Department of Technology exercised due diligence by undergoing a formal competitive bid process and procured this service in 2016 through RFQ002219, establishing PO023543; and

**WHEREAS**, the initial term for this agreement is for one year with an option to renew annually for two additional one year terms, subject to mutual agreement and approval of proper City authorities; and

**WHEREAS**, an emergency exists in the usual daily operations of the City of Columbus, Department of Technology, in that it is immediately necessary to authorize the Director of the Department of Technology to modify and renew a contract with Quick Caption for Closed Caption Services for the City's CTV center in order to avoid interruption in daily operations, thereby preserving the public health, peace, property, safety, and welfare; now, therefore:

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:**

**SECTION 1:** That the Director of the Department of Technology be and is hereby authorized to renew a contract with Quick Caption for the purchase of Closed Caption Services for the City's CTV center in the amount of \$41,000.00 with a coverage term period from September 1, 2017 through August 31, 2018 and to modify the existing contract (term period 09/01/2017 through 08/31/2018) to increase funds by \$20,000.00. The aggregate total of this ordinance for funding is \$61,000.00.

**SECTION 2:** That the expenditure of \$61,000.00 or so much thereof as may be necessary is hereby authorized to be expended from the Department of Technology, Information Services Division, Information Services Operating Fund as follows (**see attachment 1530-2017 EXP**):

**Dept.: 47 | Div.: 47-02 | Obj Class: 03 | Main Account: 63050 | Fund: 5100 | Sub-fund: 510001 | Program: IT008 | Section 3: N/A | Section 4: N/A | Section 5: N/A | Amount: \$20,000.00 | {Professional Services}**

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**SECTION 3:** That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance.

**SECTION 4:** That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 5:** That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.