

Management Committee

Meeting date: November 12, 2014

For the Metropolitan Council meeting of December 17, 2014

Subject: 2015 Sole Source Procurement of Maintenance Services for Software and Hardware

District(s), Member(s): All

Policy/Legal Reference: Council Policy 3-3 Expenditures- Procurement of Goods and Services over \$500,000

Staff Prepared/Presented: Pancho Henderson, Acting Assistant CIO, 602-1627; Micky Gutzmann, Director, Contracts and Procurement, 602-1741

Division/Department: RA – Information Services

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to make ongoing maintenance and support service payments on a sole-source basis for installed software and hardware, with the services to be procured from the vendors on the attached 2015 Information Services Sole Source Vendor List up to the amount listed.

Background

Computer hardware and software purchased by the Council requires ongoing maintenance and support. Competitive procurements for the hardware and software have already been completed; this item addresses ongoing maintenance and support services resulting from these competitive procurements.

Council Procurement Procedure 10.4.1 addresses sole source procurements and provides the following guidance: "Sole source procurement of Original Equipment Manufacturer (OEM) repairs, parts, equipment and systems, software maintenance and support, or other services that are required on a continuous basis may be authorized on an ongoing basis."

Rationale

It is our practice to annually update the list of vendors and request Council approval to authorize the Regional Administrator to make vendor payments for these services throughout the subsequent year. This allows for ongoing sole source procurement authorization and more efficient administration.

Funding

Purchases will generally be made by purchase order. The Regional Administrator will either authorize the purchase or delegate the authority to authorize the purchase as appropriate under Council Expenditures *Policy 3-3 and 3-3c*.

Funding for these software and hardware services is included in the Council's operating budget.

Known Support / Opposition

Authorization to purchase these types of services on a sole source basis has been requested and approved annually. This request provides for the authorization of an updated list of Information Services Sole Source vendors for 2015.