



Date of Council Meeting: March 8, 2016

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Contract for the Survivable Remote Site Telephony/Voice Gateway Routers and Audio and Video Project

Staff Contact: Clark Case, Director of Department of Finance & Administrative Services
John Callahan, Information Technology Project Manager

Council Action Requested: Town Council approval to award a contract to DISYS Solutions Inc. in the amount of \$96,812.82.

Staff Recommendation: I recommend that Town Council approve the awarding of a contract for the replacement of the Survivable Remote Site Telephony/Voice Gateway (SRST/VG) routers and purchase of audio and video equipment to DISYS Solutions Inc. in the amount of \$96,812.82.

Commission Recommendation: The Technology and Communications Commission was provided an update on this project at their March 1, 2016 meeting. However, no quorum was present to make a recommendation. The Commission has expressed support in the past for this project.

Fiscal Impact: The requested award of contract requires the appropriation of \$96,812.82 of excess Fiscal Year 2016 Public, Educational and Governmental (PEG) revenue as part of the Town's Cable Franchise Agreement. This grant funding is for cost associated with supplying PEG programming, and can be utilized on equipment, computer software/hardware, renovation or construction of associated facilities as well as upgrading, maintenance, and operation of the entire "PEG" infrastructure.

Work Plan Impact: Staff has met with network engineers from DISYS Solutions Inc. to develop a cost effective solution for replacement of the SRST/VG routers within budget. Completion of the project is schedule for the June 2016.

The audio/video project for Town conference rooms was in the planning stage with Information Technology Staff meeting with Town Staff in June of 2015. In the fall of 2015, Cisco provided the Town with audio/video equipment. Information Technology Staff has worked with Cisco and DISYS to put together the list of needed equipment and licenses to make the audio/video equipment operational in Town Facilities.

Awarding the contract for the Survivable Remote Site Telephony/Voice Gateway Routers and Audio and Video Project

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Executive Summary: The Survivable Remote Site Telephony/Voice Gateway (SRST/VG) routers are a critical part of the telecommunications infrastructure that supports all the town facilities. If the telephone system fails, the routers will continue to allow the Town to make and receive telephone calls. This is a critical need as it will allow the phones to continue to function in dispatch at the police department.

The Town received a donation of audio/video conferencing equipment from Cisco in the fall of 2015. In order to fully utilize the equipment for conference rooms at Town facilities, web conference licenses, hardware and software are needed. The audio/video equipment allows for major upgrades in the technology used in the Town's conference rooms and the ability for Town staff and outside customers to present and participate without having to find laptops, projectors, mobile projector screens or walls to display on.

Background: These SRST/VG routers were installed between 2007 and 2009 as part of the Town's Phone System move to VoIP, and will reach their end of support from Cisco in early Fiscal Year 2017. The Town maintains a software/hardware contract with Cisco in case of hardware failures and for software upgrades over the life of the equipment. Cisco will no longer support the existing SRST/VG routers, and the Town would be without support in case of hardware or software failure.

The Town received a donation of audio/video conferencing equipment from Cisco in the fall of 2015. In order to fully utilize the equipment for conference rooms at Town facilities, some additional licenses, hardware and software are needed. Currently the Town uses mobile projectors for presentations, five WebEx licenses for audio/video conferencing from laptops or desktops and Skype for interviews. With the additional licenses the Town will be able to have video monitors in almost all Town conference rooms with the ability to present presentations, participate and host audio/video conferences.

This equipment is being procured through a cooperative Virginia Information Technology Agency Contract No. VA-110418-DISYS in accordance with the Virginia Public Procurement Act as well as the Town of Leesburg Procurement Policy. With the approval of the of the contract award, the Town Information Technology staff can continue their work with DISYS Solutions Inc. on the projects to replace the SRST/VG routers and move towards installation and configuration of the audio/video equipment from Cisco.

Attachments: Bill of Materials from DISYS Solutions Inc.

PRESENTED March 8, 2016

RESOLUTION NO. 2016-

ADOPTED March 8, 2016

A RESOLUTION: AWARDING THE CONTRACT FOR THE SURVIVABLE REMOTE SITE TELEPHONY/VOICE GATEWAY ROUTERS AND AUDIO AND VIDEO PROJECT TO DISYS SOLUTIONS INC. IN THE AMOUNT OF \$96,812.82

WHEREAS, the Town of Leesburg's current Survivable Remote Site Telephony/Voice Gateway routers are near end of life and end of support from Cisco Systems, Inc. in Fiscal Year 2017; and

WHEREAS, the Town of Leesburg received a donation of audio/video equipment from Cisco Systems, Inc. in the fall of 2015; and

WHEREAS, the upgrade will allow the continuation of day-to-day operation of critical Town Information Technology telephone systems; and the additional hardware and software licenses will be a major upgrade to the Town of Leesburg's conference rooms; and

WHEREAS, the requested contract was procured in accordance with the Town of Leesburg Procurement Policy and the Virginia Public Procurement Act through a cooperative State Contract No. VA-110418-DISYS; and

WHEREAS, DISYS, Solutions Inc. has provided quotes totaling \$96,812.82 on January 28, 2016; and

WHEREAS, there is sufficient unappropriated balance of Fiscal Year 2016 Public, Educational and Governmental (PEG) revenue;

WHEREAS; as part of the Town's Cable Franchise Agreement, PEG funding is to be used for cost associated with supplying PEG programming and can be utilized on equipment, computer software/hardware, renovation or construction of associated facilities as well as upgrading, maintenance and operation of the entire "PEG" infrastructure; and

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 \$96,812.82

THEREFORE RESOLVED, by the Council of the Town of Leesburg in Virginia as follows:

1.)The contract for the network switches upgrade project is hereby awarded to DISYS Solutions Inc. in the amount of \$96,812.82 and the Town Manager is hereby authorized to proceed accordingly with the respective contract in a form acceptable to the Town Attorney; and

2.) The Fiscal Year 2016 General Fund Operating Budget is hereby amended and a supplemental PEG appropriation is made in the amount of \$96,812.82 for the Information Technology Division for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

PASSED this _____ day of _____, 2016.

David S. Butler, Mayor
Town of Leesburg

ATTEST:

Clerk of Council