

June 15, 2006

06-108

GRANT A SPECIAL EXEMPTION FROM FORMAL
COMPETITIVE PROCUREMENT PROCESS FOR THE
ACQUISITION OF TECHNOLOGY EQUIPMENT FROM
HEWLETT PACKARD, INC

PREPARED BY:

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FINANCIAL
RESPONSIBILITY:

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APPROVED BY:

Randy McEwen, Vice President, Administrative Services
Dr. Preston Pulliams, District President

REPORT:

The Technology Solution Services (TSS) Department has a need to purchase additional technology equipment necessary for the expansion of the College's email storage capacity. TSS staff discussed their needs with Hewlett Packard (HP) representatives because the existing equipment was purchased from HP and it is critical to the functionality of the system that all equipment be compatible with one another. The new equipment will be used as an additional disk storage space and back-up tape library to expand the College's email storage capacity; it will accommodate the growing demands of students and faculty email expansion. Total cost of the purchase is estimated to be \$140,000. This amount includes a sixty-two percent (62%) discount offered by HP.

After careful review and analysis, the TSS Department determined that it will be in the best interest of the College to take advantage of this offer. TSS Department has identified a source of funds in this fiscal year (FY 06) available to make this purchase. However, all hardware and software must be received by the College on or before June 30, 2006. To ensure functionality of the system and compatibility with the existing equipment, it is in the best interest of the College to purchase the equipment from HP.

The pricing offered by HP is based on the State of Oregon Smart Buy contract, technology contract number PA #4144. The Smart Buy contracts were established by the State Administrative Office to promote collaboration among State agencies and institutions to leverage volume purchasing power and obtain better value for lower cost. The College's purchase of the HP equipment will be exempt from further competitive process since the purchase is from an existing Governmental contract (ORS279A.220). However, purchases that exceed \$100,000 require Board of Directors approval. The District President authorized the purchase due to time limitations.

RECOMMENDATION:

That the Board of Directors ratify the contract with Hewlett Packard for the acquisition of additional disk storage space and back-up tape library to expand the College's email storage capacity. The estimated expenditure is \$140,000, valid through June 30, 2006. Expenditure will be covered by the General Fund.