



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: September 4, 2013

FR: Deputy Executive Director, Policy

W. I. 1161

RE: Contract – Telephone System Purchase and Installation: ePlus Technology (\$275,000)

This memorandum requests the Committee’s approval of a contract with ePlus Technology to procure the necessary equipment to install, configure and replace the agency-wide phone system. The total cost will be shared by MTC, BATA and MTC SAFE.

Background

Staff is recommending replacement of the current agency-wide telephone and voicemail system. This long overdue replacement is being recommended due to the age of the existing system, the additional features a new system presents and in preparation for the move to the Regional Headquarters facility at 375 Beale Street, San Francisco. The current system is approximately 19 years old and obtaining replacement parts is often challenging, creating an ongoing risk of a major communication failure. Additionally, the existing system lacks many modern features expected for efficient telecommunications - for example, the ability to seamlessly integrate cellular and landline calls.

The proposed system is a standard, easily maintained Cisco telephone system and is portable to allow the vast majority of the purchased equipment and infrastructure to be utilized at MTC’s offices at 375 Beale Street. Installing and utilizing the system in the current office environment will increase overall staff efficiency immediately as well as expose staff to the technology prior to moving thus softening the impact of the changes created by the move.

The proposed system provides a significant technological improvement including expanded and enhanced conferencing abilities along with a tighter integration with mobile devices allowing seamless communication for staff in the office or in the field.

The ePlus technology services engagement will be accomplished using the U.S. General Services Administration (GSA), Federal Supply Services Authorized Federal Supply Schedule 70 contract, which includes fixed rates for services. Similar to the California Multiple Awards Schedule (CMAS), this type of federal contract includes fixed rates for services that are available to state and local government agencies and satisfies MTC’s competitive procurement requirements.

Similarly, the ePlus hardware procurement will be accomplished using the Western States Contracting Alliance (WSCA) agreement, which is another multi-agency cooperative contract that satisfies the public agencies' competitive procurement process.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract with ePlus Technology in an amount not to exceed \$275,000 to replace the agency-wide phone system described herein.



Ann Flemer

AF:NR

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.: 1161

Consultant: ePlus Technology, Sunnvale, CA

Work Project Title: Agency-wide Phone System Replacement.

Purpose of Project: Replace telephone and voicemail system.

Brief Scope of Work: Replace telephone and voicemail system with modern, modular and serviceable Cisco products.

Project Cost Not to Exceed: \$275,000

Funding Source: **FY 2013-14**
MTC: \$195,250
BATA: \$68,750
MTC SAFE: \$11,000

Fiscal Impact: Funds are available in the annual budgets of MTC, BATA and MTC SAFE.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract with ePlus Technology, as described above and in the Executive Director's September 4, 2013 memorandum, and the Chief Financial Officer is directed to set aside funds in FY 2013-14 for an amount not to exceed \$275,000 for such contract.

Administration Committee:

Adrienne J. Tissier, Chair

Approval Date: September 11, 2013