



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors DATE: April 22, 2019
FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager
SUBJECT: Box Annual License Support

ACTION REQUESTED

Approve the award of competitive Bid No. 100217 to CDW-Government of Vernon Hills, IL in the amount of \$116,352 for the purchase of Box licenses and related support for the period of May 11, 2019 through May 10, 2020. Funding is provided by the Information Technology Department in the FY 2018-19 Administrative Services' Final Budget.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Information Technology Department (Department) is responsible for the security of the County's data files that move into and out of the County's network and various systems. Some departments have a legitimate business need to share files with other public agencies and/or individuals who do not have access to the County's network. One way of doing this is to use external, web-based file-sharing platforms. In 2017, the Department selected Box as the County's collaborative file sharing solution for not only external use but also for internal use between County departments and divisions. At present, Box continues to meet the County's strict information technology security standards.

In May 2016, the Department made an initial purchase of 50 BOX licenses as part of a pilot project. As County departments' needs increased, the Department purchased additional licenses and now has a total of 800 licenses. The licenses and annual support expire on May 10, 2019.

The Department enlisted the assistance of the Procurement Services Division to develop Invitation for Bid No. 100217 to solicit bids for the purchase of annual Box licenses and support through May 10, 2020. The bid was distributed via the County's Public Purchase system to over 600 potential bidders and was advertised on the County's website. Sixty-one firms accessed the bid documents. Responsive bids were received from CDW-Government of Vernon Hills, IL, Dimension Data of Pleasanton, CA, Itech Devices Inc. of Fremont, CA, New Tech Solutions, Inc. of Fremont, CA, and Solutions Simplified of Sacramento, CA.

The responses were evaluated in accordance with the terms and conditions of the bid. The bid results show that CDW-Government is the lowest, responsive and responsible firm. The Department has reviewed the evaluation and concurs with the award recommendation. No bid protests were received regarding the award recommendation.

The requested award amount exceeds the Purchasing Manager's authority and requires your Board's approval in accordance with the Procurement Policy. Therefore, your Board's approval is required to proceed with the award of competitive Bid No. 100217 to CDW-Government for the purchase of annual Box licenses and support for the period of May 11, 2019 through May 10, 2020 in the amount of \$116,352 and to authorize the Purchasing Manager to sign the required documents.

FISCAL IMPACT

Funding is provided through the FY 2018-19 Administrative Services' Final Budget.

