

Staff Report 66

PARTIES:

California State Lands Commission

PROPOSED ACTION:

Authorize the Executive Officer or designee to conduct a formal competitive solicitation and, upon selection of a successful bidder, execute a services contract for audiovisual, webcasting, and virtual meeting support services for a term of three (3) years, in an amount not to exceed \$225,000.

BACKGROUND:

The California State Lands Commission conducts regular public meetings to carry out its constitutional and statutory responsibilities. These meetings must be accessible to the public and are subject to the requirements of the Bagley-Keene Open Meeting Act, which governs public access, transparency, and documentation of state body proceedings.

STAFF ANALYSIS AND RECOMMENDATION:

AUTHORITY:

Public Resources Code section 6106; State Contracting Manual Volume 2, Section 1002 (IT Services); Government Code section 19130, subdivision (b)3 (Personal Services Contracts); Government Code section 11124.1(b)

STATE'S BEST INTERESTS:

Under the [Bagley-Keene Open Meeting Act](#), the recording and documentation of state commission meetings are governed by specific laws designed to balance public access with administrative practicality. These laws address three primary

categories of recordings: recordings made by members of the public, recordings made by the state body itself, and the handling of closed sessions.

When a state body records its own meeting, that recording constitutes a public record subject to the [California Public Records Act. Government Code section 11124.1\(b\)](#) requires that any recording made by or at the direction of the state body be made available for public inspection.

To meet these legal requirements and ensure consistent compliance, the Commission requires reliable and professional audio-visual services to provide gavel-to-gavel meeting recordings, live webcasting, and video documentation suitable for public inspection and archival purposes.

The Commission does not have the internal staff resources to provide these audio-visual services. Live webcasting and hosting of hybrid meetings has increased engagement, access, and transparency to the Commission's actions and is an essential component to the Commission's mission and purpose.

With the recent update to the Commission's Purchasing Authority, the Commission has full independent authority to conduct formal competitive Information Technology solicitations for contracts up to \$500,000. Commission approval is required to initiate and execute such procurements.

OTHER PERTINENT INFORMATION:

1. Authorization to conduct a solicitation for services is not a project as defined by the California Environmental Quality Act because it is an administrative action that will not result in direct or indirect physical changes in the environment.
2. Authority: Public Resources Code section 21065 and California Code of Regulations, title 14, section 15060, subdivision (c)(3), and 15378, subdivision (b)(5).
3. This action is consistent with the Commission's Strategic Plan to support transparency, public engagement, and operational excellence.

RECOMMENDED ACTION:

It is recommended that the Commission:

OUTSOURCING FINDING:

Find that the services contracted for are not available within civil service, cannot be performed satisfactorily by civil service employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the civil service system, as specified in government code section 19130, subdivision (b)(3).

Find that the services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under civil service would frustrate their purpose as specified in government code section 19130, subdivisions (b)(10).

EQUITABLE ACCESS DETERMINATION:

Find that the selection of contractors under this process does not affect small businesses as defined in California Government Code section 14837, subdivision (d)(1)(B) because they will be accorded equal opportunity to submit statements of qualifications and performance data.

STATE'S BEST INTERESTS:

Find that approval of the proposed action is in the **State's best interests**.

AUTHORIZATION:

Authorize the Executive Officer or designee to conduct a formal competitive solicitation and, upon selection of a successful bidder, execute a three-year services contract for audiovisual, webcasting, and virtual meeting support services in an amount not to exceed \$225,000.