

Audio Video Contracts
Montana Legislative Services
Prepared for Legislative Council
October 27, 2015

Contract: Bresnan Broadband of Montana, LLC - LSD10-1784J

Services: TVMT Satellite **Transmission** Services

Effective Dates: 7/1/2014 – 6/30/2016

Contract Amendment No. 4 – Third renewal – sixth and seventh years of the contract

Contract total for this period: \$540,000.00

Payment Schedule: monthly payments of \$22,500

The Contractor shall provide continuation of the State’s current satellite transmission of state public affairs programming (TVMT programming) to existing recipients and future additional recipients, as required by RFP Number 10-1784J and as described in Contractor’s response to the RFP.

Contract: AVI Systems, Inc. – LEG14-2904J

Services: Audio and Video Equipment **Maintenance** Services

Effective Dates: 7/1/2014-6/30/2016 - first term of current contract

Contract total for this period: \$66,694

Payment Schedule: 50% payment on July 1, 2014 (\$33,347) and remaining 50% payment on June 30, 2015 (\$33,347.)

The Contractor shall provide the State the following audio and video equipment maintenance services in addition to providing the State the ability to purchase addition audio and video equipment and upgrades as needed. The total infrastructure that provides broadcasting services including television and audio sound systems are covered under this contract.

Contract: Helena Civic Television – LSD11-01

Services: Video **Production** Services

Effective Dates: 8/16/2014-8/15/2016 – second renewal – fifth and sixth years of contract

Contract total for this period: \$275,422

Payment Schedule: \$31,827 split into bi-weekly payments for the period of 8/16/14-12/31/14. \$141,625 split into bi-weekly payments for the period of 1/1/2015-6/30/2015. \$90,631 split into bi-weekly payments for the period of 7/1/2015-6/30/2016. \$11,339 split into bi-weekly payments for the period of 7/1/16-8/15/16.

Contractor shall provide the following services: video record and televise unedited, gavel to gavel coverage of meetings of 6-8 standing committees each day during the legislative session; Senate and House floor sessions each day that the houses convene during the legislative session; selected special events and proceedings that occur during the legislative session; all meetings of interim and statutory administrative committees held in State Capitol in Helena during the contract period; selected non-Legislative State Government activities and events. Integrate clear picture and sound with accurate character generation to identify people and provide other information on screen. The Contractor will work cooperatively with and make recommendations to the State’s liaison for future expansion and further development of the TVMT program. Assess the need for equipment repair, maintenance or replacement to

ensure the viability and cost-effectiveness of the Television Montana (TVMT) production platform. Submit a report each month to the State's liaison describing activities conducted in fulfillment of this contract. Meet periodically with the State's liaison to discuss and assess services provided in fulfillment of this contract. The contractor will schedule employees to arrive at least 15 minutes prior to the beginning of each broadcast to ensure pre-broadcast setup is complete before the scheduled start time. The contractor will work under the direction of the State's liaison. The Executive Director of the Legislative Services Division and the Legislative Council will have oversight authority and will work with the State's liaison. Camera angles, shot selection, graphic subtitling, and other aspects of broadcast style and audio visual content will be subject to guidance and monitoring by the legislative staff to ensure impartiality and respect for the decorum of the legislature. The contractor and the State's liaison will develop a general production schedule during session and during the interim. The contractor will consult with the liaison and appropriate legislative staff to determine any additions or substitutions to the schedule. The Contractor and the State's liaison will work cooperatively to ensure fair and appropriate coverage of legislative proceedings appearing on TVMT. The contractor will schedule programming on TVMT and provide public notification on programming (live, recorded, delayed, or repeated). The Contractor will submit to the State's liaison a general schedule of the TVMT broadcast schedule in the monthly report. The Contractor will actively participate in the archival procedures of the digital media assets of the Legislature produced through the activities described in (the contract.) The Contractor shall refer any requests for digital media recorded under the terms of this contract to the State's liaison. Work cooperatively with video service providers and providers of telecommunications circuits under contract with the State. By mutual agreement, provide assistance with design of a network with video service providers including formulation and review of Request for Proposals, if necessary and recommendations regarding the best technologies and best practices. Subject to approval of the State's liaison, assist in procurement of transmission equipment and procurement of telecommunications circuits. Transmission equipment or telecommunications circuits procured under this section will be invoiced directly to the State under a separate contract between the vendor and the State.

