

IT

SAN BENITO COUNTY
REQUISITION/SOLICITATION FORM



Vendor ID	Phone	Name County of San Bernardino	P. O. Number
		Address PO 268 W Hospitality Lane	
		City, State, Zip San Bernardino, CA 92415-0018	
Ship to address:		1111 San Felipe Rd. Ste. 206, Hollister, CA 95023	

Description : CalACES Disaster Laptops Refresh HP ProBook 650 G4 Notebook

(Be specific and concise in 40 characters)

OBJ.CODE	Specification such as type, model, size, hp, parts ID, Veh no., etc.	QTY	Unit Cost.	Total Price
	HP ProBook 650 G4 Notebook PC Laptop Windows 10	4	1015.00	4060.00
	HP Essential Top Load Laptop Carrying Case	4	20.00	80.00
	California Monitor Recycling Fee	4	4.00	16.00
	Administrative costs	4	69.00	276.00
Division HHS/Eligibility			Subtotal	\$4432.00
Location / Facility			Tax 8.25%	\$342.00
Asset identification			Shipping	
			P.O. Total***	\$4774.00
Fund	Activity	ORG Key	Object Code	Amount
		221.90.2285.1000.619.142		\$4774.00

SOLICITATION SUMMARY

Date	Vendor Name /City, State	Contact Name/ Phone	Time Available	Quote/Bid \$
		()		
		()		
		()		

My signature below certifies that this solicitation summary accurately reflects the process used for this purchase, and that supporting documentation is in the project file.

Quotes (\$1000 to \$3,000)	Board of Supervisor Approval >\$10,000	Sole Source (Complete form and attach)
Quotes (\$3,000 to \$10,000)	Contract Invoice	Fixed Asset - >\$3,000
Signature & Date of:	Preparer <i>Shawni Rames</i> Information Technology Manager	Supervisor <i>C. Barco</i> CAO
Signature & Date of:		Department Head



California Health and Human Services Agency
Office of Systems Integration
Statewide Automated Welfare System (SAWS) Project
2525 Natomas Park Drive, Suite 200
Sacramento, California 95833
(916) 263-3900, Fax (916) 263-0510



EDMUND G.
BROWN JR.
GOVERNOR

September 28, 2018

Shawni Ramos
Health & Human Services Agency
San Benito County
1111 San Felipe Road
Hollister, CA 95023

Re: San Benito Disaster Laptop Refresh

Dear Ms. Ramos:

This approves your Fiscal Year (FY) 2018/19 request received September 28, 2018 to purchase hardware, software, services and administrative charges for the San Benito County Health & Human Services Agency. I understand that this acquisition will be competitively procured in accordance with State and Federal procurement policies.

Estimated one-time maintenance and operations costs in the amount of **\$4,774** are approved.

This approval is contingent upon the availability of state and federal funds. For claiming purposes, *this approval is for maintenance and operation costs only. **These costs are not eligible to be claimed as developmental costs.** Account number **35-18-9848** has been assigned as a project identification number for your internal tracking and audit purposes only. Please do not use the project identification number when claiming maintenance and operation costs. Costs should be tracked internally through your county's processes.* If you have questions regarding the claiming of costs, please e-mail them to fiscal.systems@dss.ca.gov.

If you have other questions or concerns, please contact me at (916) 263-0438 or Sudakshina Biswas at (916) 263-0478 or Sudakshina.Biswas@osi.ca.gov.

Sincerely,

TAMMY PARKISON
Financial Manager, SAWS Project

cc: Analyst, Fiscal Policy Bureau, CDSS
Analyst, County Expense Claim, CDSS



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To learn more about saving energy, visit the OSI web site at <http://www.osi.ca.gov>

*California Automated Consortium
Eligibility System,
C-IV Project*



**County Purchase SA-02-2018
San Benito County - Disaster Recovery Laptop Refresh
(Quantity 4)**

I. Overview:

San Benito County ("County") would like to purchase four (4) laptops for a refresh of existing equipment in production through the use of County funds. In addition to charges for new equipment, this County Purchase also includes Administrative Charges for asset-tagging, inventory, imaging, and transportation of the new equipment. The scope of this County Purchase includes the following:

