

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority 19-038E – Cisco SmartNet Telepresence Maintenance Renewal

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation for additional spending authority for Invitation to Bid (ITB) 19-038E – Cisco SmartNet Telepresence Maintenance Renewal. The ITB was approved on June 26, 2018, as item EE-5 with \$335,000 spending authority and a contract term of August 1, 2018 through July 31, 2021.

The additional spending authority requested is \$45,001, which will bring the new contract value to \$380,001.

Goods/Services Description

Responsible: Information Technology (IT) and Broward Education Communications Network (BECON)

Cisco SmartNet provides support that provides BECON and Information Technology (IT) with direct access to Cisco experts to assist in resolving technical issues with video conferencing equipment, including repair or replacement of non-functioning hardware. Cisco Telepresence video conferencing equipment and infrastructure supports distance learning, and failure to renew SmartNet will expose the District to potential downtime and delayed response.

Procurement Method

Responsible: PWS

The solicitation ran from May 18, 2018 through June 4, 2018. There were four hundred sixty-three (463) vendors notified, sixteen (16) vendors downloaded the ITB, and five (5) bids were received before bid opening. This ITB award recommendation is based on the lowest price.

Financial Impact

Responsible: PWS, IT and BECON

The additional spending authority requested is \$45,001, which will bring the new total contract value to \$380,001, as demonstrated below. The funding source is the IT operating budget.

Year 1 (2018) spend	\$126,667
Year 2 (2019) spend	\$126,667
Year 3 (2020) projected spend	\$126,667
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Total projected spend (A)	\$380,001
Spend to date (B)	\$298,333
Unused Spending Authority (C)	\$36,667
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Spending Authority request (A-B-C)	\$45,001

The original spending authority was requested with a statement that the cost would fluctuate due to an extensive amount of obsolete equipment. Most telepresence equipment was twelve (12) years old when this ITB was approved, and those units have been failing at increasing rates for the past three (3) years.

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BECON added new systems as the budget allowed, which results in an increased cost for the support. The original request accounted for a “typical five (5) percent annual increase”; however, it was simply not enough to account for the increasing failure rate of the older equipment. Funds are available to cover the additional cost, so the request is simply for an increase in spending authority.

Financial Impact Table

Action	Date	Term (years)	Amount
Original award + Spending authority	6/26/2018	3	\$ 335,000
Additional spending authority	6/23/2020		\$ 45,001
New Total Contract Amount		3	\$ 380,001

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