SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0386-15

OPEN DATE: 03/11/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to extend the contract award for 90 days and increase the award with EMTEC Inc. in the amount of $160,190.00 to provide citywide desktop computer support services. Period of service will be extended until September 30, 2020. The revised total contract expenditure not-to-exceed $3,669,910.00

Funding for this award to be encumbered by account 53101.113001.534100: $135,000.00 for Desktop Support and 53104.113401.534100: $25,190.00 for PC Refresh Deployment No.2.

To be executed by formal contract amendment (City Contract # 9494-01) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Previous Awards

ANALYST: _____
for RUBEN OLA

RESPECTFULLY SUBMITTED _____
for GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Ken Lathrop, Division Chief and Chief Information Officer, Information Technologies Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: April 16, 2020

TO: Greg Pease, Chief of Procurement Division

THRU: Kenneth E. Lathrop, Chief of Information Technologies / CIO

FROM: Thomas Ossi, Technology Contract and Records Manager

RE: **ESC-0386-15 – Managed Desktop Services (CSPEC) – Extend Term and Award Increase Request**

The Information Technologies Division (ITD) requests CSPEC approval to extend the current award for ESC-0386-15 - Managed Desktop Services with Emtec Group, Inc. The period of service for the extension will be from July 1, 2020, through September 30, 2020. During this time, ITD will be awarding and negotiating a new contract, based on an RFP to be advertised before the expiration of the current contract.

ITD will continue utilizing four (4) Senior Technicians and three (3) Technicians to provide citywide desktop computer support services.

ITD Management is requesting $160,190,00 increase for this period of service This request will increase the total contract expenditure from $3,509,720.00 to $3,669,910.00. All other pricing, terms and conditions of the RFP, contract, and amendments shall remain in effect and unchanged.

Upon award approval, a request for a formal contract amendment to City Contract #9494-01 will be made through the Office of General Counsel.

FUNDING SOURCE:53101.113001.534100.000000.00000000.00000
Amount $135,000.00 Desktop Support
FUNDING SOURCE:53104.113401.534100.000000.00000000.00000
Amount $25,190.00 PC Refresh Deployment No.2

Your favorable consideration of ITD's request is greatly appreciated.

Attachments: City Contract #9494-01 Amendment 6
ESC-0386-15 Procurement Awards
Vendor Letter

CC: Robert Gray, Enterprise Technology Infrastructure Manager, ITD
Amy Hills, Desktop Services Manager, ITD
Alexander Ciprian, IT Contract Administrator, ITD

Emtec.
Business & Technology Empowered

April 14, 2020

City of Jacksonville
Information Technologies Division
214 N. Hogan Street, 9th Floor
Jacksonville, FL 32202

MEMORANDUM:

Emtec, inc. recommends that the City of Jacksonville Contract #9494-01 for Managed Desktop Services, which originated on July 1, 2015 be extended through September 30, 2020, consistent with the pricing, terms and conditions as defined in Amendment 6 to this contract, which was effective on January 2, 2020.

Please let me know if you have questions or if further information is required. I look forward to our continuing relationship

Sincerely,

Leslie Owens
VP, Emtec Infrastructure Division

Ciprian, Alexander

From: Lathrop, Kenneth
Sent: Tuesday, April 28, 2020 4:44 PM
To: Ciprian, Alexander; Ossi, Thomas
Cc: Brown, Elizabeth
Subject: FW: Managed Desktop Services RFP Extension 3 months

From: Lathrop, Kenneth
Sent: Wednesday, April 22, 2020 10:44 AM
To: Geake, Tracy <TGeake@coj.net>
Subject: RE: Managed Desktop Services RFP Extension 3 months

*In lieu of signatures

Approved.

From: Geake, Tracy <TGeake@coj.net>
Sent: Wednesday, April 22, 2020 10:02 AM
To: Lathrop, Kenneth <LATHROP@coj.net>
Subject: FW: Managed Desktop Services RFP Extension 3 months

Tracy Geake
IT Finance Manager
City of Jacksonville | Finance & Administration | Information Technologies Division
214 N. Hogan St. 9th Floor
Jacksonville, Florida 32202
(904) 255-8103
www.coj.net

From: Ossi, Thomas <TOssi@coj.net>
Sent: Thursday, April 16, 2020 1:36 PM
To: Geake, Tracy <TGeake@coj.net>
Cc: Geake, Tracy <TGeake@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Gray, Robert <GrayR@coj.net>; Hills, Amy <ALHills@coj.net>; Brown, Elizabeth <ElizabethB@coj.net>
Subject: RE: Managed Desktop Services RFP Extension 3 months

Tracy,

Please find attached memo for ESC-0386-15 Managed Desktop Services (CSPEC) Extend Term and Award Increase Request.