Contract: Granicus, Inc. – LEG12-2310J

Services: Audio and Video Encoding and Distribution (**streaming**)

Effective Dates: 7/1/2015-6/30/2017 – second renewal – fourth and fifth years of contract

Contract total for this period:

Payment Schedule: State will be billed a monthly charge of \$7,328.00 (Monthly Managed Services) beginning November 2012.

Contractor agrees to provide the State with audio and video encoding and distribution hardware and services as required by RFP12-2310J and as described in Contractor's revised RFP response for a managed system, and the documentation from a conference call between the State and Contractor. These services include streaming services (encoding and distribution,) media player, technical support and assistance, mobile device support, website integration of streaming and archives, public access copies of all audio video recordings for view on the web and for download.

Memorandum of Understanding: Montana Historical Society

Services: Appraisal, documentation and **preservation** of non-current, historically significant audio and video recordings produced by the LSD.

Effective Dates: 7/1/2015-6/30/2017

Contract total for this period: \$108,837

Payment Schedule: The LSD will pay to the MHS the sum of \$53,178 during fiscal year 2016 and \$55,659 during fiscal year 2017, from the LSD's budget for state broadcasting services. Any remaining

authority at the end of fiscal year 2016 shall continue into fiscal year 2017. Total consideration over the term of the MOU shall not exceed \$108,837.

Under this MOU, the MHS will employ an electronic records archivist to document the transfer of video and audio records from the LSD to the MHS archives; appraise the content of the video and audio records; establish and implement processes for the preservation of the video and audio records in an electronic environment; produce copies of the video and audio records as may be required for preservation or access reasons; prepare the video and audio records for long-term preservation; create and maintain inventories and catalogs; implement a preservation plan agreed upon by LSD; assist in the creation of records retention policies and schedules for digital audio and video records of legislative activities; transfer analog recordings of legislative hearings to digital audio format; and establish training materials for LSD and MHS regarding maintenance of recordings while in the custody of each party, respectively; and work with LSD for the long term archival preservation of electronic materials.

MHS will provide reports of work completed four times annually (October 1, January 1, April 1, and July 1). The reports will be delivered to the LSD contact indicated below. MHS will provide an updated inventory of MHS holdings of Legislative audio and video records on January 1 and July 1 of each year.

Subscription to Online Computer Library Center, Inc. (OCLC)

As provided under the Historical Society Memorandum of Understanding (above)

Services: Long term (permanent) managed storage of digital content (primary source audio records.)

Effective Dates: 2014-2017

Contract total for this period: 2014 Expenditure: \$6052.00. 2015 Expenditure: Annual \$2,521.00 for renewal of storage <500GB and \$1,000.80 for storage greater than 3TB.

The OCLC Digital Archive has been chosen the by the LSD and MHS to be the permanent, dark archive for our original audio records, considered to be the legislative record of committee meetings. The digital archive is a specially designed system in a controlled environment for the purpose of ongoing managed storage of digital content. It is housed in a physically secure environment, reviewed by OCLC's certified information security team, copies of the content in the archive are geographically distributed in separate, secure facilities and protected against minor outages and major disasters, and OCLC conducts a number of quality checks on the files in the archive. 2 TB of audio files have been transferred to OCLC since the contract was established, including recently digitized 1997 audio recordings (1/2 the joint committee recordings,) and 2005-2009 session archives. Scheduled for the transfer under the new contract will be the rest of the 1997-2003 recordings when they are digitized from cassette tapes, and the 2011-2013 session recordings, and 2009, 2011, 2013 interim recordings.