

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 19-039E – Telepresence Equipment Catalog

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-038E for three (3) years, starting February 5, 2018 through February 4, 2021, with an option for two (2) additional one (1) year renewals periods. Vendors will provide Cisco telepresence equipment to accommodate video conferencing needs.

Goods/Services Description

Responsible: BECON and Information & Technology

Distance Learning sessions play a critical role in providing advanced and truly innovative educational opportunities for all Broward County Public Schools (BCPS) students. Cisco Telepresence equipment enables teachers to connect to multiple classrooms for live interactive sessions and to bring in renowned experts from anywhere in the world via high-quality video and audio connection.

Directors from I&T, BECON, and Innovative Learning formed a Technology Alignment Group (TAG) that met for a period of months to research and test technology solutions for these sessions. That study concluded that while Skype could be used for individual and small group video conferencing sessions, a true “room system” is necessary to allow full classes of students to connect and communicate in a fully interactive learning session. TAG identified telepresence equipment that could be connected to existing display equipment (Recordex or Smart TV) in classrooms or media centers as an economical way to create an effective room system.

Broward Education Communications Network (BECON) facilitates and supports the District’s distance learning programs, which average over two hundred (200) sessions per month reaching thousands of students. The District’s Master Teacher Series and Virtual Field Trips make highly-engaging, interactive learning experiences available to students in every BCPS school.

Cisco Telepresence equipment is an invaluable tool that makes these interactive teaching and training sessions possible. However, a majority of the District’s video conferencing room systems were purchased over fourteen (14) years ago and are at end-of-life. The District is currently experiencing a high failure rate on equipment that is impractical to repair and must be replaced. Approval of the Telepresence Equipment Catalog will provide an approved vendor for the purchase of compatible replacement equipment when necessary. The current goal is to ensure that there is at least one (1) dependable true room system for distance learning sessions in every school in the District.

Procurement Method

Responsible: PWS

The solicitation ran from November 19, 2018 through January 3, 2019. There were four hundred and sixty-five (465) vendors notified, thirteen (13) vendors downloaded the ITB and four (4) bids were received before bid opening. The bid shall be awarded in its entirety to a primary vendor who provided the lowest pricing and was responsive and responsible, meeting all specifications, terms, and conditions. Including two (2) alternate awardees allow for continuity of services in the event the primary vendor cannot comply with the delivery requirements, specifications, or in emergency cases.

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Financial Impact
Responsible: PWS, BECON, and I&T

The total spending authority requested is \$360,000 which represents the cost of telepresence equipment and is based on an analysis of historical purchases as demonstrated below. There is not a previous bid in place, so orders were placed historically utilizing three (3) vendor quotes, as the individual order average total is \$9,973.

Individual schools and/or departments are responsible for the cost of equipment. Therefore the funding source these individual budgets.

Historical average monthly expenditures	\$	9,973
<u>Number of months</u>		<u>36</u>
Estimated forecasted spend	\$	359,020
<u>Total spend authority (rounded)</u>	\$	<u>360,000</u>

The approval of this recommendation does not mean the authorized amount will be spent.