



# MARIPOSA COUNTY

Human Services/Employment and Community Service



## RESOLUTION - ACTION REQUESTED 2016-542

MEETING: October 11, 2016  
TO: The Board of Supervisors  
FROM: Chevon Kothari, Human Services Director  
RE: C-IV Workstation Refresh Purchase Agreement MP-01-2016

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### RECOMMENDATION AND JUSTIFICATION:

Approve a Four-Year Workstation Refresh Purchase Agreement (MP-01-2016) with the California Statewide Automated Welfare System (SAWS) Consortium IV (C-IV) in the amount of \$48,252; and Authorize the Board of Supervisors Chair to Sign the Agreement.

This Agreement will allow for the purchase of 18 workstations for the California SAWS Consortium IV Tech Refresh, 36 Microsoft Windows10 licenses, and 54 Microsoft Office Standard licenses. Staff is requesting this approval of this purchase agreement because the current workstations are outdated and out of compliance with C-IV requirements.

### BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board usually approves the tech refresh of the Department's workstations to maintain its equipment according to the California SAWS Consortium IV requirements. A previous tech refresh purchase was approved by the Board on January 12, 2016 by Resolution 2016-31.

### ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If this request is not approved, the Department will not meet current State IT standards and the Department may lose the ability to process aid payments and maintain the case files of county clients.

### FINANCIAL IMPACT:

**Costs associated with this purchase agreement will be paid from the Employment and Community Services budget (001-0525-677-0452), and there are sufficient funds included in the Adopted Budget. There is no impact to the County General Fund.**

### ATTACHMENTS:

**California SAWS Consortium IV MP-01-2016 Workstation Refresh Purchase Agreement (DOCX)**

### CAO RECOMMENDATION

Requested Action Recommended

## Resolution - Action Requested 2016-542

  
Mary Hodson, CAO 10/4/2016

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier

# *California SAWS Consortium IV*



## **County Purchase MP-01-2016 Mariposa County -Workstation Refresh and Software Upgrades**



## I. Overview:

Mariposa County ("County") would like to purchase eighteen (18) workstations without monitors for a refresh of existing equipment, as well as thirty-six (36) new Microsoft Windows 10 Professional Upgrade licenses and fifty-four (54) Microsoft Office Standard 2016 software licenses through the use of County funds. Additionally, this County Purchase also includes ongoing recurring Production Operations Charges for central support of the County's Managed workstation image and Administrative Charges for asset-tagging, inventory, imaging, and transportation of the new equipment. The scope of this County Purchase includes the following:

- Hardware Charges
  - (18) HP EliteDesk 800 G2 Small Form Factor PC:
    - Intel Core i5-6500 3.2G 6M 2133 4C CPU
    - 8GB DDR4-2133 DIMM (1x8GB) RAM
    - 128GB 2.5 Solid State Drive
    - Windows 10 Professional 64-bit (with Downgrade Rights to Windows 7 Professional)
    - Slim Desktop DVD-ROM Optical Drive
    - 3-Year Manufacturer's Warranty
- Software Charges
  - (36) Microsoft Windows 10 Professional Upgrade Licenses
  - (54) Microsoft Office 2016 Standard (with downgrade rights to 2013)
- Production Operations Charges
  - Recurring Charges - Central Support for Managed Workstation Image
- Administrative Charges

### Assumptions:

- General Assumptions
  - The Total Cost is an estimate and is subject to changes at the time of ordering. The estimate includes shipping/handling and taxes as appropriate. The final cost will be provided to the Consortium at the time of invoicing.
  - Taxes for hardware items were estimated at 8.50% and based on the initial shipping location of Rancho Cordova, California.
  - New hardware will initially be sent to the C-IV Remote Depot in Rancho Cordova, California where Contractor staff will asset-tag, inventory, and image the eighteen (18) workstations. Once those activities have been completed, Contractor will transport the equipment to the County for installation.
  - The Consortium will transfer ownership of the eighteen (18) workstations purchased under this County Purchase to the County.



