



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 21-431, **Version:** 1

- a. Authorize the Director of the Information Technology Department to execute an Agreement with SHI International Corporation, incorporating the terms of Sourcewell's existing technology agreement, to purchase Information Technology services, equipment, and products for the County for a term of August 15, 2021 through October 30, 2023, for a total amount not to exceed \$350,000; and
- b. Authorize the Director of the Information Technology Department to execute order forms and such documents as are necessary to implement the agreement with SHI International Corporation for IT products and services; and
- c. Accept non-standard contract provisions as recommended by the Director of Information Technology; and
- d. Authorize the Director of Information Technology to sign up to two (2) renewals, of one (1) year each, of the agreement, provided additional costs do not exceed ten percent (10%) of the yearly cost (\$17,500 yearly maximum additional cost), subject to County Counsel review and provided the terms of the agreement remain substantially the same.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the Director of the Information Technology Department to execute an Agreement with SHI International Corporation, incorporating the terms of Sourcewell's existing technology agreement, to purchase Information Technology services, equipment, and products for the County for a term of August 15, 2021 through October 30, 2023, for a total amount not to exceed \$350,000; and
- b. Authorize the Director of the Information Technology Department to execute order forms and such documents as are necessary to implement the agreement with SHI International Corporation for IT products and services; and
- c. Accept non-standard contract provisions as recommended by the Director of Information Technology; and
- d. Authorize the Director of Information Technology to sign up to two (2) renewals, of one (1) year each, of the agreement, provided additional costs do not exceed ten percent (10%) of the yearly cost (\$17,500 yearly maximum additional cost), subject to County Counsel review and provided the terms of the agreement remain substantially the same.

SUMMARY:

The Information Technology Department (ITD) purchases a variety of hardware, software, technology services necessary for the operations of County business systems. SHI International Corporation (SHI) is a reseller for diverse catalog of technology related products and services. The approval of this agreement will allow ITD to purchase necessary technology products on an as-needed basis at discounted rates through a master cooperative agreement competitively bid through Sourcewell.

DISCUSSION:

Sourcewell is a service cooperative created by the Minnesota legislature as a local unit of government providing its registered members a streamlined procurement process by developing Request For Proposals (RFPs) for national, competitive solicitations that meet or exceed the needs of participating agencies, and allows Sourcewell to offer products from nationally acclaimed suppliers.

The County of Monterey is a registered member (ID# 18170) of Sourcewell. Membership allows the County to utilize Sourcewell's negotiated contract terms for awarded solicited proposals. This procurement process

provides an effective, efficient mechanism for procurement of information technology (IT) related products and services ensuring the prudent use of public funds.

Sourcewell awarded SHI International Corporation contract number 081419-SHI for Technology Catalog Solutions (RFP#081419). This contract gives access to the following types of goods and services, hardware, software, peripherals, cloud services, technology solutions, and professional services.

The SHI agreement will achieve significant savings in time and money in contract production as well as lower contract prices through economies of scale of multiple cooperative members. Furthermore, cooperative agreements maintain public confidence through ethical and transparent competitive procurement practices, consistent with County procurement policy.

The Sourcewell agreement, which will govern the County's purchase of IT products and services through SHI, contains terms which are non-standard to the County, but which are common in the information technology industry. The Director of Information Technology recommends Board approval of this cooperative agreement.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the Agreement with Sourcewell and does not approve the non-standard contract terms.

FINANCING:

The funds for required for ITD FY 2021-22 products and services have been included in the submitted ITD FY 2021-22 budget for the Information Technology Department, ITD 1930, Appropriations Unit INF002. All future year costs will be included in the submitted budget for each of the respective fiscal years.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board's approval of the recommended agreement will allow ITD to procure technology products and services at a discounted rate.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Sandra Shaffer, Management Analyst III, 759-6957

Approved by:

Eric A. Chatham, Director of Information Technology, 759-6920

Attachments:

- Sourcewell_SHI Contract
- SHI Pricing Information
- Sourcewell Solicitation

Attachments on file with the Clerk of the Board