REPORT NAME: RFQ 2026-01 – Video & Media Production Services | Supplemental Reduced-Scope Recommendation

REPORT OF: Chief of Staff's Office / Communications

FOR: Information

APPLICABLE LAW AND/OR POLICY: Board Policy 6320 – Purchasing; SPS Procurement Manual

STRATEGIC GOAL ALIGNMENT: Southfield Public Schools is committed to establishing and supporting a planned and systematic communications process between the school system and its stakeholder groups.

STRATEGIC OBJECTIVE ALIGNMENT: Prepare students to compete in a global society with opportunities to express a variety of modalities, including self-expression through the fine and performing arts.

FISCAL FUND IMPACT: General Fund

IMPACT AMOUNT: Proposed reduced-scope not to exceed (NTE) of $46,200 (November 2, 2026 – June 30, 2027), subject to final negotiations

EXECUTIVE SUMMARY/BACKGROUND:

This supplemental report revises the previously submitted recommendation for RFQ 2026-01 – Video & Media Production Services. The competitive evaluation results and recommended vendor remain unchanged. The revision reduces the proposed scope of services and associated costs to better align with the District's available General Fund budget for this expenditure.

Worth More Media LLC remains the highest-ranked respondent, with a combined evaluation score of 96.25 out of 100. The vendor has indicated its willingness to provide reduced service quantities at its originally proposed unit rates.

The revised scope prioritizes essential video and media production services for the remainder of FY 2026–27. Board of Education meeting coverage will be provided by Southfield A&T audiovisual students. Cable television support and onboarding will be excluded from the initial scope, while remote event coverage and short-form video productions will be reduced.

COST BENEFIT ANALYSIS:

BOTTOM LINE: The original Worth More Media service estimate was $79,430 (proposed NTE: $86,000). The revised quantities reduce estimated services to $41,930—a $37,500, or 47.2%, reduction. The proposed revised NTE is $46,200, subject to negotiation.

Service	Original Quantity	Revised Quantity	Estimated Reduction
Board of Education meetings	8	0	$9,600
Remote District events	40	20	$10,800
Cable television support	8 months	0	$6,000
Cable channel onboarding	12 hours	0	$900
Short-form productions	10	4	$10,200
TOTAL REDUCTION			$37,500

The revised purchase order would authorize only the reduced quantities, including zero units for Board meeting coverage, cable television support, and cable channel onboarding. All services in the original proposal would remain available for future consideration. If additional funding becomes available, or the District elects to reduce quantities in one category

and increase them in another, Purchasing could revise the purchase order, subject to the final agreement, vendor confirmation, required approvals, and the authorized NTE.

EXISTING BUDGET BASELINE: M-1 Studios' FY 2026–27 contract NTE is $56,400; $14,580 had been paid as of October 26, leaving $41,820 against that ceiling. This is not a verified unobligated balance: services performed but not yet invoiced, including services through October 30, are not reflected in the paid-to-date figure. For planning purposes, combined FY 2026–27 costs for M-1 closeout and replacement services may exceed the original $56,400 forecast by approximately 10%. The proposed $46,200 successor NTE includes flexibility above the $41,930 service estimate; it does not pay or extinguish M-1's outstanding invoices, which must be accounted for separately.

RECOMMENDATION:

The Superintendent recommends that the Board of Education authorize a revised, reduced-scope award of RFQ 2026-01 – Video & Media Production Services to Worth More Media LLC, Detroit, Michigan, for November 2, 2026, through June 30, 2027, at a proposed Not-to-Exceed amount of $46,200, subject to final written scope and pricing confirmation, contract negotiations, applicable legal review, execution of the agreement, and issuance of an authorized purchase order limited to the approved quantities.

IMPACT IF NOT APPROVED:

Without approval of a reduced-scope replacement arrangement, essential District video and media production services not handled internally may be interrupted after M-1 Studios ceases operations October 30, 2026.

NEXT STEPS IF APPROVED:

Obtain the vendor's written revised pricing and scope, finalize and execute the agreement, issue a purchase order for only the approved quantities, and coordinate service continuity. Any later adjustments would be processed through authorized purchase-order revisions and applicable contract approvals.