

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.17
(ID # 13128)**

MEETING DATE:
Tuesday, September 15, 2020

FROM : PUBLIC SOCIAL SERVICES:

SUBJECT: DEPARTMENT OF PUBLIC SOCIAL SERVICES: Ratify and Approve Purchase Order No. 20-0009722 for the Emergency Procurement of Certain HP Computer Hardware from Golden Star Technology Inc. for a One-time Purchase. [All Districts] [Total Cost \$1,575,838; 50.6% Federal, 15.6% State, 29% Realignment, 4.7% General Fund, 0.2% Other]

RECOMMENDED MOTION: That the Board of Supervisors:

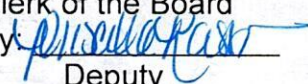
1. Ratify and approve Purchase Order No. 20-0009722 for a one-time emergency procurement of certain HP computer hardware from Golden Star Technology Inc. for a total of \$1,575,838.

ACTION:Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: September 15, 2020
xc: DPSS

Kecia R. Harper
Clerk of the Board
By 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 1,575,838	\$ 0	\$ 1,575,838	\$ 0
NET COUNTY COST	\$ 73,749	\$ 0	\$ 73,749	\$ 0
SOURCE OF FUNDS: 50.59% Federal; 15.59% State; 4.68% General Fund; 28.95% Realignment; 0.19% Other			Budget Adjustment:	No
			For Fiscal Year:	19/20

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

As part of an annual process to address newly hired staff and replace aged out equipment, the Department of Public Social Service (DPSS) had planned an IT hardware purchase for FY19/20 in alignment with RCIT-approved technology standards, and had obtained prior approval from RCIT and the Technology Standards Oversight Committee via the County's H-11 process. This planned purchase was set to be procured via Request for Quotation; however, the COVID-19 pandemic necessitated a more expeditious procurement.

On March 26, 2020, the department made the IT hardware purchase in response to the County's Executive Orders regarding the COVID-19 pandemic, as equipment was necessary to support the rapid transition of onsite DPSS staff to telework in order to avoid disruption to essential services. The purchase was a critical business need for DPSS staff to support ongoing operations, maintain productivity, and provide continued customer service to Riverside County's most vulnerable populations. Keeping staff safe while maintaining delivery of vital services during COVID-19 necessitated selection of Golden Star Technology (GST), which was the other than low bidder, as GST provided the shortest turnaround time for order fulfillment and delivery.

Impact on Residents and Businesses

DPSS continues to provide support to vulnerable individuals in our communities during the COVID-19 pandemic. The emergency purchase of this IT hardware has allowed DPSS to continue service provision, thereby ensuring the safety and welfare of those in need in our community.

Additional Fiscal Information

This one-time purchase was budgeted through the Countywide budget process therefore no budget adjustment is needed.

Contract History and Price Reasonableness

The emergency procurement was initiated as a result of the COVID-19 pandemic. Pursuant to the Emergency Services Emergency Procurement Order dated March 26, 2020, the competitive bidding process was suspended for necessary goods and services immediately

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needed in the County of Riverside's operations for the preservation of life and property during the existence of the Local Emergency in the County of Riverside regarding COVID-19.

Prior to COVID-19, DPSS Purchasing had obtained bids from three pre-qualified IT vendors – GST, Netsync and Sehi Computer - for 200 desktop computers, 555 HP Elite books, 960 – 21.5" monitors, 500 - 17" monitors, and 50 – 24" monitors. Post COVID-19, the second-lowest bidder, GST, was chosen based on lead times and specific product availability.

ATTACHMENT.

ATTACHMENT A. Emergency Procurement Form

ATTACHMENT B. H-11

ATTACHMENT C. Purchase Order 20-0009722


Jennifer Claar, Managing Director of DPSS 8/31/2020


Marcus Maltese 9/9/2020


Gregory H. Priarios, Director County Counsel 9/2/2020

COVID-19 Emergency Procurement Form For Information Technology (IT) Procurements

In response to the COVID-19 pandemic, the Emergency Service Director has authorized the temporary lifting of procurement guidelines that require obtaining three quotes for purchases over \$5,000 that are **directly related to providing a safe and secure environment for the protection of the public and employee health.**

COVID-19 emergency procurements shall be defined as materials, supplies, equipment or services that are directly related to activities in response to the COVID-19 pandemic.

