



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 20-941, **Version:** 1

Item #: C-15.

CC - Approval of an Agreement with Network Integration Company (NIC) Partners for Cisco WebEx Video Conferencing Software Services for a Five-Year Term in an Amount Not-to-Exceed \$186,936.00 Over the Five-Year Period.

Meeting Date: May 11, 2020

Contact Person/Dept: Michele Williams/Information Technology
Phone Number: 310-253-5950

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☐

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (05/06/2020);

Department Approval: Michele Williams, Chief Information Officer (05/01/2020)

RECOMMENDATION

Staff recommends the City Council approve a five-year agreement with Network Integration Company (NIC) Partners for Cisco WebEx video conferencing software services in an amount not-to-exceed \$186,936.00 over the five-year period.

BACKGROUND/DISCUSSION

In February, the City initiated a trial of the Cisco WebEx Meeting platform that enables video conferencing. The WebEx meeting tools provide 300 user licenses with the ability to schedule and initiate video conferencing meetings. These meetings can be held with internal staff and with external (non-city staff) users. This platform allows for up to 200 attendees on a video conference session. The WebEx platform also provides a webinar-style module that will allow up to 2000 attendees where the host can designate panelist/presenters while the attendees are in listen-only mode.

This meeting platform has proven to be very useful during the COVID-19 state of emergency. It has allowed city staff to conduct virtual meetings and it has also been used to allow the City to continue conducting important business via virtual City Council meetings. Staff will also be extending the use of virtual meetings for the City's commissions and boards.

To date, the City has been able to utilize this software without cost as we entered a 30-day trial period. In March, the vendor extended the trial period understanding that the City was in a state of emergency.

Staff recommends entering into a contract to continue use of the Cisco WebEx software which has been a critical component towards facilitating City business virtually.

This procurement is exempted from formal bidding procedures per Culver City Municipal Code Section 3.07.055.E, which exempts bidding requirements where items to be purchased are computer software, hardware maintenance or software maintenance services.

FISCAL ANALYSIS

Authorization to enter into a five-year agreement with NIC Partners for a five (5) year term would result in a total expenditure of \$186,936.00. This amount would be paid in five equal annual payments of \$37,387.20 each year. The first payment would be paid in May 2020 with the subsequent payments occurring each year until May 2024. The benefit of entering into the five-year agreement results in no annual increases to the software subscription costs.

Sufficient funding is appropriated in Information Technology Operating Account (Repairs and Maintenance): 10124100.600200 for the first annual payment of \$37,387.20. Should the City Council approve this agreement, staff will request appropriate funding for future years as part of the annual budget process.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve a five-year agreement with Network Integration Company (NIC) Partners for Cisco WebEx Meeting Video Conferencing Software Services in an amount not-to-exceed \$186,936.00 over the five-year period;
2. Authorize the City Attorney to review/prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.