

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



FROM: Riverside County Information Technology

SUBMITTAL DATE:
July 2, 2008

SUBJECT: APPROVE THE SOLE SOURCE AGREEMENT FOR FCC MANDATED RADIO FREQUENCY (RF) RADIATION EMISSION SAFETY PROGRAM

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the sole source agreement for Radio Frequency Safety where competitive bids were solicited and only one (1) response was received in accordance with Ordinance No. 459.4 in the amount of \$40,000 from Radiofrequency Safety International Corporation, pursuant to the Purchasing Agent awarding the Contract; and
2. Direct the Clerk of the Board to return two (2) original signed copies to Purchasing and Fleet Services.

BACKGROUND: The Information Technology Department sought competitive bids through the Purchasing Department. The Purchasing Department issued a proposal RFP ITARC050b for a vendor to conduct RF radiation hazard exposure assessments for County radio transmitter sites in accordance with the guidelines of CFR47 Subpart I and FCC OET Bulletin 65, Edition 97-01. Any Radio Frequency Field measurements will be recorded and supplied as part of the written reports for each site. The ultimate results of the field assessments and desktop studies will demonstrate the RF environment relative to the FCC MPE (Maximum Permissible Exposure) limits.

(Continued on Page 2)

Matthew W. Frymire
Matthew W. Frymire
Chief Information Officer

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 40,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	08/09

SOURCE OF FUNDS: RCIT - Dept ID 7400100000	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *Elizabeth J. Olson*
Elizabeth J. Olson

County Executive Office Signature

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

FORM APPROVED COUNTY COUNSEL
 BY: *Neal R. Kipnis*
 NEAL R. KIPNIS
 Purchasing DATE: _____
 Purchasing: _____
 Billy Connett, Purchasing Manager
 Departmental Concurrence

Dept's Recomm.: Consent Policy Policy
 Per Exec. Ofc.: Consent Policy Policy

BOARD OF SUPERVISORS

**FORM 11: APPROVE THE SOLE SOURCE AGREEMENT FOR FCC MANDATED RADIO
FREQUENCY RADIATION EMISSION SAFETY PROGRAM**

PAGE 2

PRICE REASONABLENESS

Purchasing released a Request for Proposal and mailed the proposals to 6 vendors and advertised on the Internet. The County received 1 response. Purchasing assembled an evaluation team, which consisted of members from RCIT. The evaluation team scored the proposal based on experience, cost, references, technical/project methodology, timelines, credentials, and resumes.

The evaluation team deemed the response a responsive/responsible vendor. The evaluation team proposes that the award be given to RSI, Inc., for the contract amount of \$40,000.

**Form 11 Attachment
Contract/Lease/Purchase Summary Data**

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Contract | <input type="checkbox"/> Lease | <input type="checkbox"/> Purchase Order |
| <input checked="" type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Sole Source |
| <input checked="" type="checkbox"/> Sole Source | <input type="checkbox"/> Multi-Year Lease | <input type="checkbox"/> Other Than Low Bid |
| <input type="checkbox"/> Personal Services | <input type="checkbox"/> Equipment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Real Property | |
| <input type="checkbox"/> Other than low Bid | <input type="checkbox"/> Change Order | |
| <input type="checkbox"/> Change Order | | |

User Department:	Riverside County Information Technology
-------------------------	--

Vendor/Lessor Name:	RSI Inc.
----------------------------	-----------------

Vendor/Lessor Location:	Kiowa, KS
--------------------------------	------------------

Selection Committee Member Names (RFP's Only)	
John Sarkissian, Information Technology	
David Little, Information Technology	
Rebecca Gibson, Purchasing	
Local Preferences Applied:	<input checked="" type="checkbox"/> Yes
Effectuated Award?	<input checked="" type="checkbox"/> No

Applicable Board Policy # California Code

Comments:

RFQ/RFP Process:
Date Mailed: 02/29/08
Response Date: 03/28/08

Bidding Process:
Bid Range: N/A

of Responses: 1
of Qualified Responses: 1

Responsive and
Responsible Bid Range: \$595 - \$2,495

Local Preference Award Cost: 0
(5% maximum preference)
Local Preference FYTD: Cost: 0

Date: May 30, 2008

From: **Matt Frymire, Chief Information Officer** Department/Agency: **RCIT**

To: Purchasing Manager, Purchasing and Fleet Services

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for **RSI RF Safety**

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

Supply/Service being requested:
Federal Communications Commission's (FCC) mandated RF radiation emission safety program.

Supplier being requested: RSI , Inc.

Alternative suppliers that can or might be able to provide supply/service:
Global RF Solutions, Sitesafe, RF Safety Solutions, Richard Tell Associates Inc

Extent of market search conducted:
Competitive bid was submitted by Purchasing on RFP ITARC50b and only one response was received and evaluated.

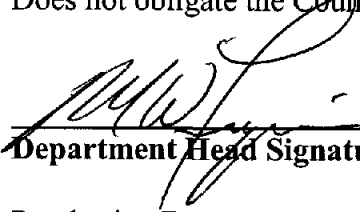
Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:
The vendor will conduct RF radiation hazard exposure assessments for County radio transmitter sites in accordance with the guidelines of CFR47 Subpart I and FCC OET Bulletin 65, Edition 97-01. Any RF Field measurements will be recorded and supplied as part of the written reports for each site. The ultimate results of the field assessments and desktop studies will demonstrate the RF environment relative to the FCC MPE (Maximum Permissible Exposure) limits. The appendix A delineates the County RF sites.

Reasons why my department requires these unique features and what benefit will accrue to the county:
Federal Communications Commission's (FCC) mandated RF radiation emission safety program.

Price Reasonableness:
Competitive bid process was obtained and of the response submitted pricing by vendor was comparative to prior agreements obtained by the County and market research.

Does moving forward on this product or service further obligate the county to future similar contractual arrangements?

Does not obligate the County for more than an optional annual renewal.


Department Head Signature


7/2/08
Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove


Purchasing Agent

6-27-08
Date