

**MEMORANDUM**  
**COUNTY OF PLACER**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: November 3, 2015

SUBJECT: PC Purchases – Dell Computer Corporation and Hewlett-Packard Company

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**ACTION REQUESTED**

Authorize the purchase of personal computers and related peripherals for all County departments from Dell Computer Corporation and Hewlett-Packard Company utilizing competitively bid cooperative agreements awarded by the Western States Contracting Alliance – National Association of State Procurement Officials' (WSCA-NASPO) Cooperative Purchasing Organization, throughout the term of those agreements. Funded by each department's requested, proposed, or final budget for the fiscal year as of the date of purchase.

**BACKGROUND**

The Administrative Services' Information Technology (IT) Division is tasked with managing and maintaining the County's robust Countywide data network, on which resides a wide variety of database applications and files. The IT Division has established Dell and Hewlett-Packard brand equipment as the standard for PCs and laptops which require access to the Countywide network. Establishing technological standards assures compatibility and effective service and support for the County's computer equipment.

The Western States Contracting Alliance – National Association of State Procurement Officials' (WSCA-NASPO) Cooperative Purchasing Organization consists of state purchasing officials throughout the U.S. who have solicited and awarded competitive bids on behalf of the consortium. These awards typically garner the deepest discounts due to the pooled requirements of the member agencies. On November 5, 2013 your Board approved a recommendation to purchase personal computers, laptops, and related peripheral equipment from Dell Computer Corporation on an as-needed basis using WSCA-NASPO Contract No. B27160 and to purchase Hewlett-Packard equipment using WSCA-NASPO Contract No. B27164. Your approval extended to the effective period of those agreements, including any renewals and/or extensions. Both of those agreements expired on September 30, 2015. WSCA-NASPO recently solicited new competitive proposals for these products, and has awarded Contract No. MNWNC-108 to Dell and Contract No. MNWNC-115/MNNVP-133 to Dell and Hewlett-Packard. Both of the new agreements are effective through March 31, 2017 and may be extended or renewed for up to 36 months beyond that date, at the discretion of WSCA-NASPO.

Section 1.3(i) of the Purchasing Policy Manual permits the use of contracts which are competitively awarded by other public agencies, without further competitive bidding by the County. The WSCA-NASPO contracts meet this criterion. Due to the County's purchasing volume, both vendors have offered pricing for our typical equipment models which is lower than the County would receive by issuing a separate bid, and also lower than other available contracts. Using the WSCA-NASPO contracts also expedites the County's purchases by eliminating the needs to solicit competitive bids for each transaction.

**FISCAL IMPACT**

There is no immediate fiscal impact resulting from this action. Departments are responsible for assuring funds are available in their current budgets prior to submitting a purchase request to Procurement for processing.

cc: Jerry Gamez, Director of Administrative Services  
Kathy Buchanan, Deputy Director of Information Technology