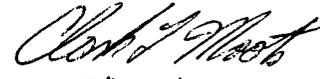


**MEMORANDUM
ADMINISTRATIVE SERVICES DEPARTMENT
COUNTY OF PLACER**

TO: Honorable Board of Supervisors

FROM: Clark L. Moots, Director of Administrative Services

Mark R. Parker, Director of Library Services



DATE: May 27, 2008

SUBJECT: Recommendation to Approve the Implementation of the Placer County Library's Data Network Project and Authorize the Sole Source Award of the Resulting Contracts in the Amount not to exceed \$59,800 to Sirsi/Dynix and a Contract in the Amount not to exceed \$289,728 to upgrade the Library's Data Network Infrastructure and Equipment.

ACTION REQUESTED

Approve the Placer County Library's Data Network Project; authorize the sole source award of two contracts, in the amount not to exceed \$59,800 to Sirsi/Dynix and a contract in the amount not to exceed \$289,728 to upgrade the Library's Data Network Infrastructure and Equipment; authorize the Purchasing Manager to sign all resulting contracts, upon approval from County Counsel and Risk Management; approve a Budget Revision in the amount of \$297,100 within the appropriate accounts of the Placer County Library's budget unit; add the appropriate components to the Library's Master Fixed Asset List; and authorize the Director of Administrative Services, the Director of Library Services and the Purchasing Manager to take all other actions necessary to implement the project.

Current Issue

The Library Data Network was implemented in 1994 and all existing network equipment including routers, switches, and servers are at end of life and no longer supported by the manufacturers. Over the past several years this network has experienced interruptions in service and performance related issues due to frequent equipment failures. Replacement equipment and support from the equipment manufacturer has been difficult to obtain. Currently no expansion capabilities exist and without the approval for this project, the Library runs a significant risk of continued network failures, as well as an inability to provide new or expanded access to meet increased public demand.

The Library Infrastructure Upgrade project will allow for all Library branches to be upgraded to County standard network equipment, access to high-speed Internet via a no-cost connection to the Placer County Office of Education, and library patron access via Wi-Fi at all library branch locations. Oversight from Administrative Service Information Technology Division will ensure that this project remains within the original scope, IT best practices are followed, industry standard security best practices are followed and that the completion of this project is done in a timely manner.

FISCAL IMPACT

The implementation of the Library's Data Network Project in the amount of \$552,387 will be funded as outlined in the attached Fiscal Impact Statement. Funds for the one-time costs of the Library's Data Network are already included within the Library's FY 2007/08 budget and ongoing costs have been included in the FY 2008/09 Budget. There will be a one-time cost of \$335,644 and annual on-going costs averaging \$216,743 per year. It must be noted that the Library already pays \$112,991 for the services described in this proposal. Therefore the net increase is \$103,752 per year.

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BACKGROUND

The current Placer County Library Data Network is a 136 node, standalone network comprised of dedicated Point-to-Point T1 Frame Relay circuits extending from South Placer to Lake Tahoe. The network serves 12 branch libraries with the Auburn Main Branch serving as the centralized hub. The Library Applications include a Sirsi/Dynix Library Circulation System, a Web Interface for Public access to the Library Circulation System, a Sirsi/Dynix Voice Automation System, an Email Server and a Domain Name Server. Internet services are provided via a single T1 circuit hosted by the Sacramento Office of Education.

The Library Data Network was implemented in 1994 and all existing network equipment including routers, switches, and servers are at end of life and no longer supported by the manufacturers. Over the past several years this network has experienced interruptions in service and performance related issues due to frequent equipment failures. Replacement equipment and support from the equipment manufacturer has been difficult to obtain. Currently no expansion capabilities exist and without the approval for this project, the Library runs a significant risk of continued network failures, as well as an inability to provide new or expanded access to meet increased public demand.

To identify the need/demand for new services, the Library Department conducted a Customer Survey in November 2006. When asked to rank the importance of services, overall four of the top five services were; "More Internet workstations in branches", "Library web site and electronic resources", "Computer/Internet workstations", and "Wireless Internet Access (Wi-Fi)". Library staff often report customer requests for more Internet workstations and wireless connectivity at all branches.

The Placer County Library and the Administrative Services Departments worked cooperatively to develop a cost effective solution to upgrade the Library's Data Network to meet the demand for new services and bring the existing legacy systems up to current IT standards. The solution being recommended for your approval is consistent with the goals and objectives outlined in the Technology Plan that was approved by the Library Advisory Board on March 19, 2008.

A viable plan was identified to upgrade the Placer County Library's Standalone Data Network that ensures the appropriate data segregation exists between highly sensitive/confidential data and non-filtered Internet access for Library public workstations. The proposed solution includes the complete redesign and implementation of a new Wide Area Network/Local Area Network architecture capable of improving performance and throughput to existing and future resources including new Wi-Fi connections in branch libraries. In addition, the recommended solution provides for Internet access via the Placer County office of Education, a new hosted Email system, access to Placer County's Enterprise Data Network, increased security, and remotely hosted Library Applications.

