COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles
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Carlos Jackson
Executive Director

May 15, 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 VIDEOCONFERENCING EQUIPMENT UTILIZING AN ESTABLISHED COUNTY PURCHASE AGREEMENT (ALL DISTRICTS)
(3 Vote)

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

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the purchase of videoconferencing equipment for the Coral, Santa Fe Springs and Lancaster offices 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 $88,291 of the Investment Technology Funds, 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 $8,829 for unforeseen costs using the same source of funds as described above.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to purchase videoconferencing equipment for the Coral, Santa Fe Springs and Lancaster offices to provide more efficient communication between locations and reduce travel costs.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The purchase will be funded with up to $97,120 included in the Investment Technology Funds (ITF) of the Commission's approved Fiscal Year 2006-2007 budget. The ITF was established to enhance existing information technology and automate existing systems within the Commission.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Staff spends numerous hours traveling throughout the Commission's three main offices for meetings and training sessions, causing increased salary and vehicle costs. The Commission offices are located throughout the County of Los Angeles. Headquarters is located in Monterey Park and is referred to as the Coral Building. The offices of the Executive Director, Financial Management, Administrative Services, Housing Management, Community Development Block Grant and Housing Development and Preservation are at this location. The Assisted Housing Division is located in the City of Santa Fe Springs and is commonly referred to as Santa Fe Springs. This is the main operations site for the Housing Choice Voucher Program (Section 8). The Section 8 Program has a satellite office located in the Antelope Valley. At this location, a small staff is available to assist the public and conduct housing quality standards inspections and program enforcement activities for constituents in the Antelope Valley.

The desired videoconferencing equipment includes a video camera, monitor and cart for each main office. The equipment is mobile and able to be used in any room with access to the network and an electrical supply. The videoconferencing capability will allow all three offices to communicate with one another visually in real time, and thus, increase the productivity and efficiency of cross-County meetings while reducing staff travel costs.

The videoconferencing equipment will be covered by the manufacturer's maintenance program. The Commission will utilize the County's existing agreements with Insight Public Sector, Inc. to purchase the equipment.

ENVIRONMENTAL DOCUMENTATION:

The proposed purchase and installation of videoconferencing 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 Nos. 42555 and 42795 with Insight Public Sector, Inc. to purchase the networking equipment.

IMPACT ON CURRENT SERVICES:

The videoconferencing equipment is necessary to provide more efficient communication throughout Commission sites and reduce travel costs.

Respectfully submitted,

CARLOS JACKSON
Executive Director

Reviewed by:

JON FULLINWIDER
Chief Information Officer
COUNTY OF LOS ANGELES

Attachment: 1

CIO ANALYSIS

PURCHASE OF INSIGHT VIDEOCONFERENCING EQUIPMENT FOR THE COMMUNITY DEVELOPMENT COMMISSION (ALL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION ☐ DISAPPROVE

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

New/Revised Contract Term: Base Term: 1 Yr # 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	$97,120.00 (Includes 10% contingency)
Aggregate Contract Amount	NA

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated?
☐	☒	Is this project subvented? No net County cost. 100% of the project cost will be 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? The personal computer project supports the County's Strategic Plan Goal 3: Organizational Effectiveness.
☒	☐	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 purchase videoconferencing equipment for the Coral, Santa Fe Springs and Lancaster offices to provide more efficient communication between locations and reduce travel costs.

Background:

Currently, there are no videoconferencing capabilities at remote locations. This acquisition is considered a remedy to increasing travel costs for ongoing business activities.

Project Justification/Benefits:

The acquisition will provide more efficient communication between locations and reduce travel costs. 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 will experience operational inefficiencies.

Alternatives Considered:

Alternate hardware manufacturers were not considered, as Insight has a Cooperative Agreement with the County of Los Angeles.

Project Risks:

The Department is assuming the responsibility for hardware installation.

Risk Mitigation Measures:

CDC does not anticipate problems with hardware installation. However, the Department has established a contingency for any unforeseen problems.

Financial Analysis:

The total cost for the Polycom Videoconferencing Equipment, including a one-year maintenance warranty, is $97,120. The project is funded in the Commission's approved Fiscal Year 2006-2007 budget.

CIO Concerns:

None.

CIO Recommendations:

My office recommends Board approval of the proposed acquisition.

CIO APPROVAL

Date Received: 4/30/2007

Prepared by: Gene Franklin Sr.

Date: 5/3/2007

Approved: [signature]

Date: 5/3/2007