

**-CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Libraries

AGENDA DATE: June 14, 2011

CONTACT PERSON NAME AND PHONE NUMBER: Dionne Mack-Harvin-Library Director, (915)543-5413
Bruce D. Collins - Purchasing Manager, (915) 541-4313

DISTRICT(S) AFFECTED: All

SUBJECT:

That the Purchasing Manager be authorized to issue a Purchase Order (s) to Checkpoint Services, Inc. for the purchase of Microsoft Office Professional License & Software assurance for ARRA BTOP Partner (non-city) intended computers. This will be purchased off of the Department of Information Resources contract #DIR-SSD-890 at an estimated expenditure of \$74,511.10. Additionally, the numbers used are maximum item quantities and reasonably accurate estimates; however, the actual quantity may be less than the estimate, and shall not be the basis for any change in the quoted unit price.

BACKGROUND / DISCUSSION:

Libraries is recommending the award of the above to Checkpoint Services, Inc. It includes a maximum of 730 Microsoft Office software licenses to meet the City's obligation to Phase II of the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Center (PCC) grant number 48-42-B10570. This purchase will be done to meet the grant deadline of June 30, 2011.

PRIOR COUNCIL ACTION:

Yes, December 21, 2010 Item 11A (For Phase I) - different vendor

AMOUNT AND SOURCE OF FUNDING:

Department: Libraries
Amount: \$74,511.10
Funds Available: Dept #53150073 - Acct # 508010 - Fund# 07079-Grant #48-42-B10570
Funds Source: ARRA BTOP Virtual Village

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD: _____

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To: Bruce D. Collins, Purchasing Manager
From: Dionne Mack-Harvin, Library Director
Date: June 1, 2011

Re: Purchase of Microsoft Office Professional License & Software assurance for ARRA BTOP Partner (non-city) intended computers as mandated for Phase II of the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Centers (PCC) grant number 48-42-B10570, Department of Information Resources (DIR) Contract No. DIR-SDD-890.

The Library recommends utilizing Department of Information Resources (DIR) contract number DIR-SDD-890 to issue purchase order(s) to Checkpoint Services Inc. for the amount of \$74,511.10 for approximately 730 Microsoft Office software licenses for ARRA BTOP Partner (non-city) intended computers to meet the City's obligation to Phase II of the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Centers (PCC) grant number 48-42-B10570. The following are the factors used to evaluate the use of this procurement program as the best approach:

1. Is there an urgent need for the product/service? In other words, is time of the essence?

Yes, there is a grant deadline of June 30, 2011 dictating the purchase of the referenced items.

2. Does the purchase through the Program promote the standardization of equipment?

Yes, software standardization will continue to be preserved with the use of these three contracts.

3. Does the purchase through the Program support local business? If not, is there a comparable product/service available locally?

Yes, local business is being supported. Checkpoint Services Inc., a HUB, is located in El Paso, TX.

4. Do the available vendors have prior work experience and/or familiarity with the City?

Yes, Checkpoint Services Inc. has been servicing the City of El Paso and El Paso businesses for years. It is a reliable vendor whose deliverables are expected to arrive timely to help us meet this and other grant deadlines.

5. Is the pricing reasonable as compared to other similar products/work performed for the City of El Paso in the past or as quoted from other companies?

Price reasonableness has been established because the cooperative purchasing agency used a competitive bidding process in the awarding of the contract. The participation by the City of El Paso in the Department of Information Resources (DIR) Cooperative Purchasing Program was approved by Mayor and City Council on February 27, 2007.

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FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION

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