

A RESOLUTION  
NO 284-17

"ITEM G"  
C.M. 08-08-17(4)(6)  
284-17

**A RESOLUTION AUTHORIZING THE PROCUREMENT OF PROFESSIONAL CONSULTING SERVICES FROM KAREN C HIGGINS (COLUMBUS, GA), IN THE AMOUNT OF \$25,600.00, FOR COMPUTER NETWORK CABLE TELEVISION (IPTV) SOLUTIONS.**

**WHEREAS**, Ms. Higgins will provide consulting and professional services to assist the Columbus Consolidated Government with developing options, defining specifications, providing pricing with options and managing the overall procurement and implementation process for cable television solutions (IPTV). This is Television over the computer network; and,

**WHEREAS**, Karen Higgins was selected by the Information Technology Department to provide the consulting services because the City's IT Director, Forrest Toelle, worked with Ms. Higgins on the exact same project for the Muscogee County School District when he was employed there as the Chief Information Officer. Ms. Higgins was the SME (Subject Matter Expert) lead and Project Manager for the project. The School District's project deployed IPTV to all students, teachers, and other district personnel. The project was a complete success, and Director Toelle wants to repeat that same successful process at CCG. Ms. Higgins retired as the Director of Technical Operations and Help Desk support, and has worked on projects of this scope for over 20 plus years. Consequently, the vendor is considered an only known source for this project, per the Procurement Ordinance; and,

**WHEREAS**, the work will be divided into the following phases:  
Phase 1 - Consult/Design/Price, Phase 2 - Integrate, Phase 3 - Deployment, and Phase 4 - Maintenance and Operation. Contingent upon the results of Phase 1, the City may proceed with Phase 2 - 4.

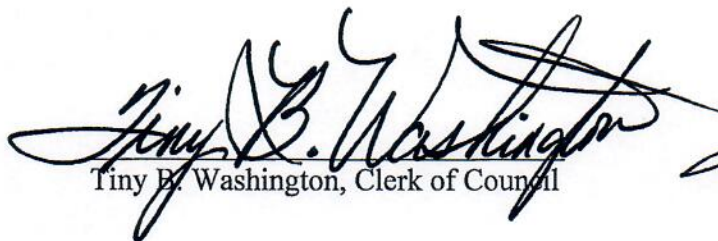
**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to procure professional consulting services from Karen C Higgins (Columbus, GA), in the amount of \$25,600.00, for computer network cable television (IPTV) solutions. Funds are budgeted in the FY18 Budget for Phase 1, in the amount of \$10,000, as follows: General Fund - Information Technology - Consulting; 0101-210 - 1000- ISS - 6315. Depending on the findings in Phase 1, funding will be available from 6311 (Professional Services) and 6541 (Software Lease), as appropriate. The total cost for consulting services Statement of Work shall not exceed the \$25,600. If the City accepts Phase 1 and proceeds with the deployment of IPTV (Phase 2- Phase 4), additional equipment will be needed and purchased. These procurements will be brought back to council as required.

---

Introduced at a regular meeting of the Council of Columbus, Georgia, held the 8th day of August, 2017 and adopted at said meeting by the affirmative vote of six members of said Council.

Councilor Allen voting	<u>YES</u>
Councilor Baker voting	<u>ABSENT</u>
Councilor Barnes voting	<u>YES</u>
Councilor Davis voting	<u>ABSENT FOR VOTE</u>
Councilor Garrett voting	<u>YES</u>
Councilor Henderson voting	<u>ABSENT FOR VOTE</u>
Councilor Huff voting	<u>YES</u>
Councilor Thomas voting	<u>NO</u>
Councilor Turner Pugh voting	<u>YES</u>
Councilor Woodson voting	<u>YES</u>

  
Tiny B. Washington, Clerk of Council

  
Teresa Pike Tomlinson, Mayor

**Columbus Consolidated Government  
Council Meeting**

**August 8, 2017**

**Agenda Report # 22**

**TO:** Mayor and Councilors  
**SUBJECT:** Purchase Authorizations  
**INITIATED BY:** Finance Department

---

**(G) CONSULTING SERVICES FOR COMPUTER NETWORK CABLE TELEVISION (IPTV) SOLUTIONS**

It is requested that Council approve professional consulting services from Karen C Higgins (Columbus, GA), in the amount of \$25,600.00, for computer network cable television (IPTV) solutions.

Ms. Higgins will provide consulting and professional services to assist the Columbus Consolidated Government with developing options, defining specifications, providing pricing with options and managing the overall procurement and implementation process for cable television solutions (IPTV), which is television over the computer network.

Karen Higgins was selected by the Information Technology Department to provide the consulting services because the City's IT Director, Forrest Toelle, worked with Ms. Higgins on the exact same project for the Muscogee County School District when he was employed there as the Chief Information Officer. Ms. Higgins was the SME (Subject Matter Expert) lead and Project Manager for the project. The School District's project deployed IPTV to all students, teachers, and other district personnel. The project was a complete success, and Director Toelle wants to repeat that same successful process at CCG. Ms. Higgins retired as the Director of Technical Operations and Help Desk support, and has worked on projects of this scope for over 20 plus years. Consequently, the vendor is considered an only known source for this project, per the Procurement Ordinance.

The work will be divided into the following phases:

Phase 1 - Consult/Design/Price: The outcome of this phase should answer the question; How much will it cost to deliver a Cable TV solution to CCG offices that makes the most sense?

Deliverable: Customized quote(s) to be reviewed by CCG CIO with pricing options including differing number of TV channels to distribute, technical services provided, application/GUI options, ongoing support, warranties and CCG knowledge transfer and/or training from a 3rd party Cable TV Solution vendor(s).

If the City decides to move forward after Phase 1 there would be a Phase 2, Phase 3, and Phase 4, which would include the following:

Phase 2 – Integrate: A successful Cable TV installation project will require careful planning and installation management in the production environment;

Phase 3 – Deployment: The management of an enterprise-wide Cable TV Solutions deployment can be daunting. Included in this proposal is the planning and coordination of task necessary to ensure a smooth rollout to city workstations within the Columbus Consolidated Government;

Phase 4 - Maintenance and Operation: Working with IT staff and the 3rd party vendor(s) to provide know-how and knowledge transfer is essential to ensure the success of a sustainable Cable TV Solution;

Funds are budgeted in the FY18 Budget for Phase 1, in the amount of \$10,000, as follows: General Fund – Information Technology - Consulting; 0101- 210 – 1000- ISS – 6315. Depending on the findings in Phase 1, funding will be available from 6311 (Professional Services) and 6541 (Software Lease), as appropriate. The total cost for consulting services Statement of Work shall not exceed the \$25,600. If the City accepts Phase 1 and proceeds with the deployment of IPTV (Phase 2- Phase 4), additional equipment will be needed and purchased. These procurements will be brought back to council as required.