



## Legislation Text

**File #:** 20-1006, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division, recommending the Board:

- 1) Waive formal bid requirements in accordance with Purchasing Ordinance 3.12.160, exemptions from competitive process, Section D;
- 2) Authorize the Purchasing Agent to utilize the State of California's competitively bid Contract 1-16-70-08A, Supplement 9, for the acquisition of Microsoft Tablets for use by all County Departments;
- 3) Authorize the Purchasing Agent to extend and increase FENIX Contract 3420 for the countywide purchase of Microsoft Tablets by \$340,000, bringing the contract value to \$439,000 and the contract Term through 9/18/2021 in accordance with Supplement 9;
- 4) Authorize the Purchasing Agent to extend the Term of the Purchase Contract in accordance with any future supplements that may be issued by the State of California; and
- 5) Authorize the Purchasing Agent to increase the purchase contract amount on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.

**FUNDING:** Various - General Fund, Non-General Fund.

### **DISCUSSION / BACKGROUND**

The County of El Dorado purchases Microsoft Tablets through the State of California Department of General Services, Procurement Division's agreement with PC Specialists, Inc. dba Technology Integration Group contract 1-16-70-08A, with a contract term of 9/19/2016 through 9/18/2021.

With the increase of County staff teleworking as a result of the COVID-19 Pandemic, the Chief Administrative Office anticipates an increase in requests for tablets. Staff is recommending that a change order be approved to extend and increase FENIX Contract #3420 by \$340,000 to cover anticipated purchases. This will increase the contract value to \$439,000 and extend the contract Term through 9/18/2021. The requested increase for the purchase contract is an estimate. The majority of these purchases will be for equipment required to allow for teleworking and it is anticipated be reimbursed with CARES act funding. Authorizing the purchasing agent to increase the purchase contract amount on an as needed basis will provide flexibility to accommodate any additional needs that are identified as staff continues to develop teleworking processes.

### **ALTERNATIVES**

The Board could choose to not approve the recommended increase and extension, causing operational impacts to departments by delaying or disallowing future tablet purchases.

### **PRIOR BOARD ACTION**

N/A

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

Technology purchases are budgeted within individual departments and programs and may be part of general fund or grant-awarded programs. It is anticipated that purchases to be reimbursed through CARES act funding will be processed through Non-Departmental Expenses (Department 15) and coordinated by the Chief Administrative Office. Products will not be purchased unless sufficient funds are available in the department budget.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Laura Schwartz, Deputy Chief Administrative Officer

Michele Weimer, Procurement & Contracts Manager/Purchasing Agent