



MOTION NO. M2016-37

Contract Amendment for Technology Software, Hardware, and Related Maintenance Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	04/07/2016	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 CDW Government LLC to provide technology software, hardware, and related maintenance services in the amount of \$552,720 for a total authorized contract amount not to exceed \$750,000.

KEY FEATURES SUMMARY

- Sound Transit currently has a “piggyback” contract through the King County Directors' Association's (KCDA) Master Contract with CDW Government LLC (CDW-G) for a variety of items and services offered in the technology catalog including, but not limited to:
 - The replacement of aging small hardware, and peripherals;
 - The purchase of new software, hardware, and peripherals for approved agency projects for Sound Transit FTEs and consulting staff; and
 - Maintenance renewals for software licenses.
- The original contract award was executed under the CEO's authority in the amount of \$197,280 on March 19, 2015.
- The requested additional funds would provide continued and uninterrupted purchase of good and services through the expiration of the current KCDA contract in February 2017.
- Sound Transit has procured technology software and hardware through a similar method for the past eight years, each with a “piggyback” contract that aligns with State contract terms.

BACKGROUND

In March 2015, Sound Transit executed a contract under the King County Directors' Association (KCDA) Master Contract with CDW Government LLC (CDW-G). KCDA conducted a competitive solicitation process through an Invitation to Bid published on August 8, 2013, and awarded to CDW-G on February 26, 2014, for a 12-month term with three one-year options to extend. The current contract expires in February 2017.

CDW-G's competitive pricing has allowed Sound Transit to purchase more small peripherals to meet the agency's needs and maximize the agency's overall budget for these purchases.

KCDA participates in the Association of Educational Purchasing Agencies (AEPA) to consolidate purchasing power and achieve significant discounts on various goods and services. Using the KCDA contract allows Sound Transit to take advantage of a significant discount afforded by this cooperative procurement mechanism.

FISCAL INFORMATION

The proposed action seeks to add \$552,720 in additional contract authority to purchase hardware, software and related maintenance services. Budget authority for the 2016 portion of the original CDW-G contract was budgeted in the Finance and Information Technology (FIT) budget and in the Information Technology Program budget. This request will use the FIT budget for all CDW-G computer equipment purchases.

	Adopted 2016 Budget	Spent to date in 2016	2016 Contract Expenditures	Remaining 2016 Budget
Finance and Information Technology				
Services	14,411	1,586	185	12,640
Other Categories	28,349	3,254	-	25,095
Total FIT Budget	42,760	4,840	185	37,735

	Prior Year(s) Spending	2016 Spending	Future Spending	Total
Contract Spending Plan				
CDW-Government LLC	155	185	410	750
Total CDW-G	155	185	410	750

	Current Approved Contract Value		Proposed Action	Proposed Total Contract Value
Contract Budget				
CDW-Government LLC	197		553	750
Contingency	-		-	-
Total	197		553	750
Percent Contingency	0%		0%	0%

Notes:

Finance and Information Technology budget can be found on page 31 of the 2016 Adopted Budget. Year-to-date spending as of February 29, 2016.

This action is within the adopted budget and sufficient monies remain after approval of this action to fund the remaining computer equipment purchases. Future year expenses will be included in subsequent annual budgets submitted to the Board for adoption.

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Because this contract “piggybacks” onto the State contract with CDW-G, goals for participation were not established by Sound Transit.

TIME CONSTRAINTS

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

ENVIRONMENTAL REVIEW

JI 3/8/2016

LEGAL REVIEW

LA 31 march 2016

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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 CDW Government LLC to provide technology software, hardware, and related maintenance services in the amount of \$552,720 for a total authorized contract amount not to exceed \$750,000.

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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 CDW Government LLC to provide technology software, hardware, and related maintenance services in the amount of \$552,720 for a total authorized contract amount not to exceed \$750,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 7, 2016.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator