



Executive Director's  
Report to the  
Board of Harbor Commissioners

**DATE: MARCH 9, 2023**

**FROM: INFORMATION TECHNOLOGY**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - AGREEMENT BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND KNIGHT COMMUNICATIONS, INC. FOR MAINTENANCE AND SUPPORT FOR PORT POLICE COMMUNICATIONS SYSTEMS**

**SUMMARY:**

Staff requests approval to enter into an Agreement with Knight Communications, Inc. (Knight), to provide maintenance and support services twenty-four hours per day, seven days a week (24x7) for the City of Los Angeles Harbor Department (Harbor Department) Port Police Communications Systems.

The recommendation to select Knight is based on a competitive Request for Proposal (RFP) process performed by the Harbor Department. The proposed Agreement has a three-year term and a not-to-exceed compensation amount of \$5,765,000.

The payment of expenditures incurred under the proposed Agreement are the financial responsibility of the Harbor Department.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively and categorically exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) and Article III Class 1(2) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, it is more feasible for outside contractors to perform this work than City employees;
3. Approve the Agreement with Knight for a duration of three years and a not-to-exceed compensation amount of \$5,765,000;

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4. Authorize the Executive Director to execute and the Board Secretary to attest to the said Agreement for and on behalf of the Board; and
5. Adopt Resolution No. \_\_\_\_\_.

**DISCUSSION:**

Background: Los Angeles Port Police (Port Police) requires the 24x7 availability of its communications systems to fulfill its public safety mission. This includes the computer-aided dispatch system, mobile data terminals installed in Port Police vehicles and related wireless networks, voice radio communications on ultra-high frequency (UHF) and 700 megahertz (MHz) (an interoperable system among sister agencies) voice and data recorders, incident information management system, video systems and many others. The Information Technology Division (ITD) is responsible for the maintenance and support of these IT systems. In addition to maintenance and support, the ITD performs installations (e.g. – in vehicles, boats, towers, etc.), upgrades, and enhancements to meet changing technology, operational and compliance requirements.

Selection Process: The selection of Knight was based on a competitive RFP process performed by the Harbor Department. On November 8, 2022, ITD released an RFP seeking companies able to provide qualified consultants to support existing Port Police systems. The RFP was posted on the Regional Alliance Marketplace for Procurement (RAMP), as well as on the Port's public website, [www.portla.org](http://www.portla.org). The Harbor Department received a single proposal from Knight on December 28, 2022. No interviews were conducted because only one response was received, and Knight is the current vendor providing maintenance and support services for Port Police Communications Systems. The evaluation panel reviewed their response for the "Maintenance and Support of the Port Police Communications Systems" RFP and awarded a score of 88 points (averaged).

RAMP reports indicate that 57 unique accounts viewed the opportunity, and 36 accounts downloaded/bookmarked it. The Contracts and Purchasing Division sent a survey to the 35 other firms inquiring as to why they chose not to submit a proposal, and 14 responded.

Although there were 32 business days between the release of the RFP and the proposal's due date (excluding City holidays), four firms indicated that the main reason they did not respond was because there was "insufficient time to respond to the solicitation". Other responses to the survey are listed below:

- "Insufficient staffing resources" (4)
- "Lack of interest" (2)
- "Lack of knowledge/expertise to perform services" (1)
- "Harbor Dept. budget was not disclosed in RFP" (1)

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- "Our company had the general knowledge and expertise, but we do not work on Motorola products" (1)
- "After reading the RFP we determined that this was not a consulting job, but rather a managed service contract. The scope as outlined in this RFP is better suited to technology firms who have the capability/business model to provide 24x7 support and perform all the maintenance and repairs" (1)

Knight is a certified Very Small Business Enterprise (VSBE), therefore 100% of the Agreement will contribute towards the Harbor Department's Small Business Enterprise and VSBE goals. Knight is located in Claremont, California, and qualified for an additional 8 point preference on their overall score of 88 under the Local Business Preference Program.