Please approve and forward to Ken.

Thank you,

Tom Ossi

From: Brown, Elizabeth
Sent: Thursday, April 16, 2020 8:07 AM
To: Ossi, Thomas
Cc: Geake, Tracy; Ciprian, Alexander; Gray, Robert; Hills, Amy
Subject: RE: Managed Desktop Services RFP Extension 3 months

Tom,

An updated version of the memo, with tracked changes, is located in the Contracts folder here:
G:\Shared\CONTRACT\Active Contracts\Emtec - Managed Desktop Services\Amendment 7 - July-Sept 2020 Extension

Please review my suggestions, accept those that make sense to you and email a new, clean version to Tracy for her to approve and route on to Ken.

Thank you,

Elizabeth Brown
IT Operations Manager
Cell: 904.652.9186
www.coj.net

From: Ossi, Thomas <TOssi@coj.net>
Sent: Wednesday, April 15, 2020 3:48 PM
To: Brown, Elizabeth <ElizabethB@coj.net>
Cc: Geake, Tracy <TGeake@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Gray, Robert <GrayR@coj.net>; Hills, Amy <ALHills@coj.net>
Subject: RE: Managed Desktop Services RFP Extension 3 months

Elizabeth,

The attached is for current Bid # ESC-0386-15 Managed Desktop Services extension beginning July 1, 2020 through September 30, 2020.

I received Emtec extension letter dated April 14, 2020 in order to complete the Procurement Recommendation memo.

Tracy & Alex have confirmed the funding sources. Alex please ensure we have what is needed to submit to Procurement.

Please forward email for ITD approvals.

Thank you for your assistance,

Thomas Ossi
Technology Contract and Records Manager
City of Jacksonville
Information Technologies division
214 N. Hogan Street, 9th Floor
Jacksonville, FL 32202
904.255.8080
www.coj.net

From: Ciprian, Alexander
Sent: Thursday, April 9, 2020 3:45 PM
To: Ossi, Thomas
Cc: Geake, Tracy
Subject: RE: Managed Desktop Services RFP Extension 3 months

Yes, I concur. See the funding distribution below. This is how John allocated the additional PC Refresh funding.

Tom,

Additional PC Refresh Funding
Amount: $25,190
Charge Account: 53104.113401.534100.000000.00000000.00000

Desktop Support
Amount: $135,000.00
Charge Account: 53101.113001.534100.000000.00000000.00000.0000000 (Current account used to pay for the services.)

Total Increase: $137,190.00

Sincerely,

Alexander Ciprian
IT Contract Administrator
City of Jacksonville | Information Technologies Division
214 N. Hogan St., 9th Floor
Jacksonville, Florida 32202
Office: (904) 255-8006
www.coj.net

From: Ossi, Thomas <TOssi@coj.net>
Sent: Thursday, April 9, 2020 3:43 PM
To: Ciprian, Alexander <Aciprian@coj.net>
Cc: Geake, Tracy <TGeake@coj.net>
Subject: RE: Managed Desktop Services RFP Extension 3 months
Importance: High

Alex,

I will need to add an additional increase $25,190.00 using AFIT537 – 03410 I believe I should specify and indicate the amount is for the for 2nd round of PC Refresh Deployment Do you concur.

I am copying Tracy for awareness and to have her convert the old funding sources to the new funding sources.

Thank you all for your assistance,

Tom Ossi

From: Ciprian, Alexander
Sent: Thursday, April 9, 2020 3:31 PM
To: Ossi, Thomas
Subject: RE: Managed Desktop Services RFP Extension 3 months

Tom,

The additional funds needed for the PC Refresh was approved when I was on military leave. So it's in our best interest to lump the extension and the pc refresh dollars in one award/amendment. Sound like a plan!

Sincerely,

Alexander Ciprian
IT Contract Administrator
City of Jacksonville | Information Technologies Division
214 N. Hogan St., 9th Floor
Jacksonville, Florida 32202
Office: (904) 255-8006
www.coj.net

From: Ossi, Thomas <TOssi@coj.net>
Sent: Thursday, April 9, 2020 3:25 PM
To: Ciprian, Alexander <Aciprian@coj.net>
Subject: RE: Managed Desktop Services RFP Extension 3 months
Importance: High

Alex,

Interesting I was just looking at getting 3 months of funds strictly for desktop support?
Asking $135,000.00 just averaging s the last three months of invoices.

