

# M Management Committee

Meeting date: October 28, 2009

## ADVISORY INFORMATION

**Date:** October 28, 2009

**Subject:** 2010 Sole Source Procurement of Maintenance Services for Software and Hardware

**District(s), Member(s):** All

**Policy/Legal Reference:** Council Policy 3-3 Expenditures – Procurement of Goods and Services over \$250,000

**Staff Presented:** Micky Gutzmann, Manager, Contracts and Procurement, 602-1741 Dave Hinrichs, CIO, 602-1443

**Division/Department:** RA – Information Services / Dave Hinrichs, 602-1443

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to make ongoing maintenance 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 2010 [Information Services Sole Source Vendor List](#) up to the amount listed.

### Background

Computer hardware and software purchased by the Council requires ongoing maintenance 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."

The software and hardware services on the attached list are greater than \$250,000 in total and thus require Council approval. 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 and more efficient administration.

### Funding

Purchases will generally be made by purchase order of previously executed maintenance agreements. 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

Authorization to purchase these types of services on a sole source basis is requested annually. This request provides for the authorization of an updated list of Information Services vendors for 2010.