



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-9

For the meeting of: April 21, 2015

Date: April 7, 2015

To: Board of Supervisors

From: Victor Zazueta, Director of Library Services

Subject: Approve and authorize the Director of Library Services to sign an additional agreement between the Humboldt County Library and the Califa Group for the acquisition of Cisco networking equipment.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the attached agreement between the Califa Group and the Humboldt County Library (HCL) for the acquisition of Cisco networking equipment;
2. Authorize the Director of Library Services to execute associated agreements, extensions, modifications and service changes with the Califa Group

SOURCE OF FUNDING:

Library Fund

DISCUSSION:

TLFR

Prepared by VZazueta CAO Approval TLFR

REVIEW: Auditor _____ County Counsel gs Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Bohn Seconded by Supervisor Sandberg

Ayes Sandberg, Lovelace, Fennell, Bohn, Bus

Nays _____

Abstain _____

Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: April 21, 2015

By: [Signature]

Kathy Hayes, Clerk of the Board

The Director of Library Services requests the Board of Supervisors to approve and authorize him to sign the attached agreement with Califa to allow HCL to participate with Califa in the group purchase of networking equipment as specified by the County Library. This networking equipment agreement will allow Califa to collect all networking equipment orders from public libraries participating in the CENIC broadband project and to issue a RFQ to multiple Cisco resellers with the goal of receiving a 50% or more discount on Cisco networking equipment for all participating libraries. Califa plans to issue an RFQ for the equipment specified by HCL. Once bids are received Califa will notify HCL of the final discounted price, invoice HCL for payment, after which the equipment will be delivered.

In 2015 the California State Library began an effort to work with the Corporation for Education Network Initiatives in California (CENIC) to bring affordable broadband connections to public libraries in California. The State Library is using the Califa Group to act as the conduit to bring this project into existence. CENIC currently delivers high-speed networking services to public schools and universities, and in 2014 it decided to permit public libraries to participate in their existing network. The Califa Group was established in 2003 as a 501c3 non-profit public corporation under the laws of California and it is a non-profit membership-based service agency organization that provides group pricing and master contracts for services sold to public libraries in California.

On October 21, 2014, your Board authorized the Director of Library Services to sign a statewide public library E-Rate consortium Letter of Agency (LOA) with CENIC allowing them to make an application for federal E-Rate discounts on eligible telecommunications services for the Humboldt County Library. And on March 24, 2015, your board authorized the Director of Library Services to sign an agreement with the Califa Group for the provision, installation and maintenance of advanced network services through CENIC.

Because this broadband project is a new undertaking and some details remain unknown to the Califa Group the Director of Library Services requests authorization to sign additional contracts, modification and service changes that the Califa Group may discover requires immediate action. The Director of Library Services is therefore requesting authorization to sign and execute any additional contracts or modifications with Califa to move this project forward.

FINANCIAL IMPACT:

Working with Califa will significantly impact how HCL manages and sustains its resources. Although the costs for networking equipment for this project is presently unknown, through participation with Califa with this agreement HCL should be able to realize a 50% discount on required equipment to make the network connection with CENIC which would be advantageous to the County Library. Currently the Library is working with the County Information Services department and with the Development Group, Inc. to create a list of necessary networking equipment and a cost to move this broadband project forward in 2015.

OTHER AGENCY INVOLVEMENT:

California State Library

Califa

Corporation for Education Network Initiatives in California (CENIC)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board's discretion

ATTACHMENTS:

- 1) Califa Cisco Equipment FAQ
- 2) Califa agreement for the acquisition of Cisco networking equipment



CALIFA Cisco EQUIPMENT PURCHASE

Califa and CENIC are collaborating to offer all public libraries the opportunity to buy Cisco networking equipment at a 50% discount or more. The California State Library is providing libraries grant funds for equipment purchases to support the High-speed Broadband in California Libraries initiative, connecting California public libraries to CalREN, the statewide broadband education network run by CENIC. Whether a library is receiving State grant funds or not, a library may participate in this Cisco equipment purchase program. Califa is acting as an aggregator of equipment for purchasing only. Neither Califa nor CENIC are providing any technical assistance in determining library needs. Please check with local IT support for any technical advice.

Cisco, through its resellers, will provide California public libraries a price discount of 50% or more. The discounts may be higher than 50% depending on the volume of the purchase. A list of Equipment available for purchase at a discounted rate can be found here:

<http://califa.org/wp-content/uploads/2015/04/Califa-Cisco-Equipment-Order-List.xls>

How Equipment Purchase Works

Step 1 - Library identifies needed equipment and determines if needed equipment is available for purchase via this purchase opportunity.

****Note: Neither Califa nor CENIC are providing any technical assistance in determining library needs. We strongly suggest you contact a Network Engineer familiar with Cisco products to advise you on this purchase. Additional support may be provided by contacting the Cisco resellers provided here:**

<http://califa.org/wp-content/uploads/2015/04/Cisco-reseller-contact-sheet.pdf>

Step 2 - Library determines if it can contract with Califa to purchase equipment. If so, proceed to step 4.

Step 3 - Library completes any local steps to enable it to purchase through Califa.

