

File No. 150546

Committee Item No. 18

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date June 15, 2015

Board of Supervisors Meeting

Date _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date June 11, 2015

Completed by: Linda Wong Date _____

BOARD of SUPERVISORS



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1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
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May 12, 2015

Jerome Parson
General Manager, KPOO FM
P.O. Box 156650
San Francisco, CA 94115-6650

**Subject: Notification of Qualified Vendors to Provide Radio Broadcast Services
(RFQ No. 01-2015)**

Dear Mr. Parson:

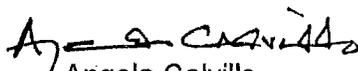
Congratulations! KPOO FM has met the minimum qualifications, submission requirements, and received an average evaluation score that exceeds the pre-qualification threshold established by RFQ No. 01-2015 for Radio Broadcast Services. As such, as of May 12, 2015, KPOO FM is pre-qualified to provide the radio broadcast services requested by the City and County of San Francisco. Please note that no pre-qualified Respondent is guaranteed a contract. The Office of the Clerk of the Board will present the outcome of this solicitation to Board of Supervisors and seek direction regarding next steps for the provision of these services.

As a reminder, the City can only do business with fully approved and compliant vendors. If you have not done so already, please visit the following Office of Contract Administration websites for detailed information regarding the City's contracting and administrative authorization processes:

- <http://sfgsa.org/index.aspx?page=5199>
- <http://sfgsa.org/index.aspx?page=4762>

Thank you for demonstrating your firm's interest and ability to provide the radio broadcast services requested by the Board of Supervisors. We will contact you when we receive further direction from the Board regarding this matter.

Sincerely,


Angela Calvillo
Clerk of the Board



Angela Calvillo, Clerk of the Board

Process Summary and Status Update RFQ No. 01-2015 for Radio Broadcast Services

Background

On April 15, 2014, the Board of Supervisors passed Motion No. M14-057, directing the Clerk of the Board to prepare a Request for Qualifications (RFQ) to enable a radio station to broadcast the weekly San Francisco Board of Supervisors meetings.

Solicitation, Evaluation, and Pre-Qualification

As part of the pre-solicitation process, departmental staff reached out to subject matter experts in the City and in various professional membership organizations¹ to seek input on the content, structure, and technical requirements of the solicitation.

On April 6, 2015, in accordance with the Board's directive, the Office of the Clerk of the Board issued RFQ No. 01-2015 for Radio Broadcast Services to solicit responses from qualified firms. The goal of the RFQ was to create a pre-qualified pool of radio stations from which the Board could select a vendor for contract negotiations. In an effort to publicize the RFQ as widely as possible, the department conducted the following outreach efforts:

- **Distribution to Prospective Respondents:** The RFQ Notice was distributed to approximately 30 radio stations with headquarters based in San Francisco;
- **Public Service Announcement (PSA) Broadcast:** The department developed an RFQ PSA, in coordination with SFGTV, which aired 110 times on Cable Channel 26;
- **Posting on City Websites:** The RFQ was posted on the Board of Supervisors website and included in the Office of Contract Administration's Bids and Contracts database;
- **Board of Supervisor Engagement:** The RFQ Notice was provided to Members of the Board of Supervisors for distribution to community networks;
- **Targeted Multi-Cultural and Professional Outreach Efforts:** The RFQ Notice was translated into Spanish, Chinese, and Tagalog and distributed, on behalf of the

¹ City departments included: the Controller's Office, the Office of Contract Administration, the Contract Monitoring Division, the Department of Technology (SFGTV), the City Attorney's Office, the Human Services Agency, Risk Management, and City Hall Media Services.

Professional membership organizations included: the California Broadcaster's Association and the National Federation of Community Broadcasters.

department, to networks maintained by New America Media, Pacifica Network, the National Federation of Community Broadcasters, and the California Broadcaster's Association;

- **Social Media Outreach:** The RFQ Notice was publicized on Social Media via Twitter; and,
- **Publication in Outreach Newspapers:** The RFQ Notice was published in the City's designated Outreach newspapers.

On April 10, 2015, the department, in coordination with City Hall Media Services, hosted a Technical Overview and Tour of the Board's Legislative Chamber for prospective respondents who wanted to see the physical layout of the Chamber and understand the technical infrastructure available to support the services requested.

On April 27, 2015, the department received one proposal from KPOO FM in response to RFQ No. 01-2015. KPOO's response package met the minimum qualifications and submission requirements outlined in the RFQ and was therefore eligible for review by members of the Evaluation Panel.

On May 7, 2015, the department convened a three-member Evaluation Panel, which was approved by the City's Contract Monitoring Division, to review, evaluate, and rate KPOO's response package. Members of the Evaluation Panel were selected due to their specialized knowledge and experience and included the following individuals:

- Jack Chin, General Manager, SFGTV (Technical)
- Fred Liedl, Finance Manager, Office of Economic & Workforce Development (Budget and Finance)
- Odette Alcazaren-Keely, Senior Project Manager, New America Media. (Media/Community Engagement/Multi-Ethic Communications)

Of the total 100 possible points available, KPOO FM received an average total score of 83 points from the Evaluation Panel and met the 70 point pre-qualification threshold established by the solicitation.

On May 12, 2015, in accordance with the RFQ timeline, KPOO FM was notified of the station's pre-qualification status. A notice of qualified vendors was also posted on the Board of Supervisor's website. Per the RFQ, appeals regarding the evaluative process and the selection of pre-qualified Respondents must have been received within five business days from the pre-qualification notice date. The appeals period for this solicitation ended on Wednesday, May 20, 2015 with no appeals received.

Personal Contract Authorization

On April 14, 2015, the department initiated the Personal Services Contract (PSC) authorization process for this solicitation by notifying the affected unions² of the department's intent to contract out for radio broadcast services. The 30-day union review period ended on May 15, 2015 and there were no challenges from the affected unions, therefore the department submitted the PSC request for these services to the Department of Human Resources for review and consideration by the Civil Service Commission at their June 15, 2015 meeting.

FY 2015/16 and FY 2016/17 Budget

The department's proposed FY 2015/16 and FY 2016/17 budget includes \$75,000 to fund the contract resulting from RFQ No. 01-2015.

² IFPTE Local 21 and IATSE Local 16

Print Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED
 BOARD OF SUPERVISORS
 SAN FRANCISCO
 2015 MAY 29 AM 9:50
 Time stamp
 or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

Clerk of the Board

Subject:

Hearing - Request for Qualifications (RFQ) No. 01-2015 for Radio Broadcast Services

The text is listed below or attached:

Hearing to consider the process and outcome of RFQ No. 01-2015 for Radio Broadcast Services and directing and authorizing the Clerk of the Board to engage in contract negotiations with the pre-qualified vendor.

Signature of Sponsoring Supervisor: Agustin Casillas

For Clerk's Use Only: