

BOARD MEETING DATE: May 2, 2025

AGENDA NO. 8

PROPOSAL: Authorize Purchase of Virtual Meeting Software Support

SYNOPSIS: South Coast AQMD uses Zoom services to hold virtual and hybrid meetings. The current subscription and support are set to expire on June 8, 2025. This action is to obtain approval for the purchase of Zoom subscription and support for one year from Information Management's FY 2024-25 Budget, in an amount not to exceed \$130,000. Funds for this purchase are included in Information Management's FY 2024-25 Budget.

COMMITTEE: Administrative, April 11, 2025; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Procurement Manager to purchase Zoom subscription and support for one year from Zoom Video Communications at a cost not to exceed \$130,000.

Wayne Nastri
Executive Officer

RMM:HL:jg

Background

Zoom is a leading video conferencing and communication platform widely utilized for virtual meetings, webinars and remote collaboration. In June 2018, South Coast AQMD purchased Zoom for its videotelephony system to provide a virtual meeting infrastructure. During the COVID-19 pandemic, Zoom provided an online platform that could be used to facilitate online meetings with public participation, and it became integral for South Coast AQMD meetings to maximize public participation. Most meetings have since become hybrid and meetings are still held virtually. South Coast AQMD continues to need a video conferencing platform that can meet all of its needs.

South Coast AQMD requires a platform that accommodates large public attendance, includes webinar capabilities in addition to traditional videoconferencing features, supports multiple languages, broadcasts to other livestream platforms such as YouTube,

integrates with the existing audio-visual system and other supporting software. Staff has assessed various solutions, and Zoom is the most capable product to best support South Coast AQMD's needs.

In past years, this purchase was made as a sole source procurement. However, Zoom has since opened procurement through resellers, and the procurement process will be opened to competitive bidding to ensure cost efficiency and vendor participation.

Proposal

In accordance with the South Coast AQMD's Administrative Policies and Procedures No. 35, bids were solicited from firms on the List of Prequalified Vendors to provide Computer, Network, Printer Hardware and Software, and Desktop Computer Hardware Upgrades, and through vendor master agreements, cooperative agreements, and other interagency agreements with governmental entities in order to achieve the best available price. The prequalified vendor list was approved by the Board on February 2, 2024 and is in effect for a period ending February 2, 2026.

This action is to authorize the Procurement Manager to execute purchase of a Zoom subscription and support for one year with the vendor providing the lowest cost bid at a total cost not to exceed \$130,000. The software licenses will be configured to achieve the highest functional performance for South Coast AQMD's operations within budgetary constraints at the time of purchase.

Resource Impacts

Sufficient funds are included in Information Management's FY 2024-25 Budget within the Services and Supplies Major Object Professional and Special Services Account.