County of Los Angeles
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Chief Executive Officer

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July 31, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

INTERNAL SERVICES DEPARTMENT:
REQUEST FOR APPROVAL AND AWARD OF TELECOMMUNICATIONS EQUIPMENT AND SERVICES MASTER AGREEMENT
(ALL DISTRICTS - 3 VOTES)

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

IT IS RECOMENDED THAT YOUR BOARD:

1. Authorize the Director, Internal Services Department (ISD), or his designee, to execute the Telecommunications Equipment and Services Master Agreement (TESMA), with the 14 contractors listed on the Attachment, with an initial term commencing upon execution and continuing through July 30, 2014, and with three (3) one-year extensions and one (1) six-month extension exercisable by the Director, ISD, or his designee.

2. Authorize the Director, ISD, or his designee, to execute Agreements with new contractors as contractors become qualified under TESMA throughout the term of the Master Agreement and execute applicable Agreement amendments when the original contracting entity has merged, been purchased, or has otherwise changed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose of the recommended Master Agreement is to allow ISD to continue its support of the County's telecommunications requirements. ISD currently administers the TESMA program which provides a pool of readily available pre-qualified providers of telecommunications equipment and services to help ISD and County departments effectively obtain equipment and services to carry out their telecommunications mission.

The contracted services include furnishing, installing, and maintaining telecommunications equipment, including telephone, data network, building, alarm and video teleconferencing systems, and associated telecommunications cabling and wiring. The telecommunications equipment and services are competitively bid and awarded to prequalified contractors on a project by project basis. The current Master Agreement expires on December 31, 2007. There is a continuing need to maintain the TESMA program to assist ISD and County departments in implementing technology projects and providing other needed telecommunications support. Your Board's approval of the proposed new TESMA will allow ISD and other County departments to continue to obtain telecommunications equipment, services and maintenance.

Implementation of Strategic Plan Goals

The recommended action supports the Countywide Strategic Plan Goal Number 1, Service Excellence; Goal Number 3, Organizational Effectiveness; and Goal Number 4, Fiscal Responsibility by effectively managing County resources. Specifically, the recommended Master Agreement will enable ISD to provide telecommunications equipment and services to all County facilities in a timely manner utilizing competitive bidding.

FISCAL IMPACT/FINANCING

Expenditures under these Agreements will vary from year to year based on the needs of ISD and County departments. Departments have the responsibility for ensuring they have adequate funding prior to requesting telecommunications equipment, services and maintenance under this Master Agreement. Funding for TESMA projects is included in the Fiscal Year 2007-08 adopted ISD and County departments' budgets. Subsequent year funding will be requested in the Fiscal Year budgets for each annual term and any extensions. Expenditures over the term of the Agreements in any given year will remain within each department's budgeted appropriation for such equipment and services. Contractors will not be asked to provide equipment or perform services which exceed the amounts, scope of work and dates specified in each individual work order.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the proposed Master Agreement have been approved as to form by County Counsel. It contains the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoff as well as qualified GAIN/GROW participants for employment openings, and compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support Program.

TESMA is not a Proposition A Agreement because the contracted services are of an extraordinary professional or technical nature and, therefore, not subject to the Living Wage Program (County Code Chapter 2.201). It has been determined that the equipment and services under TESMA do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program", because of the specialized training needed in providing telecommunications equipment and services.

CONTRACTING PROCESS

TESMA is a Master Agreement for the furnishing and installation, maintenance, management and monitoring of various telecommunications products and services, in the following categories:

- Voice Systems: includes PBX's, key telephone systems, peripherals, call processing systems and miscellaneous voice equipment covering the County's legacy installed base;

- Networking Systems: includes local area network (LAN) infrastructure, wide area network (WAN), inter-networking and network management systems;

- Building Wiring and Cabling: includes backbone distribution cabling, station cabling (voice/data) equipment racks, trenching and conduit and permit and inspections;

- Building and Video Teleconferencing Systems: includes public address systems, intercommunication systems, master antenna and close circuit television systems, satellite and video teleconferencing systems; and

- VoIP Systems: includes Voice over Internet Protocol, which provides voice and call center services over data networks.

The Master Agreement provides a competitive bidding process on a project by project basis to obtain these products and services, in various technical specialty categories from a base of pre-qualified vendors. Individual projects are bid in respective categories of expertise through a work order solicitation process and, upon award, a work order is executed which becomes part of the contractual Agreement.

All current TESMA contractors will be asked to execute the new Master Agreement in order to continue their eligibility to bid on new work order solicitations. New contractors may qualify for a Master Agreement at any time by submitting a Request for Statement of Qualifications. These contractors will be added to the Master Agreement if they meet the minimum requirements (e.g., technical qualifications, references, etc.) for being a TESMA contractor. Thereafter, contractors will from time to time be solicited under competitive conditions to provide telecommunications equipment and services under work orders executed by ISD.