- Hardware Charges
 - (4) HP ProBook 650 G4 Notebook PC Laptop with Intel i5-7200U 8GB, includes:
 - Windows 10 Professional 64-bit
 - 15.6-inch Anti-Glare LED Screen
 - Intel Core i5-7200U
 - 8GB DDR4L 1DM
 - 128GB M2 SATA - 3 Value Solid State Drive
 - 3-Year Manufacturer's Warranty
 - (4) California Monitor Recycling Fee (for Laptop)
 - (4) HP Essential Top Load (Laptop Carrying Case)
- 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 8.25% and based on the initial shipping location of Rancho Cordova, California.
 - Shipping/Handling charges for hardware items were estimated at a rate of 3.0%.
 - 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 four (4) refresh laptops. Once those activities have been completed, Contractor will transport the equipment to the County.
 - The Consortium will transfer ownership of all hardware purchased under this County Purchase to the County.
 - Hardware and Administrative Charges will be invoiced and paid in full upon receipt of equipment acceptance.
 - This County Purchase includes four (4) laptops, which will be used to replace those already in production.

- Because the four (4) laptops will be used for refresh, no new software licenses (with the exception of Microsoft Windows 10 Professional) for the laptops are included in this County Purchase.
- If the County would like to deploy any of the four (4) new laptops as growth, additional software licenses, software support, and monthly recurring Production Operations Charges per Managed laptop would apply and require a revision to this County Purchase.
- Contractor staff will be responsible for asset-tagging, inventory, and transportation of four (4) laptops purchased under this County Purchase. In addition, Contractor staff will be responsible for imaging the four (4) laptops.
- Windows 10 Enterprise licenses are not included in this County Purchase, as the County will use existing licenses.
 - This County Purchase does not include monthly recurring Production Operations Charges for central support for the County's C-IV-Managed Windows 10 Enterprise image, as these charges are included in County Purchases SA-01-2017 and SA-01-2018.
- The County will be responsible for storing the equipment on this order until installation. The County-provided storage facility must be capable of storing all equipment on this order at the outset of this project.
- All HP laptops 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 laptops 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 November 30, 2018, 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 laptop. All equipment will be asset-tagged, and the asset information will be entered into CA Unicenter. Contractor will also deploy a new image onto each new refresh laptop. After these activities have been completed, Contractor will re-package the equipment for transport to the County.
 - Contractor staff will report any defective equipment to the equipment vendor and ship the equipment to the vendor for replacement.
 - 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 Enterprise 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.
- County IT staff will be responsible for installation and deployment of the four (4) laptops on this County Purchase.

II. Schedule:

The costs associated with this County Purchase will be incurred during State Fiscal Year (“SFY”) 2018/19.

III. Total Cost:

Total County Purchase Charges	SFY 2018/19	Total Cost
Administrative Charges	\$276	\$276
Hardware and Software Charges	\$4,498	\$4,498
Hardware Charges	\$4,498	\$4,498
Hardware Maintenance and Support Charges	\$0	\$0
Software Charges	\$0	\$0
Software Maintenance and Support Charges	\$0	\$0
Production Operations Charges	\$0	\$0
One Time Charges	\$0	\$0
Recurring Charges	\$0	\$0
Total Charges	\$4,774	\$4,774

IV. References:

This purchase is tracked in the Procurement Database and via CA Unicenter Change Order CO4350-2018.



COUNTY PURCHASE APPROVAL

Subject: County Purchase - SA-02-2018

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

San Benito County - IT

By: _____
Printed Name: _____
Title: _____
Date: _____

Notice Address:
1111 San Felipe Road, Suite 206
Hollister, CA 95023

California Automated Consortium Eligibility System

By: _____
Printed Name: _____
Title: _____
Date: _____

Notice Address:
California Automated Consortium Eligibility System
11290 Pyrites Way, Suite 150
Rancho Cordova, CA 95670-4481