Prior award 12/12/2019 not to exceed $3,509,720.00 and I will add the increase and ask for a new amd #7

Old funding source AFIT531CSCS – 03410 will need you and Tracy to confirm what I need to complete my recommend memo.

I told Ken I would have it to him this Friday.

Thank you,

Tom Ossi

From: Ciprian, Alexander
Sent: Tuesday, April 7, 2020 11:18 AM
To: Ossi, Thomas
Subject: RE: Managed Desktop Services RFP

Tom,

When drafting the extension memo, please remember that we also need to include additional funding to complete the PC Refresh. Please see the attached email for the amount needed.

Sincerely,

Alexander Ciprian
IT Contract Administrator
City of Jacksonville | Information Technologies Division
214 N. Hogan St., 9th Floor
Jacksonville, Florida 32202
Office: (904) 255-8006
www.coj.net

From: Ossi, Thomas <TOssi@coj.net>
Sent: Monday, April 6, 2020 3:53 PM
To: Lathrop, Kenneth <LATHROP@coj.net>; Geake, Tracy <TGeake@coj.net>
Cc: Brown, Elizabeth <ElizabethB@coj.net>; Freeman, Paul <PFreeman@coj.net>; Steffens, Gary <GARYS@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Gray, Robert <GrayR@coj.net>
Subject: Re: Managed Desktop Services RFP

Ken,

I have started the process and will complete the Procurement memo and submit to you on Friday, April 10th. I would like to have this item on the April 23, 2020 GGAC agenda, giving us plenty of time to get the contract completed by June 19th.

Thank you,

Tom Ossi

From: Lathrop, Kenneth <LATHROP@coj.net>
Sent: Monday, April 6, 2020 10:15 AM
To: Geake, Tracy <TGeake@coj.net>
Cc: Brown, Elizabeth <ElizabethB@coj.net>; Freeman, Paul <PFreeman@coj.net>; Steffens, Gary <GARYS@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Ossi, Thomas <TOssi@coj.net>; Gray, Robert <GrayR@coj.net>
Subject: RE: Managed Desktop Services RFP

All,

I requested and received approval from Greg Pease on 04/03 to extend the existing contract for 90 days. Unfortunately, I do not see this process being completed by the June 30 contract end date when the earliest we could begin advertisement is late April.

I hope to review the document this week (need to go onsite to print this and other documents) and provide my feedback.

Tom,

When would be the appropriate time to submit the request for an extension? *This month.*

Thank you.

From: Geake, Tracy <TGeake@coj.net>
Sent: Friday, April 3, 2020 3:56 PM
To: Lathrop, Kenneth <LATHROP@coj.net>
Cc: Brown, Elizabeth <ElizabethB@coj.net>; Freeman, Paul <PFreeman@coj.net>; Steffens, Gary <GARYS@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Ossi, Thomas <TOssi@coj.net>; Gray, Robert <GrayR@coj.net>
Subject: FW: Managed Desktop Services RFP

Good Afternoon Ken – based on the FY2020 current budget and FY2021 proposed budget for Desktop Services, the attached documents are approved for advertising.

Please review, approve and forward to Greg Pease if no changes are required.

Thanks.

Tracy Geake
IT Finance Manager
City of Jacksonville | Finance & Administration | Information Technologies Division
214 N. Hogan St. 9th Floor
Jacksonville, Florida 32202
(904) 255-8103
www.coj.net

From: Brown, Elizabeth <ElizabethB@coj.net>
Sent: Friday, April 3, 2020 3:11 PM
To: Geake, Tracy <TGeake@coj.net>
Cc: Freeman, Paul <PFreeman@coj.net>; Steffens, Gary <GARYS@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Ossi, Thomas <TOssi@coj.net>; Gray, Robert <GrayR@coj.net>
Subject: RE: Managed Desktop Services RFP

Tracy,

Please approve the attached memo requesting permission to advertise this RFP for Managed Desktop Services and, if no changes are required, submit to Ken for his approval.

Thank you!

