



Legislation Text

File #: O-099-23, **Version:** 1

IT Telecommunications Audit
Information Technology Department
Anne Bennett (x1493)
Revised

Authorizing the expenditure of an amount not to exceed \$24,400 from the Information Technology Fund for a telecommunications audit; authorizing the Mayor to enter into a contract for said purpose; and declaring an emergency.

SUMMARY & BACKGROUND:

As the city plans to move to a Unified Communications as a Service (UCaaS) solution for its telecommunications, and in a continuing effort to control expense, an audit of our current inventory is necessary. This telecommunications audit is included in IT's 2023 operating budget.

Bids were requested from three separate vendors and Baz Group was selected. Baz Group, a locally owned, certified WBEN business, is the lowest cost and provides the required expertise. Baz Group will provide the following scope of services:

- Phase 1 (Audit & Discovery of Telecom Environment):
 - o Project work plan and schedule
 - o Secure and review available relevant information including:
 - Site names and addresses Documentation on existing telephone systems and vendors
 - LAN environment (PoE)
 - WAN environment
 - o Secure and review all telecom bills (1 recent month) and build circuit roadmap to show carrier, location/building, service type, cost
 - o Secure all in-force telecom contracts for existing services
 - o Create initial recommendations for saving opportunities
- Phase 2 (Physical Discovery as part of Audit Investigation):
 - o Conduct an additional investigation to identify use/purpose of un-identified circuits (to include physical discovery as needed) and provide findings

NOW, THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION 1. That the expenditure of an amount not to exceed \$24,400 is authorized from the Information and Communications Technology Fund Account Code 7084-17500-1144004ICTADM for a telecommunications audit.

SECTION 2. That the Mayor is authorized to enter into a contract for the purpose authorized in Section 1, upon terms and conditions acceptable to the Director Information Technology and the Director of Law.

SECTION 3. That the Finance Director is authorized to draw warrant or warrants against the above-mentioned Account Code in an amount not to exceed \$24,400 in payment of the above authorized obligations upon the proper voucher or vouchers.

SECTION 4. That this Ordinance is declared to be an emergency measure and shall take effect and be in force from and after its passage. The reason for this emergency lies in the fact that this ordinance is necessary for the immediate preservation of the public peace, health, safety and property and for the further reason that this ordinance must be immediately effective in order for the IT department to fully understand the city's telecommunications environment prior to optimizing telecommunications services and creating an RFP for a UCaaS solution.

Vote on emergency clause: yeas _____, nays _____.

Passed: _____, as an emergency measure: yeas _____, nays _____.

Attest: _____
Clerk of Council

President of Council

Approved: _____

Mayor

I hereby certify that the above is a true and correct copy of an Ordinance passed by Council

_____.

Attest: _____
Clerk of Council