

September 12, 2002

03-022

ACCEPT PROPOSAL AND AWARD CONTRACT -
MAINTENANCE OF NORTEL MERIDIAN PBXS,
ALSO EQUIPMENT UPGRADES, MOVES, ADDS,
AND CHANGES

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Sharlene Norton, Telecommunications Services

APPROVED BY: Randy McEwen, Vice President, Administrative Services
Jesus "Jess" Carreon, President

REPORT: The College has the need to continue to contract with a qualified firm to provide maintenance of the Nortel Meridian PBXs owned by the College. The firm selected will also provide equipment upgrades, moves, adds, and changes for expansion activity that will become necessary as the College constructs and remodels buildings on various campuses. These contracted maintenance services will be required at three (3) campuses and five (5) centers

A Request for Proposals (RFP) for Maintenance of the College's Nortel Meridian PBXs was issued and advertised in the Daily Journal of Commerce, and on the State of Oregon VIP system on July 10, 2002. Copies of the RFP documents were distributed to seven (7) firms. A total of five (5) proposals were received in response to the RFP by the due date August 20, 2002. Proposals were reviewed and rated by the committee members based on the following criteria: Functionality; Cost; Integration; Vendor Qualifications; Vendor's Vision; Support Services; Partnerships; Responsiveness; and Customer References.

Proposals were received from the following firms:

	<u>Points</u>
Christenson Technology Services	93.75
Shared Technologies Fairchild	73.00
NetVersant	61.00
Qwest	71.00
Verizon	76.00

Note: None of the Bidders are Certified MWESB firms.

The committee selected the top three (3) proposals (Christenson Technology Services, Verizon, and Shared Technologies) as finalists, and a list of follow-up questions was developed to determine more information about these firms and their services. After reviewing and collectively scoring the proposals, interviewing the finalists, and calling references, the committee is recommending that Christenson Technology Services be awarded the contract.

RECOMMENDATION:

That the Board of Directors accept the evaluation committee's recommendation and award a contract to Christenson Technolgoy Services to provide Maintenance of the College's Nortel Meridian PBXs. The total annual expenditure for these services is estimated at \$90,717.20 for the first year of the contract and \$95,760.00 for the second and third years of the contract. The initial contract period will commence October 1, 2002 and end September 30, 2005 subject to renewal on an annual basis for two (2) additional years. The total term of the contract shall not exceed five (5) years. Funds for this project will come from the General Fund.

Director Germond moved to approve Resolutions 03-013 through 03-015 and 03-017 through 03-024 and it passed unanimously.