Standardized IT computer hardware or software:

This form is to be utilized by departments to **report** procurements of computer hardware and software over \$5,000 that follow TSOC approved standards. Completion and submittal of this form must occur within 48 hours of the purchase.

Non-Standardized computer hardware or software:

This form is to also be utilized to seek approval by RCIT for non-standardized computer hardware and software purchases over \$5,000 **prior to the procurement.**

Departments may not misuse this temporarily suspension of procurement guidelines and purchase items that are not related to the COVID-19 pandemic without seeking competitive bids or secured through awarded contracts.

Complete the following information for reporting of purchases over \$5,000 and submit to Purchasing – Emergency Procurement form at purchasing-epf@rivco.org. You will be notified the same day if the purchase is approved.

Agency/Department: DPSS Purchasing Total Dollar Amount: \$1,575,838.67

Department Contact Name: Richard Sandoval Contact Phone: 951.358.5098

Vendor Name: GST

Date of Purchase: March 26, 2020

Does this purchase comply with IT equipment standards? Yes No

Provide a brief summary of the materials, equipment, and/or services purchased. Attach a copy of the quote.

Qty. 500 - 17" monitors, Qty. 50 -24" HP monitors, Qty. 960 - 21.5" monitors , Qty. 555 - HP Elite books, QTY. 200 -

HP Desktop Computer - all were verified as RCIT standard equipment. In response to the County's Executive Orders and the COVID-19 pandemic, this equipment was purchased to expeditiously deploy telecommuting for DPSS employees to prevent interruptions in essential services to the community.

By signing this form, you are confirming that this purchase is in response to the COVID-19 pandemic.

 Director 4-30-20
Department Head or designee Signature Title Date



DPSS TECHNOLOGY PROCUREMENT FORM (TPF)

To be completed for all departmental purchases of IT systems, services or renewals

Tracking Number for
Internal Use Only

PR 2020-09948

REQUESTED PURCHASE: FY 19/20 Hardware Buy #1

DEPARTMENT/AGENCY: DPSS-Admin

CONTACT NAME/PHONE: Corey Taylor

PURCHASE REQUEST: NEW EQUIPMENT/SERVICES UPGRADE REPLACEMENT

PURCHASE TYPE: PROFESSIONAL SERVICES SOFTWARE HARDWARE RENEWAL

DESCRIBE REQUESTED PURCHASE	<p>DPSS/CWS Desktops: (250) x \$850.00 = \$212,500.00 DPSS/CWS Monitors: (1560) x \$200.00 = \$312,000.00 DPSS/CWS Laptops: (640) x \$1,500.00 = \$960,000.00</p> <p>Total Cost \$1,484,500.00 See attached breakdown for further allocation breakdown.</p>
BUSINESS NEEDS ADDRESSED	<p>Hardware equipment needed for refresh, Net New Requests, and Break Fix inventory-department wide.</p> <ul style="list-style-type: none"> -Refresh- Aged equipment that has reached end of life (EOL). -Net New- ASD, CSD, Self Sufficiency, and Admin net new requests. -Break Fix- Replenish inventory
<p>ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY? <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> UNKNOWN</p>	
BUSINESS CRITICALITY	BUSINESS IMPACT (SELECT ALL THAT APPLY)
<input checked="" type="checkbox"/> Run the business <input checked="" type="checkbox"/> Grow the business <input type="checkbox"/> Transform the business	<input checked="" type="checkbox"/> Support current operations <input type="checkbox"/> Reduce expenses <input checked="" type="checkbox"/> Improve Customer Service <input checked="" type="checkbox"/> Improve Operational Efficiencies
Business Risks	<p>Financial: _____</p> <p>Operational: <u>Without equipment Dept is unable to complete work</u></p> <p>Customer: _____</p>
Alternative Solutions	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
TRANSACTION	<input type="checkbox"/> Cash Purchase <input type="checkbox"/> Lease Purchase Lease Years: _____
Hardware \$	Cost Benefit Analysis

Cont for 12/27/19

12/24/19

My Car. SS: 3220



DPSS TECHNOLOGY PROCUREMENT FORM (TPF)

To be completed for all departmental purchases of IT systems, services or renewals

Tracking Number for Internal Use Only

		ALTERNATIVE STATUS QUO	ALTERNATIVE	ALTERNATIVE
Software: \$ _____	Current Annual Cost			
	Ongoing Annual Cost			
Labor: \$ _____	Annual Cost Savings			
	Net Annual Savings			
Total Cost: \$ _____	Project Implementation Cost			
	Project Payback Period? Yrs.			

