

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received
08/09/2018 (AS)

NON-COMPETITIVE BID PURCHASE JUSTIFICATION
Required for all sole source acquisitions in excess of \$5,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered.
Department Head approval is required.

Requesting Department Information



Department: Information Technology (Loc # 1000)	Index Code: 1050000
Contact Name: Jon Henry	Subsubject: _____ User Code: _____
Telephone: 530-621-5452	Fax: _____

Required Supplier / Vendor Information

Vendor / Supplier Name: Advantel	Vendor / Supplier Address: Advantel Networks
Contact Name: Tom Aldine	2222 Trade Zone Blvd
Estimated Purchase Price: \$ 275,000.00	San Jose, CA 95131
Telephone: (707) 628-4129	Vendor / Supplier Email Address: taldine@advantel.com
	Fax: (916) 504-4180

Provide a brief description of the acquisition, including all goods and/or services the vendor/supplier will provide:

Telephone core system upgrade and system expansion for Public Safety Facility (PSF), including hardware, software and services. The PSF expansion cannot be accomplished without upgrading the core system. Vendor will provide all goods and services listed in the quotes.

Department Head:		8/9/18
	Signature	Date
Purchasing Agent:		8/9/18
	Signature	Date

Board of Supervisors:	Buyer Assignment:
Date: _____	Assigned To: _____
Item: _____	Date: _____

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively bid. Explain if this is an emergency purchase or how the supplier is the only source for the acquisition.)

The County seeks a turnkey solution from a single provider for an upgrade and extension of our Avaya voice over IP (VOIP) phone system. The upgrade encompasses hardware and software acquisition, as well as professional services. Advantel installed our Avaya VOIP system in 2011, and has been supporting the system ever since. We are currently in year two of three of the most recent support contract with Advantel. Selecting another vendor for the upgrade project would likely require us to switch support vendors. This would mean amending or canceling the current support contract, in addition to establishing a new support contract and service structure with any new incoming vendor. Given the scale and critical nature of this project, designating Advantel as the supplier would reduce complexity and overhead costs (in resources and time).

2. Provide the background of events leading to this acquisition.

The VOIP system for the new Public Safety Facility (PSF) must be compatible with the current county system. The core Avaya VOIP system (used by all county offices, including SO) cannot accommodate the PSF expansion in its current state. Software and hardware upgrades are required as a first stepping stone to the PSF expansion. The complexity and scale of a system upgrade is beyond our current resource capacity and capabilities. Likewise, the implementation and configuration of the VOIP system expansion for the PSF is not something IT can accomplish within the required time frame, given our current capabilities. Using our incumbent AVAYA VOIP service provider for the system upgrade and expansion is the most expedient and lowest-risk option.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

Advantel is a primary partner with Avaya, and they have the required expertise in VOIP system implementation and support, as well as deep, first-hand knowledge of our own environment. The county has never had cause to change suppliers since the system was installed by Advantel in 2011 and there is no valid reason to change vendors for this large, complex project.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

The County cannot afford the consequences and risk of splitting the project which could potentially result in separate contracts for product, service and maintenance. We would run the risk of having 2 or more vendors responsible for the same system multiplied by different vendors for various parts of County facilities. The County cannot risk this outcome of administrative burden, lesser quality of service and lack of ownership and liability produced by contracting with multiple vendors when the best pricing and solution has already been determined. The County seeks a turnkey solution County-Wide from one service provider that can also be consolidated and duplicated in our new Sheriff's Operation Facility. With this approach one vendor would be responsible for the product service and maintenance of the phone system throughout the County in every facility, creating one point of contact and one vendor to resolve any service requirements. This method would provide the best efficiency, value and economy to the County.

5. What market research was conducted to substantiate no competition, including evaluation of other items consider? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

The products and services have already been formally bid and competition fostered in a competitively non-prohibitive manner and was adequately solicited. El Dorado County will realize and take advantage of the competitive prices already established as a results of this competition.

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

Pricing proposed has already been analyzed and determined to be equal to or better than NASPO Value Point pricing which has already been awarded by a lead State agency using a formal, competitive procurement process. Doing a separate formal bid is unnecessary, will require greater administrative burden on staff and will produce no economic benefit to the County. Awarding to Advantel provides the greatest economy and value to the County.

2. Describe any cost savings or avoidance realized (1 time or on-going) by acquiring the goods/services from this supplier.

The cost savings are both internal and external. Internal savings are realized using less overhead and administrative costs to the County by procuring these goods and services in this method. From providing service to processing invoices, savings are realized internally at every step. External savings are realized using pricing that meets or beats the best pricing established from a competitive formal procurement method utilizing one vendor.