

## Board of County Commissioners Agenda Request 19

Date of Meeting: September 14, 2004  
Date Submitted: September 8, 2004

To: Honorable Chairman and Members of the Board  
From: Parvez Alam, County Administrator  
Andrea B. Simpson, Assistant to the County Administrator  
Subject: Acceptance of Status Report on Utilization of Verizon Wireless and Sprint for County Cellular Phone Services and Equipment and Adoption of Proposed County Policy on Cellular Phones

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**Statement of Issue:**

This agenda item requests Board acceptance of a status update on the provision of cellular telephone service and equipment to the County, and seeks Board adoption of the Proposed Policy on Cellular Phones (Attachment #1) and the associated user agreements (Attachments #2 and #3).

**Background:**

On April 13, 2004, the Board approved the issuance of a Request for Proposals (RFP) for County Cellular Phone Services (Attachment #4) and the conceptual approval of a new County cellular phone policy.

The RFP was advertised locally and 201 vendors were notified through the automated procurement system. Fifteen vendors requested the RFP package, which resulted in 5 proposals, an alternate proposal, and 2 no-response statements. The tabulation sheet is included as Attachment #5. The alternate proposal submitted by Verizon was their offerings under the State of Florida contract for cellular services for state and local agencies.

**Analysis:**

The Cellular Phone RFP Committee, comprised of representatives from each major department within the County, met several times over the last four months regarding the provision of cellular phone services to the County. The Committee reviewed each of the proposals, including Verizon Wireless' alternative response, submitted additional questions to the vendors, checked references and invited five vendors to provide presentations on their services.

During this process, it became evident that more than one cellular phone provider would be necessary to ensure that the needs of all County departments were met, and to spread out the risk should a local disaster impair cellular phone service in the County.

The Committee ranked their preference of the cellular phone proposals, and they are as follows:

Vendor	Rank	Vendor	Rank
Verizon Wireless	1	AT&T	4

Sprint	2	T-Mobile	5
Global Telecom (Nextel)	3	FedCel	6

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The Committee determined that the top two cellular phone vendors, Verizon Wireless and Sprint, could provide the various services and equipment needed in the County and therefore recommended selecting these as the County's cellular phone service and equipment providers.

Both Verizon Wireless and Sprint submitted the terms of their State Contracts as their proposals to the County. In light of this, it is not necessary to execute agreements or contracts to procure their services. The Committee recommends a phased approach to transitioning County cell phone usage in each department/division from existing vendors to Verizon Wireless and Sprint. The County Purchasing Division will assist in the transition to the new vendors.

**Cellular Phone County Policy**

A formalized Leon County cellular phone policy was conceptually approved at the April 13, 2004 Board meeting. The new policy outlines the authorization, issuance and use of cell phones in the County and will be effective on October 1, 2004, upon Board approval. The Purchasing Division will serve as the administrator for cellular phone services, establishing county-wide minute pools and coordinating with the two vendors to provide individual departmental billing. The policy outlines procedures for use of County issued phones and requires that County officials and employees sign a Cellular Phone Use Agreement (Attachment #2).

Certain County Officials and Senior Level positions, as designated by the County Administrator, are required to have a cell phone in order to be contacted on an immediate basis. In order for these employees to avoid having both a County and personal cell phone, the proposed policy allows for those designated positions to receive an allowance of \$45/monthly. The amount of the allowance was determined based on the final selection of cell phone providers and is based on their basic level of service rates. By taking the allowance as opposed to a County phone, an employee can not seek reimbursement from the County for any costs associated with County calls made on their personal phone. Designated County Officials and Senior Level positions that opt to participate in the Cell Phone Allowance Program will be required to sign a Cellular Phone Allowance Agreement (Attachment #3).

This agenda item seeks Board acceptance of a status update on the utilization of Verizon Wireless and Sprint for County cellular phone services and equipment, and approval of the new County Policy on Cellular Phones and the associated user agreements.

**Options:**

1. Accept status update on utilization of Verizon Wireless and Sprint for County cellular phone services and equipment.
2. Approve the Proposed Policy, Cellular Phones: Authorization; Issuance; and Usage and the associated User Agreements.
3. Do not accept status update on utilization of Verizon Wireless and Sprint for County Cellular Phone Services and Equipment.
4. Do not approve the Proposed Policy, Cellular Phones: Authorization; Issuance; and Usage and the associated User Agreements.
5. Board Direction.

**Recommendation:**

Options #1 and #2.

**Attachments:**

1. Proposed Policy, Cellular Phones: Authorization, Issuance, and Usage
2. County Issued Cellular Phone Usage Agreement
3. Cellular Phone Allowance Agreement
4. April 13, 2004 Agenda Item
5. Cellular Phone RFP Committee Tabulation Sheet

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