

MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING:	June 14, 2011 – Consent	AGENDA NO.:	50
SUBJECT:	a. Approve and authorize the Contracts/Purchasing Officer to execute a Professional Services Agreement with American Telesource, Inc. in the amount of \$185,310 for the contract period commencing with the signing of the Agreement through April 30, 2014 for the provision of yearly maintenance services and technical support of the CallXpress voice mail and RightFax fax server systems; b. Authorize the Contracts/Purchasing Officer to sign up to two future amendments extending the Agreement for one year periods where the amendments do not exceed \$60,172 yearly and does not significantly change the scope of work.		
DEPARTMENT:	Information Technology		

RECOMMENDATION:

It is recommended that the Board of Supervisors

- a. Approve and authorize the Contracts/Purchasing Officer to execute a Professional Services Agreement with American Telesource, Inc. in the amount of \$185,310 for the contract period commencing with the signing of the Agreement through April 30, 2014 for the provision of yearly maintenance services and technical support of the CallXpress voice mail and RightFax fax server systems and;
- b. Authorize the Contracts/Purchasing Officer to sign up to two future amendments extending the Agreement for one year periods where the amendments do not exceed \$60,172 yearly and does not significantly change the scope of work.

SUMMARY/DISCUSSION:

The Contracts/Purchasing Division released a Request for Proposal (RFP) #10268 on November 24, 2010. American Telesource, Inc. was determined to be the most qualified proposer meeting County requirements as specified in the RFP. As a result, the Information Technology Department (ITD) is recommending the approval of the Board to proceed with an Agreement for the provision of yearly maintenance and technical support and software upgrades and expedited replacement of hardware that fail under normal use for the CallXpress voice mail and RightFax fax server systems.

The services to be provided under this recommended agreement are necessary to maintain a highly reliable and operable County voice mail and fax server system and to assist with the automation of call answering using auto attendant features and automated voice messaging. Fax server functionality provides efficient distribution and delivery of fax messages using computer based automated systems enhancing employee efficiency.

The difficulty in acquiring the necessary insurance documentation from the vendor prohibited this retroactive Agreement from being brought before the Board until this time.

OTHER AGENCY INVOLVEMENT:

County Counsel, Auditor-Controller, and Risk Management have reviewed the Agreement and concur. The Agreement is on file with the Clerk of the Board.

FINANCING:

Maintenance charges beginning the current FY in the amount of \$74,452 for the maintenance term of May 1, 2011 – April 30, 2012 were anticipated and included in the FY 2011 Adopted Budget. Maintenance charges in the amount of \$55,429 for the period of May 1, 2012 – April 30, 2013 (FY 2012-13) and May 1, 2013 – April 30, 2014 (FY 2013-14) will be requested in the respective budget terms for the Information Technology Department, Appropriations Unit INF001. Should funding be reduced and/or terminated, the County may terminate this agreement by giving thirty (30) days written notice of such action to the Contractor.

Prepared by:



Dan Mikulich
Telecom Operations Manager
759-6918

6/3/11
Date

Approved by:



Richard Lange
Acting Director of Information Technology
796-1404

6/3/2011
Date

Attachments:
Agreement

cc: Charles J. McKee, County Counsel
Michael Miller, Auditor-Controller