

AGENDA ITEM

SEPTEMBER 702
IFB Award Authorization

DATE: September 10, 2010

TO: Members, Board Operations Committee
Members, Board of Governors

FROM: Information Technology

SUBJECT: IFB Contract Authorization – Network Printer Refresh Project

EXECUTIVE SUMMARY

Under Board Policy, Tab 17 [Control Policies & Procedures], Article 3 [Contracts], Section 2 [Authority], contracts in excess of \$75,000 involving consulting services, capital equipment, or technology purchases must be authorized by the Board of Governors. Authority is sought here to proceed with the contracts described in this item.

BACKGROUND & GOVERNING AUTHORITIES

Tab 17 [Control Policies & Procedures], Article 3 [Contracts], Section 2 [Authority] of the Board's Policy Book states as follows:

“No contracts or consulting services, capital equipment, or technology purchases exceeding \$75,000 may be entered into, by or on behalf of the State Bar unless authorized by the Board of Governors. Any future amendments to a contract originally below the \$75,000 threshold that will result in bringing the total contract amount to this level will also require Board approval.”

Exempted are those contracts associated with the normal operations of the Bar including but not limited to site agreements, Admissions consultants, IOLTA and Equal Access grant distributions, and other routine contracted services exceeding \$75,000.

“Also exempted are cases of emergency where purchases necessary for the immediate preservation of the public health, welfare or safety, or protection of State Bar employees or property provided the details justifying an emergency contract and other supporting documentation be reported to the Board at its next schedule meeting.”

This policy was recently adopted as amended by the Board of Governors at its March, 2010 meeting.

In 2008, utilizing \$1.5M of funding provided by the Special Assessment of \$10 per active member, the Information Technology Department (IT) of the State Bar commenced on a much needed technology refresh initiative. These funds are being used to modernize the State Bar's obsolete computer systems and networking infrastructure, improve our ability to move information and data within and between our facilities and to the Internet, thereby ensuring continued access and availability of services for the public, State Bar members, and Bar employees.

ISSUE

IT is continuing much needed upgrades to the State Bar technology infrastructure, as well as its application services. Authority is sought to proceed with the State Bar's regular Procurement Process on the following Invitation for Bid (IFB) below:

1. Printing Refresh Project - Invitation for Bid (IFB)

Description:

The State Bar utilizes approximately 120 Hewlett-Packard (HP) network printers in the San Francisco and Los Angeles offices. Most of these printers are at their end-of-life and end-of-support, and maintenance and support costs have increased on a per unit basis. In August 2010, an IFB (see attachment A) for the Printer Refresh Project was posted on the bar's web site to solicit bids for 83 HP network printers, and 3 years of extended warranty. The replacement printers are faster, produce better quality output, possess enhanced document security, and are Energy Star rated for reduced power consumption, which is consistent with the bar's Green Initiative.

Vendor proposals were received in mid-August, reviewed and scored. Technology Integration Group (TIG) was the most responsive bidder, submitting the lowest cost proposal of \$98,527.31.

CONCLUSION

Authority to proceed with the IFB award is requested. It is recommended that the Board authorize the IFB described above.

FISCAL / PERSONNEL IMPACT:

The budget impact is as set forth in the item.

RULE AMENDMENTS:

None.

BOARD BOOK/ ADMINISTRATIVE MANUAL IMPACT:

None.

PROPOSED BOARD COMMITTEE RESOLUTION

If the Board Committee concurs with the recommendation, adoption of the resolution below would be in order.

RESOLVED, that the Board Operations Committee recommends that the Board of Governors authorize staff to proceed with the IFB identified in the item before the committee this date, within the parameters set forth.

PROPOSED BOARD RESOLUTION:

Should the Board concur with the Board Committee's recommendation, adoption of the following resolution would be in order.

RESOLVED, that upon the recommendation of the Board Operations Committee, the Board of Governors authorizes staff to proceed with the IFB identified in the item before the Board this date, within the parameters set forth.