FISCAL USE ONLY

PURCHASE COST FOR FISCAL YEAR: 19/20

Budgeted Unbudgeted*

*If unbudgeted, are funds available to cover cost?

Yes No

Budget Review By: Yobani Ortiz

Date: 1/6/2020

Advance Planning Document (APD)

APD Type:

Maintenance & Operations (M & O)

New Development (requires new APD)

APD #: DPS MND PLAN 19200

APD Review By: Yobani Ortiz

Date: 1/6/2020

Supplemental Information:

[Signature]
Director and/or Assistant Director Signature:

1/30/20
1/28/20
Date:

Summary - PO 20-0009722

PO/Reference No. 20-0009722

Vendor GST

General Information

PO/Reference No. **20-0009722**
 Revision No. 0
 Priority Urgent
 Vendor Name GST
 Address 12881 166th Street
 Cerritos, CA 90703 US
 Phone +1 562-345-8700
 Purchase Order Date 3/26/2020
 Total 1,575,838.67 USD
 Requisition Number 131080281
 Internal Note Emergency hardware purchase for FY 19/20 PR2020-09948
 Quote# 070117. Hardware equipment needed or refresh, net new requests, and break fix inventory-department wide.
 PO Clauses
no clause
 PO Type REGG
 Regular Purchase Order for One-time Purchase of Goods
 PO BU DPARC
 Dept of Public Social Services
 Is this expected to be a recurring purchase? *no value*
 Tax Code SC8
 8.75% TAX RATE

Contact Information

Owner Name Corey Taylor
 Owner Phone +1 951-358-3390
 Owner Email CTaylor@RIVCO.ORG

Shipping Information

Ship To

Corey Taylor
 Fl/bldg: 2
 DPSS Asset Group
 DPSS Asset Group
 731 Palmyrita Ave
 Riverside, CA 92503
 United States

ShipTo 6488-37209
 Address
 Code

Delivery Options

Expedite
 Ship Via Best Carrier-Best Way
 Requested Delivery Date

Billing/Payment

Bill To

Contact Line 1 Accounts Payable
 DPSS County of Riverside Admin Services
 10281 Kidd St 1st Floor
 Riverside, CA 92503
 United States

BillTo 6205-37203
 Address
 Code

Billing Options

Accounting Date 3/25/2020
 Payment Terms 0% 0, Net 30
 F.O.B.

Distribution Information

Supplier Information

Distribution Methods

The system will distribute purchase orders using the method(s) indicated below:

Email (HTML Body) *riverside@gstes.com, almgomez@rivco.org*

Distribution options have been overridden for this PO

Rolled Blanket Order *no value*

Distribution Options

Vendor Terms and Conditions *116-200 General Conditions.pdf (212k)*

Order acceptance instructions *no order acceptance instructions*

Supplier Information

Contract *no value*

Account Code

Pricing Code

Quote number *070117*

Note to Vendor *RUSH Order for Quote# 070117 dated 3/23/20*

Attachments for vendor

Accounting Codes

GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type	Category
RIVCO COUNTY OF RIVERSIDE	<i>no value</i>	10000 General Fund	5100114400 Technology & Support Services	<i>no value</i>	<i>no value</i>	RIVCO COUNTY OF RIVERSIDE	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>

Accounting Codes Values vary by line.

Line Item Details

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ✓ 4WG22AV - HP IDS DSC i7-8665U 840 G6 Base NB PC	4WG22AV	EA	1,884.85 USD	555 EA	1,046,091.75 USD

Accounting Codes values have been overridden for this line

Taxable
 Capital Expense
 Commodity Code 20400 Computer Hardware And Peripher
 Asset Profile ID *no value*
 Requisition Number 131080281
 External Note *no note*
 Attachments for vendor
 Internal Note *no note*
 PO Clauses
no clause

