



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

January 12, 2022

To: Terrence D. McCracken, Secretary to the Authority

From: Dave Aubertine, Director of Cybersecurity and Information Technology

Subject: Cisco IP Phone System Maintenance Services
Request for Proposals
Project No. 202100061

On May 13, 2021, the Board of Commissioners authorized solicitation of a Request for Proposals for Maintenance Services for the Authority's Cisco IP Phone System. Following the Board's Authorization, the RFP was issued to five companies and posted on the Authority's website. On June 7, 2021, the Authority received two proposals in response to the RFP.

Following receipt of the proposals, the IT Department has had further discussions with additional Authority personnel regarding the Cisco IP Phone System. It has been determined that the services sought under the RFP will not fully meet the needs of the Authority going forward. Therefore, the IT Department requests that the RFP be withdrawn and all proposal received under it be rejected.

The IT Department then intends to work with the Executive Staff to draft a new Request for Proposals which will include all maintenance and training services that will best serve the needs of the Authority.

DWA

cc: K. Prendergast
L. Lester
J. Schlierf

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____ **Project No.:** 202100061
Project Description: Cisco IP Phone System Maintenance

Item Description:

- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input checked="" type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input checked="" type="checkbox"/> Other Recommendation to Reject Proposals | | | |

Action Requested:

- | | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input checked="" type="checkbox"/> Execution by the Chairman |
| <input type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input checked="" type="checkbox"/> Other Board Approval to Reject Proposals | |

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Director of IT	<u>David Aubertine</u>	Date: 1/12/2022
<input checked="" type="checkbox"/> Chief Operating Officer	<u>Russell J. Hall</u>	Date: 1/12/2022
<input checked="" type="checkbox"/> Executive Engineer	_____	Date: _____
<input checked="" type="checkbox"/> Director of Administration	<u>Raymond Justice</u>	Date: 01/12/2022
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Karen A. Bendugosh</u>	Date: 1/12/2022
<input checked="" type="checkbox"/> Legal	<u>[Signature]</u>	Date: 1-12-2022

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>TJ [Signature]</u>	Date: 1/12/22
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Remarks: _____

Resolution Date: _____ **Item No:** _____