

August 29, 2008

Evaluation Score	Proposer
275	Educational Resources
266	Zones
254	Facilities Technology
227	

09-006

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
OFFICE SOFTWARE AND OPERATING SYSTEM
UPGRADE

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REPORT: The College has a need to fulfill a campus-wide agreement with Microsoft for office software and operating system upgrades for PCC-owned computers and for home use by faculty and staff. The College invited qualified Authorized Educational Resellers for Microsoft office products to submit proposals.

On June 3, 2008, the Request for Proposal (RFP) was released and made available to all interested vendors. The RFP was advertised in the Daily Journal of Commerce, State of Oregon ORPIN vendor system and the PCC solicitation website. A total of eight (8) vendors registered and received a copy of the RFP.

At the proposal submission closing time of 10:00 A.M. on July 3, 2008, the College received a total of four (4) proposals. The committee members consisting of TSS support staff evaluated all proposals based on the following criteria: price, flexibility and support, license tracking, references and vendor qualifications. The following is the list of proposals received and their scores:

Proposers:	Evaluation Score:
Educational Resources	272
Zones	255
EnPointe Technologies	254
CDWG	227

Note: None of the vendors who submitted proposals were MWESB firms.

After careful review the committee recommended awarding the contract to Educational Resources.

RECOMMENDATION:

That the Board of Directors accept the proposal and award the contract to Educational Resources. The contract will be valid initially for three (3) years with an option to renew annually for two (2) additional years. The contract amount is not to exceed \$600,000.00 for the entire five (5) year term of the contract. Funding will be provided from the General Fund.