COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org

Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

May 1, 2007

Honorable Board of Commissioners
Community Development Commission of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

APPROVE THE PURCHASE OF CISCO EQUIPMENT UTILIZING AN ESTABLISHED COUNTY PURCHASE AGREEMENT (5)
(3 Vote)

CIO RECOMMENDATION: (X) APPROVE
( ) APPROVE WITH MODIFICATION ( ) DISAPPROVE

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the purchase and installation of new switching equipment, to upgrade the Commission's electronic communications network, is not subject to the California Environmental Quality Act (CEQA), because the proposed activity will not have the potential for causing a significant effect on the environment.

2. Authorize the Executive Director to execute a purchase order with Insight Public Sector, Inc., a vendor qualified by the County's Purchasing Agent, and to use for this purpose $190,600 included in the Commission's approved Fiscal Year 2006-2007 budget.

3. Authorize the Executive Director to increase the amount of the purchase order by up to $19,060 for unforeseen costs using the same source of funds as described above.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to provide redundant switching equipment and replacement of core routers, which will ensure adequate infrastructure for all data communications.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The purchase will be funded with up to $209,660 included in the Commission's approved Fiscal Year 2006-2007 budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On December 5, 2006 your Board approved the purchase of new Cisco switching equipment, which was needed to upgrade the Commission's Wide Area Network and Local Area Network. Redundant switching equipment is now necessary to ensure business continuity and disaster recovery capabilities in the event of equipment failure, and for load balancing. The purchase of redundant switching equipment will ensure adequate infrastructure for all data communications.

The Commission's two (2) core routers are eight years old and unable to fulfill current and future data requirements. Replacement of this equipment is necessary to meet the increased need for routing data traffic, including email, video conferencing, and Internet/Intranet services.

Cisco Systems, Inc. is one of the major manufacturers of networking hardware, and is widely used in the County's existing communications infrastructure. The company has confirmed that the proposed upgrade will provide increased bandwidth and reduce the network latency that staff currently experiences.

The redundant switching equipment and new core routers will cost up to $190,600 and will be covered by Cisco Systems Inc.'s maintenance program. The Commission will utilize the County's existing agreement with Insight Public Sector, Inc. to purchase the equipment.

ENVIRONMENTAL DOCUMENTATION:

The proposed purchase and installation of switching equipment is exempt from the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), because it involves activities that will not have a physical impact or result in any physical changes to the environment. The activities are also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS:

The Commission will utilize County Agreement No.42795 with Insight Public Sector, Inc. to purchase the networking equipment.

IMPACT ON CURRENT SERVICES:

The redundant switching equipment and new routers are necessary to make the Commission's information technology network infrastructure fully operational.

Respectfully submitted,

Bobbette L. Glover
for CARLOS JACKSON
Executive Director

Reviewed by:

JON FULLINWIDER
Chief Information Officer
COUNTY OF LOS ANGELES

Attachment: 1

CIO ANALYSIS

PURCHASE OF CISCO SWITCH
FOR THE COMMUNITY DEVELOPMENT COMMISSION
(ALL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION: ☒ APPROVE ☐ DISAPPROVE ☐ APPROVE WITH MODIFICATION

Contract Type:
☐ New Contract ☐ Contract Amendment ☐ Contract Extension
☐ Sole Source Contract ☒ Hardware Acquisition ☐ Other

New/Revised Contract Term: Base Term: 1 Yrs # of Option Yrs: 0

Contract Components:
☐ Software ☒ Hardware ☐ Telecommunications
☐ Professional Services

Project Executive Sponsor: Carlos Jackson, Director, CDC

Budget Information :

Y-T-D Contract Expenditures	$0
Requested Contract Amount	$190,600
Contingency Amount	$ 19,060
Aggregate Contract Amount	NA

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated?
☐	☒	Is this project subvented? The project cost is 100% offset using CDC's allocation of funds from the Commission's approved Fiscal Year 2006-2007 budget.
☐	☒	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved?

Strategic Alignment:

Yes	No	Question
☒	☐	Is this project in alignment with the County of Los Angeles Strategic Plan?
☒	☐	Is this project consistent with the currently approved Department Business Automation Plan?

Yes	No	Question
☒	☐	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
☒	☐	Does the project technology solution comply with preferred County of Los Angeles IT and security standards?
☐	☒	Has data for this contract and/or project been entered into the Information Technology Tracking System (ITTS)? A one-time hardware purchase does not require tracking via ITTS.

Project/Contract Description:

The Community Development Commission (Commission) plans to upgrade its network communications hardware to support an increasing reliance on data communications.

The acquisition of a Cisco 6509 redundant switch and two 7208 routers, via an existing County Agreement, will be $190,600, exclusive of a $19,060 contingency allowance. There is no impact on the County's General Fund. The funds will originate from the Commission's approved Fiscal Year 2006-2007 budget.

Background:

This acquisition is considered a routine purchase, as part of life-cycle maintenance, and is required to ensure a stable communications network.

Project Justification/Benefits:

Provide redundant switching equipment and replacement of core routers, which will ensure adequate infrastructure for Commission data communications. The Commission will ensure their communications network is capable of meeting day-to-day business needs.

Project Metrics:

None are required for this acquisition.

Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved:

The impact of not approving the Purchase Agreement is that the Commission's program staff could experience operational inefficiencies.

Alternatives Considered:

Alternate hardware manufacturers were not considered, as the Commission seeks compatibility with existing network hardware.

Project Risks:

None

Risk Mitigation Measures:

None.

Financial Analysis:

The total cost for the Cisco equipment, including a one year maintenance warranty, is $190,600. The funds will originate from the Commission's approved Fiscal Year 2006-2007 budget. The Commission utilized a County Agreement Vendor to acquire this equipment.

CIO Concerns:

None.

CIO Recommendations:

My office recommends the approval by the Board of the proposed acquisition.

CIO APPROVAL

Date Received: 4/11/2007

Prepared by: Gene Franklin, Sr.

Date: 4/13/2007

Approved:

Date: 4-19-07

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