



SCOPE OF SERVICES FORM

This Scope of Services is an integral part of this contract between the **County of Durham** ("County"), and Velasquez Digital Media Communications, LLC ("Contractor"), which contract is dated _____. Contractor agrees to provide services and/or materials pursuant to the provisions set forth below.

I. Background/Purpose: *(Why - Provide a brief description of the services being procured.)*

Durham County Government provides the community with regular taping and broadcasts of County Commissioners meetings and a monthly TV show known as "In Touch with Durham County". Contractor is engaged to tape regular monthly Durham County Commissioners meetings and with editing services for the "In Touch with Durham County" Television Show. Both products are aired in local governmental channel known as Durham Television Network.

II. References: *(Identify/attach additional documents relevant to this contract, i.e., quotes, proposals, etc.)*

The following documents are incorporated herein by reference to them:

II. Work/Requirements: *(What/Where - Be as detailed as possible in describing the work.)*

(A) The Contractor will operate all equipment necessary to broadcast and record meetings of the Durham County Board of Commissioners. The Contractor will monitor link with Spectrum and Granicus (webcasting) for the live broadcasts of the meetings.

Further, the Contractor will:

- Perform pre-meeting readiness activities including equipment checks and routine troubleshooting to make sure all systems are operational. Activities will include audio set up and tear down of tables and microphones to support meetings as noted in this document. Contractor will use the checklist as provided and will work at the direction of the Clerk to the Board or the General Manager for Strategic Management, Public Affairs, Innovation and Special Projects.
- Operate the County's cameras and related switching equipment to ensure broadcast quality image and sound within the capabilities of equipment.
- Train the cameras on individuals as they speak

- Ensure TV audience can view the media materials from presentations during the live meetings
- Ensure that audio is at an appropriate audible level with all microphones at all times, within capabilities of the equipment
- Operate the character generator by inputting standard data (agenda and names) supplied by the Clerk to the Board and display during the cablecast and/or recorded meetings
- Record and format Durham County Calendar of Events for lobby screens and Durham Television Network: One version with sound; one without.

(B) Services are performed to videotape raw footage for creation of the TV Show, “In Touch with Durham County”. Work is performed in Durham County Admin II Building, 4th floor studio.

- Standard taping services include 3 Sony Cameras and camera operators, audio package and one operator, Teleprompter with operator, videotape for 3 cameras (typically 3 tapes per show).
- Durham County General Manager for Strategic Management, Public Affairs, Innovation and Special Projects will provide all necessary items under their control such as the host, guest(s) and all other necessary materials and information, i. e. script, graphics and related visuals.
- Contractor will perform final edits and provide product to DTN and Durham County for airing.

Special tapings, in addition to the ones specified above will be handled on a case-by-case basis at the request of the General Manager for Strategic Management, Public Affairs, Innovation and Special Projects.

III. Schedules/Timelines: (When – Provide a timetable to complete the work and any phases and/or deadlines.)

All regularly scheduled BOCC meetings, which begin at 7:00pm, unless otherwise specified including the following:

2019

July 8	Oct. 14, 28
August 12, 26	November 11, 25
September 9, 23	December 9

2020

Jan 13, 27	April 13, 27
Feb 10, 24	May 11, 25
Mar 9, 23	June 8, 22

Schedule changes will be accommodated if needed.

Regular taping of Durham County In Touch TV Show will be performed at 1:00pm on the following schedule.

2019

August 26
September 23
October 28

November 25
December 23

2020

Jan 27
Feb 24
Mar 23

April 27
May 25
June 22

Schedule changes will be accommodated if needed.

- V. Transmittal/Delivery/Accessibility: *(How - Describe delivery methods for reports or deliverables. Include contact information of department procuring the services. Describe if County property is to be provided or access to the property, and how that will be handled, i.e. keys, holidays, security measures.)*

Final videotapings of County Commissioners Meetings will be provided to Durham Television Network Manager for scheduled airings. Final episodes of In Touch will be delivered to Durham Television Network Manager for scheduled airings and to the General Manager for Strategic Management, Public Affairs, Innovation and Special Projects for posting to Durham County's website and lobby screens.

- VI. Payment: *(Include Rate of payment, Time for payments and Methods of payment.)*

BOCC Cable casting Services \$1,100

Edit Durham County In Touch TV Show \$1,200

Studio multi camera Production of

ITWDC \$3,000

Stream of live meeting to YouTube \$80

MP4 Version of In Touch \$35

DCo Calendar with sound \$150

DCo Calendar no sound \$35

Monthly Minimum \$5,600

Payments are due no more than 21 days after the services are performed.