

Memo

To: Dr. Jeff Turner
From: Sid Grant
CC: Kelly Penny, Tamerah Ringo
Date: 5/18/2007
Re: Video Services

In review of video services expenditures for the current fiscal year (e.g. Board meeting taping, cable show, special video projects), it appears as though we could potentially exceed \$25,000 in aggregate purchases by August 31, 2007. Therefore, in order to ensure compliance with purchasing laws as set forth in the Texas Education Code 44.031, it was necessary to be proactive and advertise a Request for Proposal for general video services.

Request for Proposal Packets were sent to the following five (5) vendors:

TWL Studio-Productions; Video Wise Group; ESPI Productions; Hockmeyer Media Services; and DFW MultiMedia, Inc.

DFW MultiMedia, Inc. was the only vendor that responded to the RFP. Their responses satisfied all required specifications of the RFP. DFW MultiMedia (formerly Slayter Video) has provided timely, quality, and competitive video services to CISD and the City of Coppell for several years. They have been in business for twenty (20) years.

Pricing is quoted is as follows:

Single Camera package with technician - \$100/hr. (with technician and grip - \$150/hr.)
Editing Rates - \$100/hr.
Duplication Rates - \$10.00/VHS and \$15.00/DVD
Cable Show - \$1,500 when done in conjunction with City of Coppell or \$3,000 if not combined with City Board Meeting tapings - \$35.00 per hour.

The term of this contract will be for one year with three (3), one year renewals upon agreement by both parties.

Should you or any Board members have any questions, please feel free to contact Tamerah Ringo or me.

RECOMMENDATION: That the Coppell ISD Board of Trustees approve DFW MultiMedia, Inc. as the CISD provider of video services for the period identified above at the May 21, 2007 board meeting.