- The Consortium will retain ownership of all software licenses purchased under this County Purchase.
- Hardware, Software, and Administrative Charges will be invoiced and paid in full upon receipt of equipment acceptance.
- This County Purchase includes eighteen (18) new workstations which will be used to replace those already in production.
  - Because the eighteen (18) new workstations will be used for refresh, no new software licenses (with the exception of Microsoft Windows 10 Professional and Microsoft Office 2016 Standard) for the workstations are included in this County Purchase.
  - If the County would like to deploy any of the eighteen (18) new workstations as growth, additional software licenses, software support, and monthly recurring Production Operations charges of \$6.93 per Managed workstation would apply and require a revision to this County Purchase.
- The County will be responsible for monthly recurring Production Operations charges for central support for the County's C-IV-Managed workstation image that will be based on the Microsoft Windows 10 operating system.
  - The monthly recurring operations charges will apply to the eighteen (18) Managed workstations as well as the remaining thirty-six (36) upgraded workstations once deployed and in use. The Total Cost in Section III below is based on recurring Production Operations charges commencing on November 1, 2016 and continuing through the end of the Agreement, October 31, 2019.
  - Production Operations charges will be invoiced in monthly arrears to the Consortium, who will then invoice the County.
- No new monitors are included in this County Purchase as existing dual monitors from the retiring workstations will be used with the new workstations.
  - During installation of each new workstation, Contractor staff will uninstall a single VGA monitor cable from one monitor of each retiring workstation and replace that cable with a new DisplayPort cable.
  - It is assumed each set of existing dual monitors that will be paired with each new workstation will already be on the desk surface where each new workstation will be installed. Contractor staff will not be responsible for moving monitors from another room/ site to the location where the monitors will be installed.
- Contractor staff will be responsible for asset-tagging, inventory, imaging, transportation, and installation of the eighteen (18) workstations purchased under this County Purchase. Additionally, Contractor staff will be responsible for installation of the software licenses purchased under this County Purchase.
  - Contractor staff will be responsible for installing the thirty-six (36) Microsoft Windows 10 Professional Upgrade Licenses included on this order onto existing workstations.



- The Contractor will work with the County to determine a roll-out schedule for installation of the equipment.
- The County will be responsible for providing a secure storage facility throughout the duration of this project.
  - The County will be responsible for C-IV equipment that is stored in the facility when Contractor staff is not on site.
  - The County-provided storage facility must be capable of storing all equipment on this order at the outset of this project.
- All HP workstations are purchased with 3-year hardware support agreements from the date of purchase (unless noted otherwise). Once the hardware support agreements have expired, the County will be responsible for funding any hardware refreshes for the workstations via the execution of a separate County Purchase.
- The County must approve this County Purchase and provide the corresponding approved Advance Planning Document (“APD”) by October 14, 2016, otherwise the estimates provided in this County Purchase will not be valid and a new County Purchase will be required.
- Hardware Preparation Assumptions:
  - New equipment will be delivered by the equipment manufacturer to the C-IV Remote Depot in Rancho Cordova, California.
  - Contractor staff will un-package and verify the model of each workstation. Contractor will also deploy a new image onto each new workstation. After these activities have been completed, Contractor will re-package the workstations for transport to the County.
  - Contractor staff will be responsible for imaging the workstations.
    - The C-IV Network Operations Center (“NOC”) team will work closely with the County to create and test an image for the workstations on this order. That image will be based on the Microsoft Windows 10 Professional operating system.
      - The County will be responsible for assisting with testing of the workstation image.
      - Testing of the image must be completed before the workstations on this order can be imaged.
  - Contractor staff will report any defective equipment to the equipment vendor and ship the equipment to the vendor for replacement.
- Hardware De-Installation/Installation Assumptions:
  - All hardware de-installations and installations will be performed during normal business hours of 8:00 a.m. – 5:00 p.m., Monday through Friday (with the exception of County holidays).
  - The County will provide Contractor staff with the appropriate access badges or escorts throughout the duration of the project.