However, approval of the Master Agreement does not guarantee a contractor any minimum amount of business. The County only incurs an obligation as individual work orders are issued. All eligible contractors can bid on equipment and services upon receiving a work order solicitation released in the TESMA categories where the contractor has been pre-qualified. Work order awards will be made to the lowest priced eligible contractor unless other selection criteria have been set forth in the work order solicitation. Contractors certified as a Local Small Business Enterprise (LSBE) will receive the five percent LSBE preference on their individual work order bids.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will ensure that ISD and County departments continue to receive telecommunications equipment, services and maintenance.

CONCLUSION

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board Letter to the Director, ISD.

Respectfully submitted,

DAVID E. JANSSEN
Chief Executive Officer

Reviewed by:

Jon W. Fullinwider
Chief Information Officer

DEJ:LN:JWF:ljp

Attachments

c: County Counsel
TESMA.bl

ATTACHMENT

INCUMBENT TESMA CONTRACTORS

ALQUEST TECHNOLOGIES, INC.

AUTOMATED SWITCHING AND CONTROLS, INC.

AXXIS NETWORK & TELECOMMUNICATIONS, INC.

JV COMMUNICATIONS

L TECH NETWORK SERVICES, INC.

MTM TECHNOLOGIES, INC.

NEC UNIFIED SOLUTIONS, INC.

NETVERSANT SOLUTIONS, INC.

NETWORK INFRASTRUCTURE CORPORATION

NEXUS IS, INC.

SARCOM, INC.

SASCO

SBC PACIFIC BELL

VERIZON BUSINESS NETWORK SERVICES INC., ON BEHALF OF VERIZON CALIFORNIA INC.

CIO ANALYSIS

REQUEST FOR APPROVAL AND AWARD OF TELECOMMUNICATIONS EQUIPMENT AND SERVICES MASTER AGREEMENTS

(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:** 7 **Yrs** 3 **Option Yrs**

Contract Components:

☐ **Software** ☐ **Hardware** ☒ **Telecommunications**
☒ **Professional Services**

Project Executive Sponsor: Dave Lambertson, Director
Internal Services Department

Budget Information :

Y-T-D Contract Expenditures	$ 0
Requested Contract Amount	$ As Needed
Aggregate Contract Amount	$ 0

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated?
☐	☒	Is this project subvented? If yes, what percentage is offset?
☒	☐	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved? ISD administers the Agreement, but all departments may access the services and equipment provided under the Agreement.

Strategic Alignment:

Yes	No	Question
☒	☐	Is this project in alignment with the County of Los Angeles Strategic Plan? The Agreement supports the County's Strategic Plan Goal 3, Organizational Effectiveness, and Goal 4, Fiscal Responsibility.
☒	☐	Is this project consistent with the currently approved Department Business Automation Plan?
☒	☐	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 Standards?
☐	☒	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS).

Project/Contract Description:

The Internal Services Department (ISD) is requesting authorization to execute Telecommunications Equipment and Services Master Agreement (TESMA) with 14 contractors with an initial term commencing upon execution and continuing through July 30, 2014. In addition, ISD is requesting authorization to execute three one-year extensions and one six month extension.

TESMA provides ready access to as-needed telecommunications services through a pool of pre-qualified vendors. Equipment and services available via the TESMA are grouped into specific telecommunications categories, including Voice Systems, Networking Systems, Building Wiring and Cabling, and Video Teleconferencing Systems. The Agreement has been designed to specifically include maintenance and support of the County's legacy telecommunications systems as well as newer technologies being deployed throughout the County, including satellite and video teleconferencing systems and Voice over Internet Protocol (VoIP) systems.

Background:

On April 30, 2002, the Board authorized ISD to execute the original five-year agreement for TESMA with qualified vendors. The new TESMA will replace that original Agreement.

Project Justification/Benefits:

The Master Agreement ensures that products and services for each project are obtained via a competitive bidding process from a base of pre-qualified TESMA vendors. Individual projects are bid in respective categories of expertise through a Work Order solicitation process. Upon award, each Work Order becomes part of the contractual agreement.

Project Metrics:

As appropriate, specific metrics to insure product and service delivery are established and measured at the Work Order level on a project-by-project basis.

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

ISD and other departments would be required to issue competitive bids for each telecommunications project. This process would result in extended procurement delays, significantly impacting the timely completion of telecommunications projects and services provided throughout the County. Additionally, individual bids could also result in a myriad of different makes and types of equipment, making maintenance and support more difficult and costly.

Alternatives Considered:

Alternatives to TESMA would be to 1) issue competitive bids for each telecommunications project or 2) issue a single competitive bid to award all telecommunications projects to a single vendor. These alternatives would not provide the best long-term pricing for equipment and services and the second alternative would limit the County to a single vendor's expertise and experience.

Project Risks:

There is no risk with this Agreement, as it is a Master Agreement with no guaranteed level of business, work or costs.

Risk Mitigation Measures:

None required.

Financial Analysis:

Each telecommunications project is budgeted by the requesting department and, therefore, the TESMA Agreement does not require funding.

CIO Concerns:

None.

CIO Recommendations:

The CIO recommends approval of the TESMA.

CIO APPROVAL

Date Received: June 25, 2007

Prepared by: Dennis Shelley

Date: July 18, 2007

Approved: Greg Melonis

Date: 7/18/2007