

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: KRISTIE BARTLETT, IT MANAGER
INFORMATION TECHNOLOGY DEPARTMENT

SUBJECT: APPROVAL OF COOPERATIVE PURCHASE OF COMPUTER
EQUIPMENT THROUGH DELL, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Information Technology Department that the Council, by resolution, 1) authorize utilization of the WSCA/NASPO cooperative purchase agreement (Minnesota Master Agreement No. MNWNC-108) and the California Participating Addendum (California Participating Addendum No. 7-15-70-34-003) for the purchase of computer equipment from Dell, Inc., in an amount not to exceed \$1,500,000 for the period ending June 30, 2022; and 2) ratify past purchases of computer equipment from Dell, Inc. made in accordance with the WSCA/NASPO cooperative purchase agreement and the California Participating Addendum.

EXECUTIVE SUMMARY

The Information Technology Department purchases and supports approximately 1,800 PCs, laptops and tablets for city staff use, and has designed a selection, purchasing and deployment process optimized for efficiency and cost management. The IT Department recommends Council approve a proposal to continue to procure Dell products, as we have done since 2007, and approve a maximum spend of \$1,500,000 under the Minnesota Master Agreement No. MNWNC-108 and California Participating Addendum No. 7-15-70-34-003 through the period ending June 30, 2022.

BACKGROUND

The National Association of State Procurement Officials (NASPO), previously known as "Western States Cooperative Association (WSCA)", competitively awarded an agreement for "Computer Equipment, Peripherals & Related Services", extended through March 31, 2020, that allows participating agencies to utilize the cooperative purchase agreement, Minnesota Master Agreement No. MNWNC-108. The State of California has entered into a Participating Addendum, allowing California political subdivisions and local governments to make purchases under the WSCA/NASPO cooperative purchase agreement through California Participating Addendum No. 7-15-

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70-34-003. Dell is identified as a vendor under the WSCA/NASPO agreement, and has been used by the City as the sole provider of personal computers (PCs) since approximately 2007.

We highly anticipate that the WSCA/NASPO agreement and the associated California Participating Addendum will be renewed/extended beyond March 31, 2020, and the City will continue to procure against it. To ensure the continued availability of the cooperative agreement and the City's compliance with its terms, all purchases will be made through the Purchasing Agent.

Annually, the IT Department budgets funds for the PC Replacement (PCR) Program, which is designed to capture the cost of future replacement of PCs on a 3- to 5-year basis. Historically, the City purchases approximately \$250,000 to \$300,000 of computers annually. Computer purchases from Dell are included in the PCR budget.

DELL annual spend

2016/17 thru April	2015/16	2014/15	2013/14	2012/13	2011/12
\$217,045.70	\$225,872.54	\$283,256.53	\$438,000.26	PCR didn't exist yet	PCR didn't exist yet

The IT Department recommends that the Council authorize the Purchasing Agent to continue to issue purchase orders pursuant to the WSCA/NASPO cooperative agreement and the California Participating Addendum for a period of approximately five years, ending June 30, 2022, up to a maximum cost of \$1,500,000.

In addition, the IT Department recommends that the Council ratify the past computer equipment purchases made in accordance with the WSCA/NASPO cooperative agreement and the California Participating Addendum, from FY 2013/2014 to the present.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The City of Santa Rosa wishes to formally standardize on Dell Computers, purchased directly from Dell, for all City-purchased desktop and laptop computers. Due to the complexity of the desktop and mobile system environment, the Information Technology Department has standardized its procurement, configuration, deployment and support processes around a single supplier and associated specific models. Standardization allows efficient support of the approximately 1,800 desktop systems in use within the City.

Examples of process efficiency associated with direct purchasing from Dell include:

- The IT Department uses Dell to create inventory labels and barcodes for scanning purposes such as receiving specific model information in advance of shipping, to updating status in process and its final location.
- With each order, Dell sends the IT Department a spreadsheet with all the details of each PC or Laptop that we import into our PC Replacement program for Asset Inventory.
- Additionally, the IT Department has tied a configuration directly into Dell's invoice system programmatically (written in-house) to match the invoice amount to each computer purchased for the PC Replacement program.

FISCAL IMPACT

Annually, the IT Department budgets funds for the PC Replacement (PCR) Program, which is designed to capture the cost of future replacement of PCs on a 3- to 5-year basis. Computer purchases from Dell are included in the PCR budget.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – NASPO agreement
- Attachment 2 – NASPO amendment, extending thru March 31, 2020
- Attachment 3 – California Participating Addendum

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