

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

<input checked="" type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No.: 7392-0/17
<input type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: FB-00475

TERM OF CONTRACT: Five (5) Years

Requisition/Project Title: Real Time Open and Closed Captioned Stenography

Description: This contract is for the purchase of real time open and closed captioned stenography for the Board of County Commissioners (BCC) meetings and other similar meetings. Miami-Dade County's Community Information & Outreach (CIAO) manages an audio/video system located in the County's Chambers. The captioning will be available on Miami-Dade Television's closed circuit internal building and cable television broadcast feeds. These services benefit the hearing impaired and deaf community, as well as provide the BCC with an immediate text file of the proceedings.

User Department: CIAO - Community Information and Outreach

Issuing Department: ISD / PM

Estimated Cost: \$249,600

Contact Person: Marta Fernandez; 305-375-4946; Marta.Fernandez@miamidade.gov

Funding Source: General Fund

ANALYSIS

Commodity/Service No: 915-25 - Captioned Services for the Hearing Impaired; 915-09 Audio/video Production Services Complete				SIC:
Trade/Commodity/Service Opportunities				
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History				
	EXISTING	2ND YEAR	3RD YEAR	
Contractor(s):	Florida Captioning Services (P) Caption Colorado LLC (S)	Florida Captioning Services (P) Caption Colorado LLC (S)	Florida Captioning Services (P) Caption Colorado LLC (S)	
Small Business Enterprise:				
Contract Value:	\$49,920	\$49,920	\$49,920	
Comments: (P) Primary and (S) Secondary awards				
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Marta Fernandez

Date to DBD: 05/03/17

Date Returned to DPM: _____

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of real time open and closed captioned stenography in conjunction with the County's needs on an as needed basis.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years. The contract shall expire on the last day of the last month of the contract term.

2.3 METHOD OF AWARD

Award will be made to the responsive, responsible vendor who submits an offer on all items listed in Section 4, Price Form, of the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its offer may be deemed non-responsive. The County will award one (1) contract to a single vendor.

2.4 PRICES

If the bidder is awarded a contract under this solicitation, the prices proposed by the bidder shall remain fixed and firm during the term of contract.

2.5 CERTIFICATIONS

Certified Realtime Reporter (CRR) or a Certified Realtime Captioner (CRC) issued by the Secretary of the State of Florida or the National Court Reporters Association is desired for each individual providing this service to Miami-Dade County.

2.6 REFERENCES

Submit three (3) references from prior or current customers for whom the bidder has provided the services described in this solicitation prior to the bid opening date of this solicitation. To include the customer's company name, and the name, title, address and telephone number of the contact person, and project start and end dates who can verify that the Bidder has successfully provided the services that the Bidder is offering under this solicitation. These references shall ascertain to the County's satisfaction that the Bidder has sufficient experience and expertise in providing real time open and closed captioned stenography. The County, at its sole discretion, may request additional information in order to assess the Bidder's responsibility.

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF SERVICES:**

This contract is for the purchase of real time open and closed captioned stenography for the Board of County Commissioners (BCC) meetings and other similar meetings. Miami-Dade County's Community Information & Outreach (CIAO) manages an audio/video system located in the County's Chambers. The captioning will be available on Miami-Dade Television's closed circuit internal building, cable television broadcast feeds and webcast. These services benefit the hearing impaired and deaf community, as well as provide the BCC with an immediate text file of the proceedings.

3.2 OPEN AND CLOSED CAPTIONS:

- a. Open captions are captions decoded, and become an integral part of the television picture (example, subtitles in a movie).
- b. Closed captions are hidden in the video signal, and are not visible without a special decoder.

3.3 DESCRIPTION/REQUIRED SERVICES:

The selected Bidder shall provide prompt and efficient services with minimum errors, as defined below:

- a. The selected Bidder shall furnish all labor, equipment (except as provided below) and materials necessary for satisfactory contractual performance.
- b. The selected Bidder shall provide real time closed captioning of the BCC and other meetings utilizing real time steno captioning hardware and software. The County will supply the IP address where the "Internet Protocol Captioning" device (Link IPC-92) is located. The Internet Protocol Captioning device is linked to a closed caption encoder (Model Link PDE-890 or PTC-892). The County will provide audio over a Comrex\Gentner (model DH-30). The selected Bidder shall provide a compatible captioned signal feed.
- c. A translation rate of 90% accuracy, or better, for a BCC meeting is required.

NOTE: The County reserves the right to reject the captioner for future meeting if they do not perform at a 90% accuracy rate.

3.4 SCHEDULED MEETINGS:

The BCC generally meets four times each month, on Tuesdays and Thursdays, commencing anywhere between 8:00 a.m. to 9:00 a.m. scheduled meetings generally average about ten (10) hours with no scheduled breaks. The Commission may or may not take breaks. Breaks may be determined during the meetings. There will be about forty-four (44) regularly scheduled meetings annually. The only exception to these times is during the month of August, when the BCC is in recess.

