

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

773



**FROM:** Riverside County Information Technology (RCIT)

**SUBMITTAL DATE:**  
July 17, 2007

**SUBJECT: APPROVE THE CONSULTANT AGREEMENT WITH WESTERN TELE-COMMUNICATION CONSULTING, INC., (WTC) FOR THE DEVELOPMENT OF AN ENTERPRISE COMMUNICATIONS STRATEGIC PLAN**

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the attached agreement with WTC for the development of an enterprise communications strategic plan for two years, renewable in one year increments, at the cost of \$249,900, and;
2. Approve and direct the Auditor-Controller to make the budget adjustments on Attachment A.

**BACKGROUND:** In September of 2006, the Board of Supervisors approved an increase in the CORNET rate to fund a consulting engagement for the development of a County Communications Strategic Plan. Through the competitive bid effort, a County committee, made up of representatives from County Information Security Office, County Health Agency, District Attorney, Fire, Purchasing, and RCIT, has selected WTC to develop this plan.

**(Continued on Page 2)**

FORM APPROVED COUNTY COUNSEL  
JUL 20 2007  
BY Marsha L. Victor

Purchasing: Mark Seller, Assistant Director

Greg Stoddard  
for Matthew W. Frymire      Greg Stoddard  
Chief Information Officer

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 249,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2007/2008

<b>SOURCE OF FUNDS:</b> ISF Chargeback Dept. I. D. #7400100000	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:**      **APPROVE**  
BY: Lisa Brandl  
Lisa Brandl

**County Executive Office Signature**

Dept't Recomm.:       Policy  
 Per Exec. Ofc.:       Policy  
 Consent       Consent

**Prev. Agn. Ref.:** 3.50 on 9/12/06      **District:** ALL      **Agenda Number:**

**3.85**

**ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD**

**FORM 11**

**SUBJECT: APPROVE THE CONSULTANT AGREEMENT WITH WESTERN TELECOMMUNICATIONS CONSULTING, INC., (WTC) FOR THE DEVELOPMENT OF AN ENTERPRISE COMMUNICATIONS STRATEGIC PLAN**

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The scope of the Enterprise Communications Strategic Plan will include the following deliverables:

- Conduct interviews with the business leaders from each department to determine what growth they are projecting in personnel and facilities, and what they envision their future automation and communications needs to be.
- Consolidate the findings by category, capacity requirements, and automation needs; by office and region over a multi-year timeline.
- Work with the Executive Technology Committee (ETC); review and recommend the technologies and/or services the County should pursue to address the identified needs, and provide estimated life cycle costs to procure and maintain the proposed infrastructure (s).
- Develop a strategic plan that provides a roadmap for the County to use to procure the technologies and/or services required to meet the County's needs as identified in the timeline.
- Review and recommend changes to County telecommunication policies to reinforce and sustain the direction defined in the strategic plan.

Enterprise communication networks are essential and mission critical to Riverside County operations. Departments rely heavily on the County's data and voice networks in order to provide the levels of service necessary to our growing County. Riverside County currently utilizes 26,000 telephones and makes over 21 million calls a year. Our data network, CORNET, provides business system access and transmits e-mail, GIS data and electronic documents at rates exceeding 339 trillion bytes per year, averaging over 1.3 trillion bytes per business day.

The development of an Enterprise Communications Strategic Plan will position the County to take advantage of the technological and functional advances in the communications industry to best meet the goals defined in the County Strategic Plan.

As approved by the Board, the FY06/07 Cornet rate was increased by \$1.44 to generate the \$249,900 needed for this strategic plan project. The reserved funds must be transferred from RCIT's fund balance to the current budget year (see Attachment A).

**Price Reasonableness:**

Purchasing released a Request for Proposal and mailed the proposals to 52 vendors and advertised on the Internet. The County received 5 responses with the vendor proposals ranging from \$195,700 to \$1,382,000. Purchasing assembled an evaluation team, which consisted of members from RCIT, Fire, CHA, and the D.A. The evaluation team scored the proposals based on experience, cost, references, technical/project methodology, timelines, credentials and resumes. The evaluation team selected three finalists for vendor presentations and requested best and final price submissions. The lowest and most responsive/responsible vendor is WTC. The evaluation team proposes that the award be given to WTC Inc., for the contract amount of \$249,900.

**REVIEW/APPROVAL:** Purchasing concurs with this request.

## Attachment A

### INCREASE APPROPRIATIONS:

45500-7400100000-524660	Consultants	\$249,900
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### DECREASE FUND BALANCE:

45500-7400100000-380100	Unrestricted Net Assets	\$249,900
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## Form 11 Attachment Contract/Lease/Purchase Summary Data

X Contract  
Approval/Renewal  
Sole Source  
Personal Services  
Independent Contractor  
Other than low Bid  
Change Order

Lease  
Approval/Renewal  
Multi-Year Lease  
Equipment  
Real Property  
Change Order

Purchase  
Sole Source  
Other Than Low Bid  
Change Order

<b>User Department:</b>	RCIT
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<b>Vendor/Lessor Name:</b>	Western Telecommunication Consulting
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<b>Vendor/Lessor Location:</b>	Los Angeles, CA
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Selection Committee Member Names (RFP's Only)  
Lisa Boerner, Greg Stoddard, CJ Wickham, Terry Stevenson, Kathleen Matheson, Keith Jones and Teresa Carrasco

Local Preferences Applied: X No  
 Effected Award? X No

**Applicable Board Policy # California Code**

**Comments:**

**RFQ/RFP Process:**

Date Mailed: 11/27/06  
Response Date: 2/1/07

**Bidding Process:**

Bid Range: \$195,700 to \$1,382,000.  
Local Bid Range: -0-

# of Responses: 5  
# of Qualified Responses: 3

Responsive and Responsible Bid Range: \$268,271 to \$1,382,000.  
Local Preference Award Cost: -0- (5% maximum preference)  
Local Preference FYTD: Cost: 0

**Contract/Lease Renewals Only**

**Proposed Differences**

Existing Agreement Items

Proposed Agreement Items

1. Rates
2. Terms
3. Conditions
4. Legal Issues
5. Accountability
6. Other

(Continue on blank sheet, if necessary)