Elizabeth Brown
IT Operations Manager
Cell: 904.652.9186
www.coj.net

From: Gray, Robert <GrayR@coj.net>
Sent: Friday, April 3, 2020 3:02 PM
To: Ossi, Thomas <TOssi@coj.net>
Cc: Geake, Tracy <TGeake@coj.net>; Freeman, Paul <PFreeman@coj.net>; Steffens, Gary <GARYS@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Brown, Elizabeth <ElizabethB@coj.net>
Subject: RE: Managed Desktop Services RFP

Hi Tom, Elizabeth;

I have reviewed the MEMO and FINAL RFP and I approve from my end.

Thank you !

Robert Gray
Enterprise Technology Infrastructure Manager
City of Jacksonville | Finance & Administration | Information Technologies Division
214 N. Hogan St. 9th Floor, Jacksonville, Florida 32202
(904) 255-8065 Office | (614) 949-3271 Cell | grayr@coj.net Email | www.coj.net City

---

From: Ossi, Thomas <TOssi@coj.net>
Sent: Friday, April 3, 2020 11:46 AM
To: Gray, Robert <GrayR@coj.net>
Cc: Geake, Tracy <TGeake@coj.net>; Freeman, Paul <PFreeman@coj.net>; Steffens, Gary <GARYS@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Brown, Elizabeth <ElizabethB@coj.net>
Subject: RE: Managed Desktop Services RFP
Importance: High

Good Morning Robert,

The email dated 4/2 3:48PM to Elizabeth is now being sent to you.
I have taken Craig Galley off this email.

I have changed the date to April 2, 2020 and deleted Craig Galley and added Robert Gray as an evaluator.

The final version of the RFP dated 3-13-2020 is also attached.

Please respond and provide your concurrence by 3PM today so we can move our submittal to Procurement.

Thank you ALL for your assistance,

Tom Ossi

From: Ossi, Thomas
Sent: Thursday, April 2, 2020 3:48 PM
To: Brown, Elizabeth
Cc: Geake, Tracy; Freeman, Paul; Galley, Craig; Steffens, Gary; Ciprian, Alexander
Subject: FW: Managed Desktop Services RFP
Importance: High

Elizabeth,

I can confirm the following previously approved the RFP for Managed Desktop Services and the Memo:
Gary Steffens
Craig Galley

We Just need Paul, Tracy and Ken to approve RFP.

Thank you for your assistance,

Tom Ossi

From: Ossi, Thomas
Sent: Thursday, April 2, 2020 11:37 AM
To: Ola, Ruben
Cc: Ciprian, Alexander; Brown, Elizabeth; Ossi, Thomas
Subject: Fw: Managed Desktop Services RFP

Good Morning Ruben,

Please provide a status on this RFP just need to ensure its moving will need for your team to expedite.

I am not sure what is attached is the final version? Alex you can weigh in please.

Thank you,

Tom Ossi

From: Ossi, Thomas
Sent: Friday, March 13, 2020 12:03 PM
To: Ciprian, Alexander <Aciprian@coj.net>
Cc: Ossi, Thomas <TOssi@coj.net>
Subject: RE: Managed Desktop Services RFP

Alex,

Please find attached for final review page numbers.

Thank you,

Thomas Ossi
Technology Contract and Records Manager
City of Jacksonville
Finance & Administration
Information Technologies Division
214 N. Hogan Street, 9th Floor
Jacksonville, FL 32202
904.255.8080
www.coj.net

From: Ciprian, Alexander <Aciprian@coj.net>
Sent: Friday, March 13, 2020 11:42 AM
To: Ossi, Thomas <TOssi@coj.net>
Subject: Managed Desktop Services RFP

See the document attached.

Sincerely,

Alexander Ciprian
IT Contract Administrator
City of Jacksonville | Information Technologies Division
214 N. Hogan St., 9th Floor
Jacksonville, Florida 32202
Office: (904) 255-8006
www.coj.net

SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0386-15

OPEN DATE: 03/11/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with EMTEC Inc. in the amount of $193,270.00 to deploy 1,757 devices for FY2020 PC Refresh Project of Information Technologies Division. Period of service will remain unchanged until June 30, 2020. The revised annual expenditure will be $800,830.00, with revised total contract expenditure not-to-exceed $3,509,720.00

Funding for this award to be encumbered by account AFIT537-03410, to be executed by formal contract amendment (City Contract # 9494-01) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Previous Awards

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Ken Lathrop, Division Chief and Chief Information Officer, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE 12-12-19

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 12/12/19

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0386-15

OPEN DATE: 03/11/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award (contract No.9494-01) to EMTEC Inc. in the amount of $196,020.00 to deploy 1,782 devices for Managed Desktop Services of Information Technologies Division. The request will increase the total amount for the service period of July 1, 2016 through June 30, 2019. Total revised annual expenditure not-to-exceed $813,930.00, for a revised total contract expenditure of $2,708,890.00.

