

MOTION NO. M2014-81
Contract Amendment for Technology Hardware and Hardware Maintenance Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	11/06/14	Final Action	Brian McCartan, Executive Director of Finance and Information Technology Jason Weiss, Chief Information Officer Garv Nayyar, IT Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Dell, Inc. to provide technology hardware and hardware maintenance services in the amount of \$80,000, for a total authorized contract amount not to exceed \$980,000.

KEY FEATURES SUMMARY

- Work outlined in this contract amendment includes:
 - The replacement of aging hardware;
 - The purchase of new hardware for approved agency projects for Sound Transit FTEs and consulting staff; and
 - Maintenance renewals for servers and disk storage units.
- Sound Transit is using a piggy-back contract with the Western States Contracting Alliance (WSCA) Master Price Agreement and Washington State Department of Information Services addendum with Dell Marketing LP for these services.
- Using the WSCA contract allows Sound Transit to take advantage of a 15% to 40% discount afforded by this multi-agency procurement mechanism.
- Sound Transit has procured technology hardware through a similar method for the past ten years, each with an annual piggy-back contract to cover the year's expected expenses.

BACKGROUND

This request is being made as Western States Contracting Alliance (WSCA) has extended the existing contract through 2014. We are estimating that a new contract will be in place by January 2015, at which point we will return to the Board to request approval of the new contract.

This contract includes sufficient funds to cover the rest of 2014 to procure workstations for employees and co-located consultants needing new hardware to replace expiring workstations, as well as new hardware for additional positions expected to be filled in early 2015. This contract also includes funds for maintenance renewals on server hardware required to support approved technology projects.

The maintenance services portion of the contract includes 24-hour support for servers, parts, and software replacement, with a four-hour response time. Maintenance for workstations, laptops, and monitors includes 24-hour support with next business day parts replacement.

The Western States Contracting Alliance (WSCA) allows states to join together in cooperative multi-state contracting in order to achieve cost-effective and efficient acquisition of quality products and services. These contracting initiatives are administered by a western region state and follow a review process managed by the state directors from the western region. Additionally, Sound Transit staff have verified the competitiveness of the prices contained within the contract.

FISCAL IMPACT

The proposed action seeks to add \$80,000 in additional contract authority to purchase Dell Computer equipment. Budget authority for the 2014 portion of the original Dell contract was budgeted in the Finance and Information Technology budget and in the Information Technology Program budget. This request will use the FIT budget for all remaining Dell computer equipment purchases and an uncommitted balance of \$366,165 will be available in the budget after funds are committed through this action.

This action is within the adopted budget and sufficient monies remain after approval of this action to fund the remaining computer equipment purchases.

Current Year Budget	Adopted 2014 Budget	Spent to date in 2014	2014 Future Contract Expenditures	Remaining 2014 Budget
Finance and Information Technology Services - Computer Equipment <\$5,000	784	258	160	366
IT Capital - IT Hardware/Software	3,160	1,116	-	2,044
Total	3,944	1,374	160	2,410

Contract Spending Plan	Prior Year(s) Spending	2014 YTD Spending	2014 Future Expenditures	Total
Finance and Information Technology	384	68	160	612
IT Capital	256	112	-	368
Dell, Inc	640	180	160	980

Contract Budget	Current Approved Contract Value	Proposed Action	Proposed Total Contract Value
Dell, Inc	900	80	980
Contingency	-	-	-
Total	900	80	980
Percent Contingency	0%	0%	0%

Notes:

Budget authority for this item is located on page 86 of the adopted 2014 Budget in the Finance and Information Technology under the "small equipment/furniture" line item and page 152 of the 2014 Transit Improvement Plan within the Information Technology Program. Year to date spending reflects expenses thru September 30, 2014.

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Because this contract piggy-backs onto the Western States Contracting Alliance (WSCA) contract for Dell, Inc., goals for participation were not established by Sound Transit.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one month delay would impact support services from the vendor.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2013-53: Authorized the chief executive officer to execute a one-year contract with Dell, Inc. to provide technology hardware and hardware maintenance services, for a total authorized contract amount not to exceed \$900,000.

ENVIRONMENTAL REVIEW

JI 11/03/14

LEGAL REVIEW

LA, 3 November 2014

MOTION NO. M2014-81

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with Dell, Inc. to provide technology hardware and hardware maintenance services in the amount of \$80,000, for a total authorized contract amount not to exceed \$980,000.

BACKGROUND:

This request is being made as Western States Contracting Alliance (WSCA) has extended the existing contract through 2014. We are estimating that a new contract will be in place by January 2015, at which point we will return to the Board to request approval of the new contract.

This contract includes sufficient funds to cover the rest of 2014 to procure workstations for employees and co-located consultants needing new hardware to replace expiring workstations, as well as new hardware for additional positions expected to be filled in early 2015. This contract also includes funds for maintenance renewals on server hardware required to support approved technology projects.

The maintenance services portion of the contract includes 24-hour support for servers, parts, and software replacement, with a four-hour response time. Maintenance for workstations, laptops, and monitors includes 24-hour support with next business day parts replacement.

The Western States Contracting Alliance (WSCA) allows states to join together in cooperative multi-state contracting in order to achieve cost-effective and efficient acquisition of quality products and services. These contracting initiatives are administered by a western region state and follow a review process managed by the state directors from the western region. Additionally, Sound Transit staff have verified the competitiveness of the prices contained within the contract.

Using the WSCA contract allows Sound Transit to take advantage of a 15% to 40% discount afforded by this multi-agency procurement mechanism. Work outlined in this contract amendment includes the replacement of aging hardware, the purchase of new hardware for approved agency projects for Sound Transit FTEs and consulting staff, and maintenance renewals for servers and disk storage units.

MOTION:

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract amendment with Dell, Inc. to provide technology hardware and hardware maintenance services in the amount of \$80,000, for a total authorized contract amount not to exceed \$980,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on November 6, 2014.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator