



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1483) Poly Telephony Product

PRESENTATION DATE: November 17, 2020

PRESENTATION BY: Joshua O'Neal, Division Director of Information Systems and Rick Curry, CPPO, Director of Purchasing

RECOMMENDED MOTION: Move to award the procurement of the Poly Telephony products to the lowest responsible, responsive bidder, Teltek Systems of Westminster, MD who submitted the lowest total lump sum bid in the amount of \$121,432.20.

REPORT-IN-BRIEF: The Invitation to Bid (ITB) was advertised on the State of Maryland's "*eMarylandMarketPlace Advantage*" website and on the County's website; and also in the local newspaper. Fifty-nine (59) persons/companies registered to download the document on-line. Two (2) companies were represented at the pre-bid teleconference. Eight (8) bids were received as indicated on the bid tabulation matrix.

The Poly telephony devices integrate with Microsoft Teams software and the County's phone system, serving as a modern replacement for existing handsets. The new devices can be moved to staff homes for telework applications and provide easier integration to conferencing options available through Teams.

DISCUSSION: Washington County Information Systems is requesting this purchase in order to facilitate better communication between telework staff and citizens.

FISCAL IMPACT: Funds are from the CARES grant allocated for improvements to telework and remote citizen access.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid tabulation Matrix

AUDIO/VISUAL NEEDS: N/A