

Management Committee

For the Metropolitan Council meeting of January 10, 2018

Subject: 2018 Sole Source Procurement of Maintenance Services for Software, Hardware; and Hosted Services
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Proposed Action

That the Metropolitan Council authorize the Regional Administrator to make ongoing maintenance, hosted services 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 2018 Information Services Sole Source Vendor List up to \$9,300,000.

Summary of Committee Discussion/Questions

Pancho Henderson, Assistant IT Director in the Council's Information Services Department, presented Business item 2017-278, Sole Source Procurement of 2018 Maintenance Services for Software, Hardware and Hosted Services.

The Council's computer hardware and software systems require ongoing maintenance and support and these systems have been competitively procured. Information Services requested approval to procure ongoing maintenance and support for these systems as per the Council's sole source procurement procedure.

It is Information Service's practice to annually update the list of technology sole source 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. Maintenance services for software, hardware and hosted services has been included in the Council's 2018 operating budget.

Committee member Cunningham asked a question about the DBE goal requirements. Contracts and Procurement Director Micky Gutzmann, answered the question by explaining the procurement DBE goal process.

Motion by Rummel, Seconded by Barber Consent to Council

Management Committee

Meeting date: December 13, 2017

For the Metropolitan Council meeting of January 10, 2018

Subject: 2018 Sole Source Procurement of Maintenance Services for Software, Hardware; and Hosted Services

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, Assistant Director, 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, hosted services 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 2018 Information Services Sole Source Vendor List up to \$9,300,000.

Background

Computer hardware and software purchased by the Council require ongoing maintenance, hosted services 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, transparency, and more efficient administration.

Thrive Lens Analysis

Maintenance services for software and hardware are needed to address the reliability, resilience, security and cost-effectiveness of the Council's technology systems which support the Thrive outcomes of stewardship and sustainability. By integrating maintenance across the Council, we are able to efficiently track efforts, which supports the Thrive accountability principle.

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 2018.