

TUSD

Tucson Unified School District

Purchasing Department

1010 E. 10th Street

Tucson, AZ 85719

(520) 225-6080

Fax Number: (520) 225-6082

MEMORANDUM

DATE: 09/20/13

TO: File

FROM: Kevin Startt
Director of Purchasing

Subject: Executive Summary – Cooperative Purchase 14-60-14
ADE Technology PARCC Grant Purchase of Computer Equipment, Software, and Headsets

Dept.: Technology Services

Date Issued: 09/16/13

BACKGROUND

The School Improvement Department, along with the Office of Curriculum and Professional Development, applied for and have been offered an Arizona Department of Education (ADE) Grant, entitled the 2013 SIG Technology PARCC Upgrade. This grant will be used for computer equipment, software and headsets for three TUSD schools: Palo Verde, Project More and Rincon. Technology Services provided Purchasing with the computer equipment and headphone specifications.

In order to obtain the best pricing, and due to the time sensitive nature of encumbrance expressed in the ADE grant, we issued a mini-bid rather than undergoing a full RFP process. Contracted vendors, from both State of Arizona and Cooperative contracts, were asked to provide written estimates. World Wide Technology, an authorized Hewlett Packard dealer, Dell and CDW-G, an authorized Lenovo dealer, provided written estimates for the required computer equipment, software and mobile computer carts. Troxell Communications, CDW-G, and Safari Micro provided written estimates for the required headsets.

EVALUATION

A committee was formed to evaluate the written estimates. The committee was comprised of the following members:

Teri Bambauer, TS Systems Analyst
Jeffery Tobin, TS Field Specialist
Bob Kramer, Ed Tech Integration Specialist

On September 19, 2013, the committee met and reviewed the written estimates from the contracted vendors (3 vendors for the computer equipment and carts, and 3 vendors for the headsets). The committee first discussed the written estimates for the computer equipment, software and mobile computer carts. General discussion of the estimates included pricing, service and warranty, and equipment specifications to meet the District's requirements, based on the quantities and specifications given by School Improvement from their ADE Grant Application. The committee then reviewed and discussed the written estimates for the headsets.

AWARD RECOMMENDATION:

Based on the committee discussions and review of the written estimates, the committee recommended that award be made to World Wide Technology (WWT), an authorized Hewlett Packard dealer, for the purchase of the Computer Equipment, Software and Mobile Computer Carts. The committee also recommended that award be made to Safari Micro for the purchase of the Headsets. WWT is currently a State Contracted vendor and Safari Micro is a Mohave Educational Services Contracted vendor. Both of these contracted vendors submitted pricing under the terms and conditions of their respective State and Cooperative contracts.

I agree with the committee's recommendation to purchase the computer equipment using WWT through the State contract and the purchase of the headsets using Safari Micro through the Mohave Educational Services contract. Both contracted vendors offered estimates with lowest pricing for the specified equipment. I attest that the cooperative procurement process is being conducted in accordance with Arizona Administrative Code R7-2-1191(Cooperative Purchasing Authorized) and all applicable Tucson Unified School District rules and regulations. Purchasing staff has performed the due diligence on these State and Cooperative contracts and have approved them for use by the District. I have determined that the pricing is fair and reasonable.