

RESPONSIBILITIES OF THE CONTRACTOR

(PROVIDING PROGRAMMING SERVICES TO THE BIRMINGHAM AREA CABLE BOARD)

DIRECT REPORT TO THE EXECUTIVE DIRECTOR AND BACB CHAIRPERSON

PROGRAMMING PRODUCTION AND SCHEDULING

The Contractor shall propose programming to be produced, both individual programs and series.

The Contractor shall produce programs at the direction of the Birmingham Area Cable Board (BACB).

The contractor shall prepare a written plan for each production project, hold a pre-production meeting with the client (organization or entity for whom the program is being produced) to discuss the plan, revise the plan if necessary, provide the revised plan to the client, and keep the client apprised of the production schedule, including completion and initial cablecast date.

The Contractor shall ensure that all programming exhibits professional production and technical standards.

LOCAL GOVERNMENT MEETINGS

The Contractor shall provide objective coverage at the direction of the communities in accordance with any policies which may be established.

COMMUNITY EVENTS

The Contractor shall provide community event information, including all content provided by the four communities or other stakeholders, in accordance with the mission, vision, and policies of the BACB.

WEBSITE www.birminghamareacableboard.org

The Contractor shall maintain certain aspects of the website, including the BACB live stream, the archive of programs and meeting coverage, the program schedule, community events, and meeting schedule.

TECHNICAL

The Contractor shall ensure that all equipment is maintained and functional at all times, provide recommendations to the Executive Director and the BACB regarding equipment

purchase and utilization and ensure that all programming is transmitted to AT&T, Comcast and WOW for inclusion on their systems.

FACILITY

The Contractor shall ensure that its personnel using its facility shall do so in a clean and orderly fashion.

REPORTING

The Contractor shall submit the following reports.

Bi-Monthly:

A report (due the week before the BACB's bi-monthly meeting) detailing:

- All programming provided during the period
- Any equipment purchases made with BACB funds
- Any relevant initiatives or events performed by the Contractor

All reports required under this Agreement shall be submitted to the Executive Director.

PROFESSIONALISM

The Contractor shall at all times professionally represent the BACB by exhibiting professional appearance, professional demeanor, and professional standards in written and oral communication.

The Contractor shall respond to written, telephone, or electronic communications within one business day.

The Contractor shall ensure that all programming, meeting coverage, event information, and web content meets professional production practices and community standards for accuracy and timeliness, and upon request of the BACB, shall provide written confirmation of quality control and monitoring of the cable channels and relevant programming content on the website.

The Contractor shall promptly resolve all problems relating to BACB programming and provide a report to the Executive Director within 48 hours, detailing the origin of the problem, how it was resolved, and how it can be avoided in the future.

EVALUATION

The Contractor shall meet with the BACB (Chairperson and/or Chairperson of the PEG Committee and/or the Executive Director) at the request of either party to discuss any and all matters related to the Contractor's responsibilities under this Agreement.

EXPENDITURES

The Contractor shall incur no operating expenses without advance approval by the Executive Director.

STAFFING

The Contractor will make its best effort to provide at least one person on site at its facility during normal business hours.