



## 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.)*

The contractor will provide video services to Durham County Government as it relates to providing a public broadcast of County Commissioner meetings and other video productions. Specifically, the vendor will record and live stream regular monthly Durham County Commissioner meetings; perform a technical check of meeting room for work session; create a calendar of events from staff provided information and video and edit services for the In Touch TV show.

**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:

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

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. Contractor will work at

the direction of the Clerk to the Board or the General Manager for 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 during broadcast meetings
- 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 supplied by the Clerk to the Board and display during the recorded meetings
- Record meetings on Newtek Tricaster hard Drive and stream to DCo's YouTube Account
- Follow written documentation of all steps required to minimally operate the video/broadcast system.
- Use a 3-person crew to staff virtual and in-person meeting of the BOCC regular meetings: A technical director, a CG operator and a meeting room AV support person.
- Provide video production and editing for the regular monthly TV Show "In Touch with Durham County" in Durham County's studio or using a virtual platform during the COVID-19 pandemic.
- Special tapings 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

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

Durham County Commissioner virtual meetings are taped on the following dates:

**2020:** July 13; August 10, 24; September 14, 28; October 12, 26; November 9, 23; December 14

**2021:** January 11, 25; February 8, 22; March 8, 22; April 12, 26; May 10, 24; June 14, 28

In Touch with Durham County will commence in the month of October and move forward on the following schedule:

**2020:** October, November, December

**2021:** January, February, March, April, May, June

(Actual virtual taping monthly date yet to be determined due to COVID)

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.