

BOARD MEETING DATE: January 7, 2022

AGENDA NO. 4

PROPOSAL: Authorize Purchase for Cisco Unified Communication Telephony System Upgrade

SYNOPSIS: On September 3, 2021, the Board approved the release of RFQ 2022-02 to solicit proposals from qualified vendors to provide hardware and software upgrades to the existing Cisco Unified Communications Telephony System. Three vendors responded to the RFQ. Among the responses, Insight Public Sector, Inc. is the recommended vendor to provide the system based on achieving the most points on the RFQ evaluation criteria. This action is to issue a purchase order with Insight Public Sector, Inc. to purchase Cisco telephony system upgrade. Funds (\$100,000) for this purchase are included in the District General FY 2021-22 Budget.

COMMITTEE: Administrative, December 10, 2021; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to issue purchase order to Insight Public Sector, Inc. to upgrade the South Coast AQMD Cisco telephony system in an amount not to exceed \$100,000.

Wayne Natri
Executive Officer

RMM:MAH:XC:dc

Background

South Coast AQMD has an existing Cisco phone system which has hardware and software components that are aging and no longer supported by the manufacturer due to advances in technology. The current phone system components need to be upgraded in order to maintain the reliability of the system.

On September 3, 2021, the Board released RFQ #Q2022-02 for Cisco Unified Communication Telephony System Upgrade using budgeted funds (\$100,000) within

Information Management FY 2021-22 Budget, Capital Outlay Major Object. The goal was to find a qualified vendor that could supply quality Cisco telephony components at the best cost.

Outreach

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFQ and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFQ was emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associates and placed on South Coast AQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Sixty copies of the RFQ were mailed out on September 3, 2021 and three bids were received in response to the RFQ when final bidding closed at 1:00 p.m. on October 6, 2021. One bid was from a Low Emission Vehicle Business; two bids were local business enterprises; one bid was an Off Peak Hours Delivery Business and two bids offered most favored customer pricing status. The Attachment reflects the evaluation of the bids, the respective ratings and costs. Of the qualified bids, the highest preference points adjusted bid was from Insight Public Sector, Inc. Staff recommends that the Board authorize the purchase of Cisco Unified Communication Telephony system upgrade from Insight Public Sector, Inc.

Panel Composition

The evaluation panel consisted of five staff from Information Management: two IT Supervisors, a Program and Systems Supervisor, and two Senior IT Specialists. Of the five panelists, three are Asian-Pacific Islander, one is Caucasian, and one is Hispanic; all are male.

Resource Impacts

Sufficient funds were included in the FY 2021-22 District General Capital Outlays budget.

Attachment

Summary of Evaluation for RFQ #Q2022-02

Attachment 1

Evaluation of Bid for CISCO UNIFIED COMMUNICATIONS TELEPHONY SYSTEM REFRESH UPGRADE Q2022-02

Vendor	Insight	World Wide Technology	Logicalis
Total Bid Amount with tax	\$97,351.36	\$119,519.98	\$125,523.36
Minority Owned Business	No	No	No
Woman Owned Business	No	No	No
Small Business (5%)	No	No	No
*DVBE or DBVBE Joint Venture (5%)	No	No	No
Low Emission Vehicle Business (5%)	Yes	No	No
Local Business (5%)	Yes	No	Yes
Off Peak Hours Delivery Business (2%)	Yes	No	No
Most Favored Customer Pricing Status (2%)	Yes	No	Yes
Total Preference (%15 Maximum)	14%	0%	7%
Total Bid Amount with Preference	\$83,722.17	\$119,519.98	\$116,736.73

* DVBE - disabled veteran-owned business enterprise.