For approximately ten years Internet access to the Library has been provided by the Sacramento County Office of Education (SCOE). However, due to a significant increase in transport costs, SCOE has advised the Library that it can no longer continue to provide Placer County with Internet access. The Library has identified a solution to replace the SCOE connection with a faster, cost effective connection through the Placer County Office of Education.

The Library hosts staff Email accounts via a small server located at the Auburn Main Branch. Support for the server expired in April 2007. Access to County Email is not feasible without encountering significant routing/security configurations and cost related issues. Therefore the Library has determined that a Web-based Email service will meet the Library's current and future needs. The Web-based service includes spam and virus filtering, space for large attachments, mobile Email and an array of other features. Accounts will be managed by Library staff via the Internet.

Library Administrative staff will continue to utilize the County's Outlook Email system as well as applications such as ACORN and PAS. Access to the Placer County's Enterprise Data Network will continue to be provided via a Citrix Client. Citrix access is a hardened appliance deployed to ensure all devices remain safe and secure when connecting to the Placer County network.

Security enhancements include the installation of a Firewall Appliance to protect the Library network, patrons and staff from virus and other related threats. The new appliance will be installed in accordance with IT Best Practices Standards and will provide the Library with a vastly improved enterprise security environment.

The upgrade of the Library Applications in a fiscally sound manner requires that they be hosted offsite. Remote hosting by the application vendor will allow the application to be maintained on a daily basis where both the application and data will be backed up as well as applying application updates, software patches and maintenance of server hardware. Several options were researched for the upgrade of these applications including hosting these services via the County Enterprise Data Network, implementation of new local servers and via a remote hosting facility. However, Sirsi/Dynix notified the County that they do not support remote hosting services and offered to provide the Library hosting services under a service called "Sirsi.net".

An extensive review of all options identified the Sirsi.net solution as the most cost effective solution due to the specialized and unique requirements of the Library to provide public access to Library resources. Sirsi/Dynix has provided a proposal for hosting these services in the amount of \$59,800 and the award of

a sole source contract to upgrade the Library Applications to a Hosted Solution is required. Section 1.3(1) of the Purchasing Policy Manual provides for the sole source procurement of a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.

Maintenance and support of the existing Library's data infrastructure is provided by a single IT position and support vendors. The Administrative Services Department and the Placer County Library staff have developed an extensive and specialized scope of work to upgrade the data infrastructure equipment including new transport technologies, routers, switches, firewall, installation and maintenance services. The estimated cost for the upgrade is \$289,728. This estimate includes all equipment and services associated with implementing the Placer County Library's Data Network Project. Due to the specialized nature of this project, proposals shall be solicited from vendors with existing agreements or contract with other government agencies including the State of California CalNet contract and the Western States Contracting Alliance (WSCA) contract. A resulting contract shall be awarded in the amount not to exceed of \$289,728. Based on the above, and in accordance with PPM 1.3(e)(3), purchases made against another Public Agency's competitively awarded contract may be exempt from the normal competitive bidding process.

Under this proposal Project Management duties will be provided by the Administrative Services Department to ensure all equipment and services meet IT Best Practice Standards.

Therefore, in an effort to meet the demand for new services and upgrade the Library's legacy data network infrastructure to current IT standards, we respectfully request your Board's approval of the Placer County Library's Data Network Project; authorize the sole source award of two contracts, in the amount not to exceed \$59,800 to Sirsi/Dynix and a contract in the amount not to exceed \$289,728 to upgrade the Library's Data Network Infrastructure and Equipment; authorize the Purchasing Manager to sign all resulting contracts, upon approval from County Counsel and Risk Management; approve a Budget Revision in the amount of \$297,100 within the appropriate accounts of the Placer County Library's budget unit; add the appropriate components to the Library's Master Fixed Asset List; and authorize the Director of Administrative Services, the Director of Library Services and the Purchasing Manager to take all other actions necessary to implement the project.

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Respectfully submitted,



Mark R. Parker
Director of Library Services



Clark L. Moots
Director of Administrative Services

Cc: Holly Heinzen, Assistant CEO
Jeff Bell, County Budget Administrator
Ron Baker, Senior Administrative Services Officer
Jim Boggan, Purchasing Manager

Attachments

**ADDITIONS TO MASTER FIXED ASSET LIST
LIBRARY SYSTEMS
FUND 160 APPROPRIATION 64010**

QTY	DESCRIPTION	UNIT COST	TOTAL COST
1	Network Infrastructure Upgrade Comprised of Routers, Switches, and misc Data Equipment.	\$289,728	\$289,728
1	SVA Server	\$ 7,372	\$ 7,372

Total Fixed Asset Additions **\$297,100**

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Mark R. Parker, Director of Library Services



DATE: April 23, 2008

SUBJECT: **Fiscal Impact Statement**
Library Network Upgrade Project

1. The department has sufficient funding

The department has budgeted a total of \$380,588 for this project and this funding is available in the FY 2007-08 department budget.

2. A budget revision is requested.

A budget revision has been requested to move \$297,100 to a fixed asset account in the FY 2007-08 budget to comply with the requirement that the network upgrade be treated as a system-wide fixed asset instead of a series of smaller individual purchases of networking equipment.