2 ✓	7LL86UT#ABA	EA	1,058.40 USD	200 EA	211,680.00 USD
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**7LL86UT#ABA - HP
 EliteDesk 800 G5
 Desktop Computer
 - Core i7 i7-9700 -
 16 GB RAM - 512
 GB SSD - Small
 FormFactor -
 Windows 10 Pro
 64-bit - Intel
 UHDGraphics 630 -
 DVD-Writer -
 English Keyboard**

Accounting Codes values have been overridden for this line

Taxable	✓	Requisition	131080281
Capital	✗	Number	
Expense		External Note	<i>no note</i>
Commodity	20400	Attachments for vendor	
Code	Computer Hardware And Peripher	Internal Note	<i>no note</i>
Asset Profile	<i>no value</i>	PO Clauses	
ID			<i>no clause</i>


3 ✓ 1FH49A8#ABA - 1FH49A8#ABA EA 192.03 USD 50 EA 9,601.50 USD
**HP Business E243i
 24" WUXGA LED
 LCD Monitor
 -16:10 - 1920 x
 1200 - 300 Nit - 5
 ms - HDMI - VGA
 -DisplayPort**

Accounting Codes values have been overridden for this line


Taxable	✓	Requisition	131080281
Capital	✗	Number	
Expense		External Note	<i>no note</i>
Commodity	20400	Attachments for vendor	
Code	Computer Hardware And Peripher	Internal Note	<i>no note</i>
Asset Profile	<i>no value</i>	PO Clauses	
ID			<i>no clause</i>


4 ✓ 1FH45A8#ABA - 1FH45A8#ABA EA 129.03 USD 960 EA 123,868.80 USD
**HP Business E223
 21.5" Full HD LED**

LCD Monitor -16:9
- 1920 x 1080 - 250
Nit - 5 ms - HDMI -
VGA -DisplayPort



 Accounting Codes values have been overridden for this line


Taxable	✓	Requisition	131080281
Capital	✗	Number	
Expense		External Note	<i>no note</i>
Commodity	20400	Attachments for vendor	
Code	Computer	Internal Note	<i>no note</i>
	Hardware And	PO Clauses	
	Peripher		
Asset Profile	<i>no value</i>		<i>no clause</i>
ID			

5 ✓ **5RD64A8#ABA - 5RD64A8#ABA EA 96.07 USD 500 EA 48,035.00 USD**
HP P174 17" SXGA
LED LCD Monitor -
5:4 - Black
-Twisted nematic
(TN) - 1280 x 1024
- 250 NitTypical - 5
ms On/Off - 60 Hz
Refresh Rate - VGA


 Accounting Codes values have been overridden for this line


Taxable	✓	Requisition	131080281
Capital	✗	Number	
Expense		External Note	<i>no note</i>
Commodity	20400	Attachments for vendor	
Code	Computer	Internal Note	<i>no note</i>
	Hardware And	PO Clauses	
	Peripher		
Asset Profile	<i>no value</i>		<i>no clause</i>
ID			


6 ✓ **E-Waste-4-14 - E- Waste Fee - More E-Waste-4-14 EA 4.00 USD 555 EA 2,220.00 USD**
than 4 inches but
less than 15 inches


 Accounting Codes values have been overridden for this line

Taxable	✓	131080281
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Capital Expense	x	Requisition Number
Commodity Code	96100 Miscellaneous Services, No. 1	External Note <i>no note</i>
Asset Profile ID	<i>no value</i>	Attachments for vendor
		Internal Note <i>no note</i>
		PO Clauses
		<i>no clause</i>

7 ✓ **E-Waste-15-34 - E-Waste-15-34 EA 5.00 USD 1,510 EA 7,550.00 USD**
Waste Fee - E-Waste-15-34 At least 15 inches but less than 35 inches


 Accounting Codes values have been overridden for this line

Taxable	✓	Requisition Number	131080281
Capital Expense	x	External Note	<i>no note</i>
Commodity Code	96100 Miscellaneous Services, No. 1	Attachments for vendor	
Asset Profile ID	<i>no value</i>	Internal Note	<i>no note</i>
		PO Clauses	
			<i>no clause</i>

Shipping, Handling, and Tax charges are calculated and charged by each vendor. Subtotal **1,449,047.05**
 The values shown here are for estimation purposes, budget checking, and workflow approvals.

Sales Tax	126,791.62
Use Tax	0.00
Shipping	0.00
Handling	0.00
Total	1,575,838.67 USD