



## Cover Memorandum/Staff Report

File #: 20-407

Agenda Date: 7/7/2020

Item #: 6.K.3.

**TO:** Mayor and Commissioners  
**FROM:** Jay Stacy, Information Technology Director  
**THROUGH:** Jennifer Alvarez, Interim City Manager  
**DATE:** July 7, 2020

APPROVAL OF RESOLUTION NO. 103-20 TO AWARD AN AGREEMENT TO INSIGHT PUBLIC SECTOR, INC., FOR PURCHASE OF TECHNOLOGY PRODUCTS, SERVICES AND SOLUTIONS; UTILIZING COUNTY OF FAIRFAX, VIRGINIA SOLICITATION NO. 2000001701 - \$300,000

**Recommended Action:**

Motion to approve Resolution No. 103-20 to award an Agreement to Insight Public Sector, Inc., for the purchase of technology products, services and solutions in the estimated amount of \$300,000 through April 30, 2021, of which \$100,000 is budgeted for FY2020, utilizing the County of Fairfax, Virginia Solicitation No. 2000001701, and authorize the City Manager to approve renewal options, in the amounts below, contingent on appropriations of funds.

**Background:**

On May 1, 2016, the County of Fairfax, Virginia awarded a three (3) year Agreement for technology products, services and solutions to Insight Public Sector, Inc., with the option to renew the Agreement for four (4) additional, one (1) year periods or any combination of time equally not more than four (4) years. On July 23, 2018, the County renewed the Agreement for two (2) years, effective May 1, 2019 through April 30, 2021.

The Information Technology Department has an ongoing need to purchase computer equipment, software, maintenance, and services. Insight Public Sector represents the majority of manufacturers used by the department for that purpose. The County of Fairfax Agreement provides best available pricing while saving time and money in the procurement process.

Should the City exercise the renewal options provided in the Agreement, the cumulative Agreement value is provided below.

Estimated Contract Value		
Contract Term	Upon full execution - April 30	\$300,000
Renewal Term 1	May 1, 2021 - April 30, 2023	\$600,000
Total Estimated Contract Value:		\$900,000

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding is available from Accounts:

001-16-000-516.31-90, Professional Services

001-16-000-516.46-15, Service Equipment Maintenance

001-16-000-516.46-40, Other Repair Maintenance

001-16-000-516.51-20, Office Equipment < \$5,000

001-16-000-516.51-25, Computer Software

001-16-000-516.54-11, Subscriptions

Other Department Accounts

**Time Sensitive:**

No time sensitivity concern.