



**M E M O R A N D U M**  
**COUNTY EXECUTIVE OFFICE**  
**Procurement Services Division**  
County of Placer

TO: Board of Supervisors DATE: April 21, 2020  
FROM: Todd Leopold, County Executive Officer  
By: Brett Wood, Purchasing Manager  
SUBJECT: Box Annual Licenses and Support – CDW-Government LLC

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**ACTION REQUESTED**

Approve the use of a competitively negotiated cooperative agreement to CDW-Government LLC of Vernon Hills, IL for the purchase of Box licenses and related support in the amount of \$167,200 for the effective period of May 11, 2020 through May 10, 2021. Funding is provided by the Information Technology Department in the FY 2019-20 Information Technology Final Budget and the Requested Budget for FY 2020-21.

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 has purchased additional licenses and now has a total of 900 licenses. The Sheriff also has 75 licenses, which IT has agreed to manage. Due to the COVID-19 Public Health emergency, many more users are requesting Box for internal and external collaboration while working remotely. As the result, IT has identified a need to purchase 125 additional licenses. This will bring the total Countywide license count to 1100. Without the requested approval, the licenses and related support will expire May 10, 2020.

The support purchase in 2018 was made as the result of a formal competitive bid, which was awarded to CDW-Government (CDWG). This firm has a history of providing competitive pricing to the County for many software products. CDWG has provided a quote to renew the current licenses and to purchase the new licenses, using a competitively awarded cooperative agreement offered by the State of California, in the total amount of \$167,200. The cost per license is 4.5% higher than last year's rate.

Section 3.5A of the Procurement Policy permits the use of other government agencies' contracts without further competitive solicitation. The State of California contract referenced by CDWG meets this criterion. In addition, Section 3.5D also permits the renewal of a contract when the Purchasing Manager determines it is in the best interest of the County.

The requested purchase amount exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to proceed with the award of a purchase order to CDWG for the purchase of annual Box licenses and support for the period of May 11, 2020 through May 10, 2021 in the amount of \$167,200 and to authorize the Purchasing Manager to sign the required documents.

**FISCAL IMPACT**

Funding for this purchase is provided through Information Technology's FY 2019-20 Final Budget and the Requested Budget for FY 2020-21.