

**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:**

Request that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to issue purchase orders to Sigma Solutions, Inc. for Cisco routing equipment, and related hardware and licenses. This will be purchased off of Department of Information Resources contract DIR-SSD-1385 at an estimated expenditure of \$129,001.02.

**BACKGROUND / DISCUSSION:**

The Library is recommending the award of the above to Sigma Solutions, Inc. It is to provide endpoint connectivity to multiple BTOP Public Computer Centers (PCCs) required 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.

**PRIOR COUNCIL ACTION:**

Yes, April 26, 2011, Item 7D.

**AMOUNT AND SOURCE OF FUNDING:**

Department: Libraries  
Amount: \$129,001.02  
Funds Available: Dept # 53150073 – Acct # 508010 – Fund # 07079 – Grant # 48-42-B10570  
Funds Source: ARRA BTOP Virtual Village

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**BOARD / COMMISSION ACTION:**

N/A

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\*\*\*\*\*AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** \_\_\_\_\_



**To:** Bruce D. Collins, Purchasing manager (915) 541-4313

**From:** Dionne Mack- Harvin, Library Director (915) 543-5413

**Date:** May 24, 2011

RE: Purchase of hardware to provide endpoint connectivity to multiple BTOP Public Computer Centers (PCCs) required to support the City's obligation to the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Center (PCC) grant number 48-42-B10570.

The Library recommends utilizing the Texas Department of Information Resource (DIR) contract number DIR-SDD-1385 to issue a purchase order to Sigma Solutions, Inc. for the amount of \$129,001.02 to provide various items needed to connect BTOP Public Computer Centers (PCCs). This is required to support the City's obligation to the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Center (PCC) grant number 48-42-B10570. This purchase will meet the City's obligation to 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, this will assure expenditure of grant funds for the grant quarterly deadline of June 30, 2011.

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

Yes, hardware and software standardization will continue to be preserved with the use of this purchase.

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

No, Sigma Solutions, Inc. is not a local business; however they are part of the Texas Department of Information Resource (DIR) contract number DIR-SDD-1385.

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

Yes, Sigma Solutions, Inc. has been servicing the City of El Paso for years. It is a reliable vendor whose deliverables are expected to arrive in time 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 Texas Department of Information Resource (DIR) Cooperative Purchasing Program was approved by Mayor and City Council on February 27, 2007.

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