Proposed Agreement – The proposed Agreement with Knight (Transmittal 1) is for 24x7 maintenance and support of the Port Police Communications Systems. Services under the proposed Agreement include, but are not limited to, a 24x7 service desk, emergency and routine service calls, preventive and corrective maintenance, installations, upgrades and enhancements, system administration, coordination with other vendors and related services. In addition, services may include technical work, such as maintaining data interfaces and complying with requirements from the Federal Communications Commission (FCC), Department of Justice and law enforcement agencies. The proposed Agreement may also be used to pay for required third party costs, including software license fees, equipment and parts, and vendor support. These services are required to provide 24x7 availability of the Port Police Communications Systems and ensure compliance with relevant regulations.

The proposed Agreement is for a term of three years and a not-to-exceed compensation amount of \$5,765,000. Expenditures will be incurred only when the Harbor Department authorizes services to be performed. Therefore, the actual expenditure could be less than \$5,765,000. However, staff estimates that the full amount of the proposed Agreement will be required.

Port Police Communications Systems have historically been supported by a combination of Harbor Department employees and contractors. The proposed Agreement will continue to support the Port Police Communications Systems in the same manner. As part of the 1022 process, the Contracts and Purchasing Division (CPD) asked the other City Departments if they had City staff that could do the work in the proposed Agreement. For the Departments that did respond to CPD's inquiry, they stated that they do not have available staff. A few City Departments did not respond, which is understood to mean that they cannot provide staff.

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**ENVIRONMENTAL ASSESSMENT:**

The proposed action is the approval of an Agreement with Knight to provide maintenance and support services for Harbor Department Port Police Communication Systems, which is an administrative activity and the repair and maintenance of public owned mechanical systems serving existing facilities. Therefore, the Director of Environmental Management has determined that the proposed action is administratively and categorically exempt from the requirements of CEQA in accordance with Article II Section 2(f) and Article III Class 1(2) of the Los Angeles City CEQA Guidelines.

**FINANCIAL IMPACT:**

Approval of the proposed Agreement with Knight authorizes ITD to proceed with Port Police Communications Systems Support for a not-to-exceed compensation amount of \$5,765,000. Funding of \$493,000 for Fiscal Year 2022/2023 is available in the ITD budget, Center 0640, Program 000, in Accounts 54110 (Computer Software Maintenance Services) and 54310 (Information Systems Consulting Services). Funding for future fiscal years will be requested to be budgeted, upon Board approval each fiscal year, as part of the annual budget adoption process. It is expected that should the Board approve funds for the Agreement in each subsequent future fiscal year, funds will be expended as follows:

Fiscal Year	Program 000, Budget Accounts			Total Budget Amounts
	13150	54110	54310	
2022/2023	\$ 0	\$72,000	\$421,000	\$493,000
2023/2024	\$ 0	\$72,000	\$1,700,000	\$1,772,000
2024/2025	\$ 100,000	\$80,000	\$1,768,000	\$1,948,000
2025/2026	\$ 100,000	\$88,000	\$1,364,000	\$1,552,000
<b>Total Not-to-Exceed Amount:</b>				<b>\$ 5,765,000</b>

The actual expenditures may differ from the estimated amounts in any given account or fiscal year presented in the tables above. However, the total aggregate amount will not exceed \$5,765,000.

Office space for the consultants will be assigned at the consultant room available at Port Police Headquarters. Harbor Department staff will not be displaced.

A Termination for Non-Appropriation of Funds Clause (also known as a Funding Out Clause) is included in the Agreement.

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CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the proposed Agreement as to form and legality.

TRANSMITTAL:

1. Agreement with Knight Communications, Inc.
2. Scoring Matrix

FIS Approval: MB  
CA Approval: SO

*Sheeba Varughese*

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Sheeba Varughese  
Chief Information Officer

*Thomas E. Gazsi*

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THOMAS E. GAZSI  
Chief of Public Safety and  
Emergency Management

APPROVED:

*Eugene D. Seroka*

EUGENE D. SEROKA  
Executive Director

SV:hb