There are six (6) BCC Committees. Each Committee meets once per month. Committees normally are scheduled for 9:30 a.m. and 2:00 p.m., taking place Monday through Wednesday. Most committees are in session for less than 3 hours.

Special BCC and other meetings may be scheduled accordingly.

CIAO will provide a single point of contact to coordinate all meeting schedules and will also work with Bidder to schedule captioning.

NOTE: One (1) written schedule of the meetings will be provided to the selected Bidder. However, the County will provide a 48 hour notice for unscheduled, special Commission and other meetings, as required.

3.5 RECORDINGS:

Miami-Dade TV will utilize the selected Bidder for closed caption studio productions and recorded programs. The selected Bidder will be given a 48 hour notice for studio productions and will be provided with a videotape or CD to be captioned.

Miami-Dade TV will also utilize the selected Bidder for real time captioning of TV studio production, utilizing the real-time closed-captioned method user for live meetings. All studio productions are scheduled in advance and generally do not exceed 3 hours.

NOTE: Selected Bidder shall deliver to the County the captioned tape or CD within five (5) working days of receipt.

3.6 TRANSCRIPTS:

The County may require the selected Bidder to provide transcript of a captioned meeting. If the County requests the transcript, the selected Bidder must adhere to the following:

- a) The selected Bidder shall maintain steno captioning report notes, clearly marked and stored in chronological sequenced meeting dates.
- b) The file must be delivered in an electronic format via email or FTP site within three (3) working days.

3.7 HOURLY RATE

The hourly rates will be paid based on the actual hours worked. Should the individual providing the services work any fraction of the hour, the selected Bidder will then be paid the specified hourly rate prorated into 15 minute intervals.

NOTE: All costs incurred by the selected Bidder, to ensure satisfactory services as stipulated herein, must be included in the price offered by the selected Bidder in Section 4 Proposal Package. No allowances will be granted for additional cost incurred by the selected Bidder.

SECTION 4 – BID RESPONSE FORM

BIDDER NAME: _____

2.4 PRICES:

The prices proposed by the bidder shall remain fixed and firm during the term of contract.

Item No.	Description	Unit of Measure (UOM)	Estimated Quantities (5 Years)	Unit Price per UOM	Total
1	Real Time Open and Closed Captioning and related services per Section 3 (excluding 3.6 Transcripts)	Hour	1,800		
2	Transcripts per Section 3.6	Page	25,000		
	TOTAL (5-Year Term)				

SECTION 2.5 CERTIFICATIONS

Provide name of personnel with the following certifications: Certified Realtime Reporter (CRR) or a Certified Realtime Captioner (CRC) issued by the Secretary of the State of Florida or the National Court Reporters Association for each individual providing this service to Miami-Dade County. (Attached additional names on separate sheet if required)

1. _____
2. _____
3. _____
4. _____
5. _____

SECTION 2.6 REFERENCES

Reference No. 1	
Organization/Individual Name	Click here to enter Company/Individual Name.
Organization/Individual Address	Click here to enter Company/Individual Address.
Organization/Individual Number of Employees	Click here to enter Number of Employees.
Dates of Services Provided	Click here to enter Dates of Services.
Contact Person Name and Title	Click here to enter Contact Person Name and Title.
Contact Person Phone	Click here to enter Contact Person Phone.
Contact Person Email	Click here to enter Contact Person Email.
Service(s) provided to Reference or expertise(s) demonstrated to Reference that are applicable to this contract	Click here to enter Services provided

BIDDER NAME: _____

Reference No. 2	
Organization/Individual Name	Click here to enter Company/Individual Name.
Organization/Individual Address	Click here to enter Company/Individual Address.
Organization/Individual Number of Employees	Click here to enter Number of Employees.
Dates of Services Provided	Click here to enter Dates of Services.
Contact Person Name and Title	Click here to enter Contact Person Name and Title.
Contact Person Phone	Click here to enter Contact Person Phone.
Contact Person Email	Click here to enter Contact Person Email.
Service(s) provided to Reference or expertise(s) demonstrated to Reference that are applicable to this contract	Click here to enter Services provided

Reference No. 3	
Organization/Individual Name	Click here to enter Company/Individual Name.
Organization/Individual Address	Click here to enter Company/Individual Address.
Organization/Individual Number of Employees	Click here to enter Number of Employees.
Dates of Services Provided	Click here to enter Dates of Services.
Contact Person Name and Title	Click here to enter Contact Person Name and Title.
Contact Person Phone	Click here to enter Contact Person Phone.
Contact Person Email	Click here to enter Contact Person Email.
Service(s) provided to Reference or expertise(s) demonstrated to Reference that are applicable to this contract	Click here to enter Services provided