

EWEB Board Consent Calendar Request

For Cooperative Contracts

The Board is being asked to authorize the use of a cooperative contract with **Diversified Workplace Solutions** to provide **Audio-Visual Solutions and a Technology Upgrade in the ROC Training Room**.

Board Meeting Date:	December 5, 2023	
Project Name/Contract #:	ROC Training Room Technology Upgrade / WA Master Contract 03418	
Manager:	Scott Milovich	Ext.7408
Executive Officer:	Karen Kelley	Ext. 7153
Expected Spend:	\$180,000 (one-time)	

Narrative:

Operational Requirement and Alignment with Strategic Plan

As Utility operations have expanded beyond the practical capabilities of the currently installed technology within the Roosevelt Operations Center (ROC) Training Center, a review to identify needed improvements was initiated. Significant deficiencies were noted, including the ability to effectively host “hybrid” meetings, the predominant meeting solution in our post-COVID workplace. Additionally, audio and production capabilities are inadequate, as discovered with the change in Board Meeting venue from the former Headquarters Building to the ROC Training Center. The goods and services obtained under this cooperative contract will modernize the Training Room technology, allowing for improved integration, serviceability, and expansion, which aligns with the Strategic Plan for resiliency, flexibility and fostering customer confidence.

Contracted Goods and Services

If approved, the contractor will provide Audio-Visual solutions to update the Audio-Visual technology in the Roosevelt Operations Center (ROC) Training Room. The scope of work for this project has been broken out into 5 phases, Phase 1: Consulting and Schematic Design, Phase 2: Design Development, Phase 3: Design Documentation, Phase 4 Contract Administration and Phase 5: Procurement of equipment and Installation. The following requirements have been included within this scope:

- Increase flexibility and the use of space (more layout options with additional display screens/monitors)
- Increase audio quality (in-room and online)
- Improve microphone quality/capabilities (individual mics that will not interfere with in room audio output)
- Maintain/improve ease of use (MS Teams Room capable with user friendly GUI)
- Utilize equipment/technology that can readily be supported (no proprietary programming and capable of in-house support and/or immediate 3rd party support)
- Ease of production and deployment
- Expandable/upgradable

Purchasing Process

In December 2018, the State of Washington issued a Request for Proposals for Audio-Visual Solutions. The solicitation resulted in the State of Washington awarding a Master Services Contract to Diversified Workplace Solutions on April 1, 2019. The Master Services Contract is available for use by all Washington State Agencies as well as any Entities that have executed a Master Contract Usage Agreement with WA Enterprise Services. The State of Oregon established an Interstate Cooperative Agreement for Joint Participation in each State’s Purchasing Program with the State of Washington’s Enterprise Services Division in December of 2014. The Contract has a six (6) year term and will end on March 31, 2025.

ACTION REQUESTED:

Management requests the Board authorize the use of a cooperative contract for Audio-Visual solutions from Diversified Workplace Solutions. Approximately \$170,000 was planned for these goods and services in the Department 384/Support Services Division 2023 budget of \$342,000 (Capital type 1) and the balance will be budgeted in 2024. Variances will be managed within the budget process and Board policy.