Step 4 - Library submits final equipment order to Califa, with commitment to purchase at 50% of list price, though actual price after the bid may be lower. Equipment orders are to be submitted no later than **April 21st** through an online form here:

<https://fs16.formsite.com/heathercalifa/form26/index.html>

Library completes and returns attached agreement committing to purchase equipment at 50% discount no later than **April 21st**. Please note that while not required, it is advisable



to purchase Cisco maintenance, or "SmartNet" on all equipment. The 50% guaranteed discount does NOT apply to SmartNet though we do anticipate receiving some discount.

Step 5 - Califa collects all equipment orders and publishes an equipment RFQ. Multiple Cisco resellers compete to supply the requested equipment. Cisco has supplied Califa a list of eleven potential resellers and Califa will request bids from all of those and select the lowest cost, most responsive bidder.

Step 6 - Authorized Cisco resellers respond to RFQ with discounted pricing.

Step 7 - Califa notifies Library of the final discounted price and invoices for payment.

Step 8 - Library receives equipment

Timeline

Local activities to enable library to commit to Califa	by April 20
Purchase commitments submitted to Califa	by April 21
RFQ published by Califa	by April 29
Vendors respond to Califa bid	by May 14
Firm order submitted to reseller	by May 17

Questions

Contact Wayne Walker (wwalker@califa.org) or Linda Crowe (crowe@califa.org)



AGREEMENT MUST BE SUBMITTED NO LATER THAN APRIL 21, 2015 BY SCAN TO WWALKER@CALIFA.ORG OR BY FAX TO 650-349-5089

AGREEMENT BETWEEN _____ AND
CALIFA
FOR THE ACQUISITION OF CISCO NETWORKING EQUIPMENT

This Agreement, hereinafter referred to as "Agreement", is entered into as of April __, 2015, by and between Califa Group, a California public benefit corporation, hereinafter referred to as "Califa" and n hereinafter referred to as "Library". Califa and Library are sometimes referred to in this Agreement individually as "Party" and collectively as "Parties". All written communications between the parties shall be addressed as follows unless and until amended in writing by the respective parties.

Califa	Library name
Susan H. Hildreth	Name
Executive Director	Title
32 West 25 th Avenue, Suite 201	Address line one
San Mateo, CA 94403	Address line two

WITNESS THAT

WHEREAS, Califa, on behalf of the California State Library, has contracted with CENIC to provide high speed networking to libraries in California; and

WHEREAS, Library desires to obtain via Califa Cisco networking equipment to assist the library in use of CENIC CalREN network or for other library purpose; and

WHEREAS, Califa and CENIC have together made arrangements via which California Public Libraries can purchase Cisco equipment at 50% or more off of list price; and

WHEREAS, Library understands that by requesting that Califa buy the equipment specified in this agreement at a price of 50% or more off of list price, it is committing to purchase of such equipment. Therefore, prior to executing this contract it may be in the interest of Library to solicit bids for said equipment to assure that the 50% or greater discount is of benefit to Library. Further library is responsible for determining correctness of equipment.

Neither Califa nor CENIC are providing any technical assistance in determining library needs.



NOW THEREFORE, Library and Califa enter into this Agreement:

1. Relationship between the Parties

Each of the entities is an independent entity.

2. Services to be Provided

Califa will prepare a request for quote for equipment desired by library, as specified below, and other California public libraries. Once quote is obtained, Califa issue a purchase order for the equipment and will notify the library of final cost of the equipment plus expected shipment dates.

1. Miscellaneous

- (a) **CONDITIONS OF USE.** Library agrees equipment will only be used for library purposes.
- (b) **FORCE MAJEURE.** Neither party will be responsible for performance of its obligations hereunder where delayed or hindered by war, riots, embargoes, strikes involving third parties, acts of Local Access Providers or of its vendors, or suppliers, acts of unrelated third parties, accidents, cable cuts, act (s) of God or any other event beyond its reasonable control.
- (c) **GOVERNING LAW.** The laws of the State of California shall govern this Agreement.
- (d) **PRICING.** Califa will provide equipment at 50% or greater discount.
- (e) **PAYMENT.** Library agrees to pay Califa within 30 days of receipt of invoice for equipment
- (f) Califa assumes no responsibility for the correctness of the equipment ordered for the use desired.

2. Entire Agreement

This Agreement and any Addenda contemporaneously or subsequently executed by the parties constitute the entire Agreement between the parties regarding the subject matter of this Agreement and supersede all prior written or oral agreements with respect to such. This

Agreement may not be modified orally, and no modification shall be binding unless in writing and signed by authorized representatives of both parties.



3. Equipment Order

Desired equipment order is to be submitted using the online here:

<https://fs16.formsite.com/heathercalifa/form26/index.html>

4. Purchaser Information Required

Contact Information:

- 1. Library Full Name
- 2. Street Address
- 3. City, State, Zip
- 4. Contact Name and Title
- 5. Contact Phone Number
- 6. Contact Email Address

Shipping Information:

- 1. Street Address
- 2. City, State, Zip

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

For Library

For Califa

Signature

Signature

Name

Susan H. Hildreth

Name

Title

Executive Director

Title

Date

Date