

## ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> 09/23/2014		<b>DATE SUBMITTED:</b> 09/05/2014	
<b>DEPARTMENT OF ORIGIN:</b> Information Technology		<b>SUBMITTED BY:</b> Leann Jones	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	<b>STRATEGIC INITIATIVE:</b>
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input checked="" type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input checked="" type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input checked="" type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
<b>AGENDA ITEM DESCRIPTION:</b> Consider approval to authorize a Blanket Purchase Order (BPO) with GHA Technologies (GHA) for desktop/notebook computers and related peripherals through the GSA Federal Acquisition Service contract, pursuant to Section 211 of the e-Gov Act of 2002. Annual expenditure for desktop/notebook computers and related peripherals for Fiscal Year 2015 are estimated not to exceed \$150,000.00.			
<b>SUMMARY STATEMENT:</b> The City's Blanket Purchase Order (BPO) with GHA is for the purchase of desktop/notebook computers and related peripherals at discounted rates from the GSA Federal Acquisition Service contract, pursuant to Section 211 of the e-Gov Act of 2002. GHA is a new GSA company for the City's computer hardware. However, GHA has been providing competitive pricing to BTU for the last four (4) years. Due to better price points and efficiencies gained with the administration of like assets at BTU and COB, Information Technology switched to HP desktop/notebook computers in FY14. This will continue for FY15 and the foreseeable future should pricing remain competitive.			
<p>Since 2005 and each subsequent year thereafter, City Council has approved the City's participation in a cooperative purchasing agreement between DIR and Dell Marketing L.P. at an annual expense in the range from \$68,000.00 to \$195,000.00. This new BPO with GHA will be used in conjunction with Southern Computer Warehouse and Howard BPO's.</p> <p>For FY15, the Information Technology (IT) staff estimates the expenses for desktop/notebook computers and related peripherals through GHA, across all general fund, enterprise, grant, donations and court technology accounts, will not exceed \$150,000.00. The requested \$150,000.00 BPO is \$124,400.00 less than the approximate sum of all FY15's 21-16 accts (Computer Equipment less than \$5,000.00) across all General and Enterprise funds plus expected Grant, library funding and court technology purchases for FY15.</p> <p>IT staff makes recommendations on replacement and acquisition of desktop/notebook computers and related peripherals to the departments, and then IT staff places orders for the entire City.</p> <p>City staff respectfully requests City Council approve the creation of this BPO in the not to exceed amount of \$150,000.00. This BPO will cover computer expenses for FY15. A BPO does not require the total expenditure of \$150,000.00 but allows for expenses up to this amount.</p> <p>The following is the last five (5) year BPO history for desktop/notebook computers and related peripherals through the State of Texas Department of Information Resources (DIR) contract:</p> <ul style="list-style-type: none"> <li>• BPO# 140380: \$128,279.14      FY 2014      (10/01/13 – 9/30/14 - projected)</li> </ul>			

- BPO# 130359: \$ 87,104.50 FY 2013 (10/01/12 – 9/30/13)
- BPO# 120172: \$100,428.69 FY 2012 (10/01/11 – 9/30/12)
- BPO# 110605: \$ 32,124.55 FY 2011 (02/09/11 – 9/30/11)
- BPO# 100384: \$103,701.00 FY 2010 (11/25/09 – 1/10/11)

Replacement physical computers cost approximately:

- \$1,000.00 without monitor;
- \$1,200.00 with monitor; and,
- \$1,600.00 laptop.

Pursuant to Section 211 of the e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA's Schedule 70 and the Corporate contracts. Procuring information technology products and services through GSA contracts will save the City time and money as all products and services offered through GSA contracts have been subjected to a competitive bid process with vendors offering substantial discounts to all participating entities based on the anticipated volume of purchases. The majority of items purchased off this contract include desktop PCs, laptops, monitors, printers and various other miscellaneous computer purchases. These items are necessary for the efficient day-to-day operation of the City.

**STAFF ANALYSIS AND RECOMMENDATION:** On April 8, 2014, support ended for Windows XP. Microsoft no longer provides updates or security patches for any XP system, which poses a potential security risk/liability to the City's network. While this budget will not eliminate all end-of-life XP PCs, it focuses efforts on phasing out unsupported assets. Many older model PC's currently in service are not compatible with Windows 7 and therefore cannot be upgraded, and must be replaced (example: Dell GX620 & 745 models).

The Information Technology Department respectfully requests City Council approval of the City's BPO with GHA Technologies for the purchase of desktop/notebook computers and related peripherals off the GSA contract. Approval allows for the continued purchase of desktop/notebook computers and related peripherals to ensure continued reliable operation of computer systems.

**OPTIONS (In Suggested Order of Staff Preference):**

1. Approve the BPO as recommended.
2. Approve the BPO with a change in the contract amount, which may require consideration at a future City Council meeting.
3. Do not approve the BPO and formally bid the required services and equipment.

**ATTACHMENTS:** GSA Federal Acquisition Service document with pricing information (pdf file)

**FUNDING SOURCE:**

Various funding sources will be used, including:

- Grant funding
- Information Technology Department (FY15 budget)
- Other City department funds (FY15 Enterprise and General Fund departments)
- Court Technology funding

**APPROVALS:** Hugh R. Walker, 09/05/2014

**APPROVED FOR SUBMITTAL:** Kean Register, 09-12-2014

**APPROVED FOR SUBMITTAL:** Janis K. Hampton, 09-15-2014