

# Kenai Peninsula Borough

## Purchasing & Contracting Department

### MEMORANDUM

**TO:** Charlie Pierce, Borough Mayor *CP*

**THRU:** John Hedges, Purchasing & Contract Director *JH*

**FROM:** Dan Nelson, Office of Emergency Management Manager *DN*

**DATE:** April 17, 2020

**RE:** Zoom Video Conferencing, Emergency Procurement Authorization

Per KPB Code of Ordinances, Section 5.28.290 Emergency Procurement.

The Kenai Peninsula Borough (KPB) issued a Local Disaster Declaration on March 16, 2020 as a result of the coronavirus (COVID-19).

In response to the social distancing requirements brought on by the COVID-19 pandemic the Kenai Peninsula Borough and its Service Areas implemented the use of ZOOM Video Conferencing for its collected communication needs. That service was offered by Zoom for a free trial that ends on May 17<sup>th</sup> and limits the transfer of administrative accounts.

To maintain the current service and allow flexibility in allocating administrative accounts KPB will need to purchase a Zoom service of 60 admin accounts at a cost of \$1,300.00 a month. We are proposing to purchase this current status for three months on an as needed monthly basis. The total cost would be a not to exceed amount of \$3,900.00.

This monthly service approach is also needed in the short term, to allow for a long term assessment of KPB's Video Conferencing needs. This procurement will be made on a monthly basis until the short term service is no longer necessary or the not to exceed amount is spent.

Regarding long term needs, Purchasing and Contracting and KPB IT are immediately beginning work on an assessment of the video conferencing needs for the Borough and as soon as possible we plan to seek a long term contract proposal from Zoom. Every effort will be made to attain the best value in this process.

Approved: *CP*  
Charlie Pierce, Mayor

4/20/2020  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>260.11250.20D1A.43019</u>
Amount	<u>\$3,900.00</u>
By: <i>PP</i> <i>BH</i>	Date: <u>4/20/2020</u>

*PH*