

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

May 11, 2023

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **AWARD OF CONTRACT TO PROVIDE NETWORK CORE SWITCH AND ROUTER REPLACEMENT AT CENTRAL LIBRARY**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners (“Board”):

1. Award a contract, substantially in the form on file, to ePlus Technology, inc. to provide Network Core Switch and Router Replacement at the Central Library and find the proposal submitted to be responsive to the Request for Proposal to Provide Network Core Switch and Router Replacement at Central Library (RFP).
2. Find, in accordance with Charter Sections 371(e)(2), 371(e)(10) and 1022, and Los Angeles Administrative Code Sections 10.15(a)(2) and 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees.
3. Authorize the City Librarian and City Attorney to make technical and clerical changes, if needed, to the contract.
4. Authorize the Board President and the Board Secretary to execute the contract upon completion of all required approvals.
5. Adopt the attached Resolution regarding the award and execution of the contract between the Library and ePlus Technology, inc. to provide Network Core Switch and Router Replacement at the Central Library.

B. FINDINGS:

1. On February 9, 2023, the Board approved the release of an RFP to find a qualified and experienced entity to provide Network Core Switch and Router Replacement at the Central Library (Library Resolution No. 2023-4 [C-4]). This project meets the requirements for funding made available by the Federal Communications Commission (FCC) to schools and libraries for telecommunications projects known as E-Rate.

2. The RFP was released on February 9, 2023, with a proposal due date of March 9, 2023. A Pre-proposal conference was held on February 22, 2023.
3. An update to the RFP was released on February 22, 2023. It revised the evaluation criteria. The number of evaluation points for Proposed Project Cost was increased to 40 and the Proposer's Qualifications and Experience was reduced to 30 to align with E-Rate requirements.
4. An additional update to the RFP was released on March 2, 2023. It revised the list of required equipment and provided additional information on the Library's current transreceivers.
5. On March 9, 2023, the Library received three proposals. Library staff reviewed the proposals and found two to be responsive to the RFP submittal requirements. A panel of Library employees evaluated the two proposals and determined that ePlus Technology, inc. best met the needs of the Library based on the highest score.
6. Staff recommends that the Board award a contract to ePlus Technology, inc. The term of the proposed contract will be for three years in an amount not to exceed \$1,211,728 for the term of the contract.
7. The Library does not have the appropriate staff in its employ to perform the network core switch and router replacement required to support Library staff and patrons. Staff therefore requests that the Board find that the services are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by independent contractors than by City employees.
8. Funds are available in Contractual Services Account 3040 to compensate ePlus Technology, inc. for services in accordance with the proposed contract. In accordance with Section 6.0 of the Proposed Agreement, ePlus Technology, inc. will seek the appropriate reimbursement directly from the FCC through the Universal Service Administrative Company. The Contractor will invoice the Library for the portion of the bill for which it is responsible.
9. The contract has been reviewed by the City Attorney and is ready to be transmitted for processing.

Attachments

Project Manager: Alex Mui, Director of Systems
Prepared by: Claudia Aguilar, Senior Management Analyst
Reviewed by: Madeleine M. Rackley, Business Office Manager
Susan Broman, Assistant City Librarian

RESOLUTION

LIBRARY RESOLUTION NO. 2023-__ (C-__)

WHEREAS, on February 9, 2023, the Board of Library Commissioners (Board) approved the release of a Request for Proposals (RFP) to provide Network Core Switch and Router Replacement at the Library (Library Resolution No. 2023-__);

WHEREAS, the RFQ was released on February 9, 2023, with a proposal due date of March 9, 2023. An optional Pre-Proposal Conference was held on February 22, 2023;

WHEREAS, addendum No. 1 to the RFP was released on February 22, 2023. It revised the evaluation criteria;

WHEREAS, addendum No. 2 to the RFP was released on March 2, 2023. It revised the list of required equipment and provided additional information on the Library's current transreceivers;

WHEREAS, on March 9, 2023, the Library received three proposals. Library staff reviewed the proposals and found two to be responsive to the RFP submittal requirements;

WHEREAS, a panel of Library employees evaluated the two responsive proposals and determined that ePlus Technology, inc. best meets the needs of the Library;

WHEREAS, funds are available to compensate the Contractor for services in accordance with the Agreement:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approve the contract with the aforementioned organization to provide Network Core Switch and Router Replacement for the Library as stated in the Board Report;

FURTHER RESOLVED, that the Board authorize the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contract; and,

FURTHER RESOLVED, that the Board authorize the Board President and Board Secretary to execute the contract upon the completion of all required approvals.

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