



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: October 13, 2020

DATE: Thursday, October 08, 2020

TO: Board of County Commissioners

FROM: Kobe Harkins, IT Manager, Technology Services
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THROUGH: Quinn Korbolic, Interim CIO, Technology Services

SUBJECT: Recommendation to approve FY 2020-2021 sole source purchases of hardware, software licenses and software subscriptions (Microsoft Office 365 and Adobe) with CDW-G and SHI International retroactive to July 1, 2020 and approve expenditures that will aggregate to exceed [\$100,000] but not to exceed [\$1,450,000] and will remain within the available Technology Services budget for FY 2020-2021. (All Commission Districts)

SUMMARY

Technology Services regularly upgrades and modernizes equipment at the County to maintain sustainable, efficient, and effective technological infrastructure to support countywide functions. Technology Services purchases hardware, software licenses and software subscriptions (Microsoft Office 365 and Adobe) through CDW-G and SHI International.

In FY 2020-2021, approved base budget funding within Technology Services ensures that CDW-G and SHI International, the contracted resellers for hardware, software licenses and software subscriptions for Washoe County, will aggregate to exceed [\$100,000] but not to exceed [\$1,450,000] and will remain within the available Technology Services budget for FY 2020-2021.

Washoe County Strategic Objective supported by this item: Value Engaged Employee Workforce

PREVIOUS ACTION

On May 19, 2020 the Board of County Commissioners approved and adopted the Final Budget for Fiscal Year 2021.

On June 26, 2018 approved sole source purchases of Microsoft Office 365 cloud subscription through joinder with the NASPO Master Price agreement with CDW-G for Fiscal Years FY 2018-2019.

AGENDA ITEM # _____

In fiscal years 2013-2018 the Board of County Commissioners approved sole source purchases of Microsoft and Adobe Licensing through joinder with the NASPO Master Price agreement with SHI International.

BACKGROUND

Technology Services regularly upgrades and modernizes equipment at the County to maintain sustainable, efficient, and effective technological infrastructure to support countywide functions. In FY 2020-2021, funding for the purchase, renewal and deployment hardware, software licenses and software subscriptions (Microsoft Office 365 and Adobe) was approved.

The State of Nevada, and Washoe County join the National Association of State Procurement Officers (NASPO) Master Price Agreement to gain access to volume discounts based on a large multi-state licensing pool. Washoe County joinders to the NASPO contract for Microsoft and Adobe software licenses and subscriptions to obtain greater discounting levels available through these shared multi-state contracts. Washoe County is entering the third year of a five-year Enterprise Agreement with Microsoft for Office 365 as a subscription service and the first year for Adobe Acrobat. Washoe County buys hardware directly from CDW-G but not under any contract.

Pursuant to NRS 332.115, computer hardware and software are exempt from competitive bidding requirements.

FISCAL IMPACT

Expenditures for hardware, software licenses and software subscriptions (Microsoft Office 365 and Adobe) from CDW-G and SHI International will exceed [\$100,000] but will not exceed [\$1,450,000] for FY 2020-2021. All expenditures will remain within the available Technology Services budget for FY 2020-2021 in the following cost objects:

Technology Services Department (108) – Tech Services Administration (108100); Office 365 (IN60522).

RECOMMENDATION

It is recommended that the Board Of County Commissioners approve FY 2020-2021 sole source purchases of hardware, software licenses and software subscriptions (Microsoft Office 365 and Adobe) from CDW-G and SHI International retroactive to July 1, 2020 and approve expenditures that will aggregate to exceed [\$100,000] but not to exceed [\$1,450,000] and will remain within the available Technology Services budget for FY 2020-2021.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve FY 2020-2021 sole source purchases of hardware, software licenses and software subscriptions (Microsoft Office 365 and Adobe) from CDW-G and SHI International retroactive to July 1, 2020 and approve expenditures that will aggregate to exceed [\$100,000] but not to exceed [\$1,450,000] and will remain within the available Technology Services budget for FY 2020-2021."