- During the time of the installations/ de-installations, the County will provide sufficient personnel on site to accompany and support Contractor staff with the work effort (coordination at the sites, coordination with the users, storage of user files, etc.).
- The County will provide Contractor staff with suitable parking spots on site, including enclosed parking facility overnight and employee parking during the day.
- The County will provide Contractor staff with a conference room or similar secured area at the installation site for staging of the new workstations and storage of the retiring workstations.
- Contractor staff will require access to all equipment, including areas inaccessible to unauthorized personnel.
- County staff will be responsible for moving/storing users' files before the retiring equipment is removed. Users' files will no longer be accessible once the equipment has been removed.
- County staff will be responsible for ensuring that Contractor staff can access equipment placed on desks (i.e. removal of files and decorations at each cubicle must be performed by the user prior to installation/ de-installation).
- Contractor staff will shut down the retiring workstations and de-install and transport those workstations to the conference room or similar secured area for County staff to take possession.
- County staff will be responsible for wiping hard drives, as well as disposal of the retiring equipment.
- For new workstations, Contractor staff will un-package and connect all necessary cables and cords.
- Contractor staff will use existing power strips (new power strips will not be provided).
- After each new workstation has been set up on a desktop and powered on, Contractor staff will join the workstation to the domain with a new workstation ID as defined by the Central Network Operations team.
- County staff will be responsible for transferring files from the server (e.g., PST, etc.). Once these activities have been completed, Contractor staff will verify installation by having the User log in and access the C-IV Application through Microsoft Internet Explorer. If the User is not available at the time of de-installation, Contractor staff will return to this cubicle at the end of the day, or on another day at the end of the installs (if not returning to that site the next day).
- County IT staff will be responsible for post-installation configuration of all new workstations (e.g., County printers and software).
- Peripheral County equipment (e.g., PDA's, speakers, etc.) will not be connected by Contractor staff.
- Any defective mice or keyboards will follow C-IV's current procedures for replacement as documented in the C-IV System Operations and Support Plan ("SOSP").



- The County will provide Contractor staff with access to fax machines. At the end of each day, Contractor staff will submit asset information to the C-IV central depot team via fax for tracking purposes.
- Trash removal will be the responsibility of the County staff.

**II. Schedule:**

The costs associated with this County Purchase will be incurred during State Fiscal Years 2016/2017 through 2019/2020.

**III. Total Cost:**

Total County Purchase Charges	SFY 2016/17	SFY 2017/18	SFY 2018/19	SFY 2019/20 (6/2019 - 10/2019)	Total Cost
<b>Administrative Charges</b>	<b>\$7,290</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,290</b>
<b>Hardware and Software Charges</b>	<b>\$34,451</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,451</b>
Hardware Charges	\$14,784	\$0	\$0	\$0	\$14,784
Hardware Maintenance and Support Charges	\$0	\$0	\$0	\$0	\$0
Software Charges	\$19,667	\$0	\$0	\$0	\$19,667
Software Maintenance and Support Charges	\$0	\$0	\$0	\$0	\$0
<b>Production Operations Charges</b>	<b>\$1,229</b>	<b>\$2,151</b>	<b>\$2,197</b>	<b>\$934</b>	<b>\$6,511</b>
One Time Charges	\$0	\$0	\$0	\$0	\$0
Recurring Charges	\$1,229	\$2,151	\$2,197	\$934	\$6,511
<b>Total Charges</b>	<b>\$42,970</b>	<b>\$2,151</b>	<b>\$2,197</b>	<b>\$934</b>	<b>\$48,252</b>

**IV. References:**

This purchase is tracked in the Procurement Database and via CA Unicenter Change Order CO4567-2016.






COUNTY PURCHASE APPROVAL


**Subject:** County Purchase - MP-01-2016

The subject document is accepted as allowing Accenture LLP to proceed with the subject County Purchase.

**Mariposa County**


By:   
Printed Name: John Cartier  
Title: Board Chair  
Date: 10-12-16

**APPROVED AS TO FORM:**

  
**STEVEN W. DAHLEM**  
**COUNTY COUNSEL**

Notice Address:  
5362 Lemee Lane  
Mariposa, CA 95338

**SAWS CONSORTIUM-IV JOINT POWERS AUTHORITY**

By:   
Printed Name: Thomas J. Hartman  
Title: Project Director  
Date: 10/20/16

Notice Address:  
SAWS Consortium-IV Joint Powers Authority  
Attention: C-IV Project Director  
11290 Pyrites Way, Suite 150  
Rancho Cordova, CA 95670-4481