DATE: April 24, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY

Authorization to Award Contract – Replacement of Telephone System
(Resolution No. 030424 - B1)

BACKGROUND INFORMATION:

City College of San Francisco is proposing to replace its current telephone system, which was installed in 1976. The current phone system is obsolete and as such has limited expandability and flexibility. The new phone system will utilize the newly completed CCSF data network infrastructure through Voice over IP technology. This was one of the projects envisioned to utilize the new network infrastructure to take advantage low cost, rich feature set, ease of expansion, ability to provide all faculty and staff with voicemail, centralized more cost-efficient and efficient technical support. It is anticipated that bringing telephone services in-house will result in substantial cost savings to the annual operating budget.

The Request for Proposals was released on February 3, 2003. The pre-bidders conference, held at 33 Gough Street on February 10, was attended by 40 vendor groups. The Purchasing Department received 17 proposals. The first review was made by Purchasing to determine which proposals were responsible and complete. Purchasing forwarded 12 proposals to the selection committee. The committee reviewed the proposals and invited five vendors to make oral presentations to the committee. After the presentations, the committee selected two finalists. Further discussions and negotiations were held from March 17th through the 20th. The Information Technology Policy Committee, a shared governance committee, concurred with the selection process and approved the choice of NextiraOne at its March 21st meeting. Please note the attached (Executive Summary of the Voice System acquisition process) which details the selection process.
The proposed contract with NextiraOne would provide the College with the core electronics required to operate and manage our own telephone system, keyboard equipped handsets, voice mail for all staff on individual phone numbers, Integrated phone directory, Fax server, Call accounting, Voice guides, Interactive Voice Response technology, installation, training, and ten years of maintenance.

This project is being funded by the technology portion of the 2001 general obligation bond.

**SHARED GOVERNANCE REVIEW:**

Yes  X  ; No  ; if yes, which committee:  Information Technology Policy Committee  
  Date of Review:  March 21, 2003

**RECOMMENDATION:**

RESOLVED: That authorization be here by given to contract with NextiraOne, for the telephone replacement project, to be completed on or before December 31, 2003 at a cost not to exceed $1,953,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes total no more than $50,000 and

FURTHER BE IT RESOLVED: That the cost of this contract will be funded with the proceeds generated by the issuance of bonds under the 2001 general obligation bond issue, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein and Douglas Re, Originators