

South Bay Cities Council of Governments

January 11, 2016

TO: Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: SBCCOG IT Upgrade Project

Adherence to Strategic Plan

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity and sustained board commitment.

At the December Steering Committee, staff was authorized to execute contracts for the services and equipment to upgrade and enhance the IT operations for annual cost not to exceed \$50,000 and one time costs not to exceed \$16,500 through the services and equipment provided by: Computer Solutions Group (CSG); TelePacific; and Civic Resource Group. This approval was pending review of the details of the contracts by Board member Horvath with the understanding that the staff would like to begin the transition to new systems as soon as possible. The principal concern for review was the 20 Mbps upgrade and whether that was sufficient.

Sufficiency of the Broadband Upgrade

At the request of Board member Horvath, SBCCOG reviewed the possibilities of further upgrades to the broadband capacity for the SBCCOG office that would service the work and telephone requirements for the organization. Staff reviewed the IT assessments and professional consults as well as confirmed with the selected IT Service company (CSG) that an upgrade from 6 Mbps to 20 Mbps would be a “good starting point” and, “at a minimum” provide sufficient broadband capacity to “more than adequately” service both the broadband and telephone requirements for the organization. Additionally, SBCCOG Staff requested confirmation of the broadband and telephone service quotes to provide for the requested 20 Mbps upgrade as well as quotes should further scaling up be necessary – these quotes included upgrades using the existing IT technology as well as a possible Fiber Optic option (should one be confirmed and available).

SBCCOG Staff and Board member Horvath agree that since our current capacity is 6 Mbps, 20 Mbps is a sufficient upgrade and, should additional broadband service be needed in the future, SBCCOG will have the capability to upgrade to a higher level of service.

Status of IT Upgrade Project:

SBCCOG Staff has begun the process of drafting and reviewing contracts and/or amendments to existing agreements with the IT service vendors approved at December’s Steering Committee. All agreements are pending subject to SBCCOG legal counsel review.

Prepared by Aaron Baum