Funding for this award to be encumbered by account AFIT537-03410, to be executed by contract amendment (contract 9494-01) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Previous Awards

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Ken Lathrop, Division Chief and Chief Information Officer, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE 1/10/19

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 1/10/19

APPROVED

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0386-15

OPEN DATE: 03/11/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second (2) of three (3), one (1) year renewal options with EMTEC, Inc., to continue providing Managed Desktop Services for the Information Technologies Division. The period of service will be July 1, 2018 through June 30, 2019. Total annual expenditure requested for this period not-to-exceed $617,910.00, for a revised contract expenditure of $2,512,870.00.

Funding for this award to be encumbered by account AFIT531CSCS-03410 to be executed by contract amendment (contract 9494-01) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Vendor Letter, Previous Awards

BUYER: CHELSEY FLEMING

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Ken Lathrop, Division Chief and Chief Information Officer, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE 6/21/18

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 6/21/18

APPROVED

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mouse
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0386-15

OPEN DATE: 03/11/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award (contract No.9494-01) to EMTEC Inc. in the amount of $156,000.00 for Managed Desktop Services through June 30, 2017. Revised funding for year two of the contract not-to-exceed $690,000.00.

Recommend approval to utilize the first (1) of three (3), one year renewal options with EMTEC, Inc., to continue providing Managed Desktop Services for the Information Technologies Division. The period of service will be July 1, 2017 through June 30, 2018. Total annual expenditure requested for this period not-to-exceed $650,000.00, for a revised contract expenditure of $1,894,960.00.

Increase through June 30, 2017	$156,000.00.
First Renewal Option - July 1, 2017 through June 30, 2018	$650,000.00.

Funding for this award to be encumbered by account AFIT531CSCS-03410 to be executed by contract amendment (contract 9494-01) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Vendor Letter, Copy of Contract, Previous Awards

BUYER: CHELSEY FLEMING

RESPECTFULLY SUBMITTED
GREGORY FEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Ken Lathrop, Division Chief and Chief Information Officer, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE

OTHER

ACTION AWARDING A

APPRO

OTHER

SIGNAT

SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0386-15

OPEN DATE: 03/11/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend award dated April 23, 2015 to increase contract No.9494-01 to EMTEC Inc. for Managed Desktop Services The initial period of services was from date of the executed contract, July 1, 2015 thru June 30, 2017. Total estimated increase not to exceed $581,000.00. Total expenditure not to exceed $1,088,960.00.

Increase thru June 30, 2016	$47,000.00.
Increase for July 1, 2016 thru June 30, 2017	$534,000.00.

Period of service is two (2) year from date of executed contract with three (3) one (1) year renewal options. Total estimated annual expenditure not-to exceed $507,960.00

Funding for this award to be encumbered by account ahl531csc5- 03410 to be executed by Amendment one (1) to Contract No 9494-01 through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Copy of Contract, Previous Awards

BUYER: KATHY NASWORTHY

RESPECTFULLY SUBMITTED

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Ken Lathrop, Division Chief and Chief Information Officer, Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE 5/5/16

OTHER ____

ACTION OF AWARDING AUTHORITY DATE 5/06/16

APPROVED ✓ DISAPPROVED ____

OTHER

SIGNATURE OF AUTHENTICATOR

SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0305-15

OPEN DATE: 03/11/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Approval was granted on April 9, 2015 to enter into negotiations with EMTEC, Inc Negotiations commenced on April 13, 2015 concluding April 15, 2015. Pricing remained the same with EMTEC agreeing to provide added value to specific services during negotiation (Attachment A). Recommend approval of award to the responsive, responsible bidder. EMTEC Inc , to provide Option Three (3) for Managed Desktop Services. Period of service is two (2) year from date of executed contract with three (3) one (1) year renewal options. Total estimated annual expenditure not-to exceed $507,950.00

Funding for this award to be encumbered by account OPITS31CS – 03410 to be executed by formal contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation; Evaluation Matrix; Scoring Sheet; Contract Negotiation Notes

BUYER: KATHY NASWORTHY

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Blake Mohan, Division Chief and Chief Information Officer, Internal Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE 04/22/

OTHER ____

ACTION OF AWARDING AUTHORITY DATE

APPROVED ____ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____