

BOARD MEETING DATE: May 3, 2024

AGENDA NO. 8

PROPOSAL: Authorize Purchase of Videotelephony Service

SYNOPSIS South Coast AQMD uses Zoom services to hold virtual and hybrid meetings. The current subscription and support are set to expire on June 8, 2024. This action is to obtain approval for the sole source purchase of Zoom subscription and support for one year from Information Management's FY 2023-24 Budget, in an amount not to exceed \$125,000. Funds for this purchase are included in Information Management's FY 2023-24 Budget.

COMMITTEE: Administrative, April 12, 2024; Recommended for Approval

**RECOMMENDED ACTIONS:**

Authorize the Procurement Manager to purchase Zoom subscription and support for one year from Zoom Video Communications at a cost not to exceed \$125,000.

Wayne Natri  
Executive Officer

RMM:HL:mf

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**Background**

Zoom is a leading video conferencing and communication platform widely utilized for virtual meetings, webinars and remote collaboration. In June 2018, South Coast AQMD purchased Zoom for its videotelephony system to provide a virtual meeting infrastructure.

During the COVID-19 pandemic, the necessity to support virtual meetings was evident. Zoom provided an online platform that could be used to facilitate online meetings with public participation, and it became integral for South Coast AQMD meetings while staff and the public were advised against in-person meetings. Most meetings have since become hybrid and meetings are still held virtually. South Coast AQMD requires a video conferencing platform that can meet all of its needs.

South Coast AQMD's meetings have set requirements. Meetings require capabilities to support the scale of attending public participants, provide a platform to support multiple languages, broadcast to other livestream platforms such as YouTube, integrate with the existing audio-visual system and other supporting software. The staff has assessed various solutions and Zoom is the most capable product in the market to best support South Coast AQMD's needs.

**Proposal**

Zoom Video Communications is the sole provider of Zoom software and is, therefore, the only source for its maintenance support licensing agreements. Staff recommends the purchase of a Zoom subscription and support for one year from Zoom Video Communications, Inc. at a cost not to exceed \$125,000.

**Sole Source Justification**

Section VIII.B.2 of the Procurement Policy and Procedure identifies circumstances under which a sole source purchase award may be justified. This request for a sole source award is made under provision VIII.B.2.c.(2) and (3). The products and services are available from only the sole source; involve the use of proprietary technology; and use key contractor-owned assets for project performance.

**Resource Impacts**

Sufficient funds are included in Information Management's FY 2023-24 Budget within the Services and Supplies Major Object Professional and Special Services Account.