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**STAFF REPORT: Finance & IT Services**



**REPORT TO:** Finance & Administration  
**MEETING DATE:** Tuesday, March 20, 2012  
**REPORT NO.:** FIT.12.11  
**SUBJECT:** Standardization and Cooperative Purchasing of Computers under OECM Contract  
**PREPARED BY:** Cathy Bailey, IT Coordinator, Sherri Adams, Manager of Purchasing

**A. Recommendations**

THAT Council receive Staff Report FIT.12.11 “Standardization and Cooperative Purchasing of Computers under OECM Contract”; and,

THAT Council approve the Town’s participation in the Ontario Educational Collaborative Marketplace (OECM) contract for the purchase of desktop and notebook computers for the initial contract term of three (3) years; and,

THAT Council approve the standardized use of Dell desktop and notebook computers as described for the OECM initial contract term of three (3) years; and,

THAT Staff purchase desktop and notebook computers within the approved IT Department Continuous Improvement budget.

**B. Background**

The Town’s “Purchasing of Goods and Services Policy POL.COR.07.05” allows for cooperative purchasing and standardization with Council approval.

OECM issued a competitive bid for Desktop Technology Products & Services in 2011. Dell was awarded the contract for an initial term of three (3) years beginning January 24, 2012. OECM has the option to extend the Agreement on the same terms and conditions for up to two (2) additional one-year terms.

OECM extended the terms and conditions of the contract to all of the Broader Public Sector (BPS). Municipalities are a member of the BPS, and as such are entitled to enjoy the cost savings of this contract.

Staff is satisfied that entering into a contract with Dell as defined by the OECM master agreement, would be beneficial to the Town. Having the same manufacturer, distributor and service organization for all of our units helps Staff as follows:

- familiarity for IT Staff for setup and configuration of desktop and notebook computers;
- one contact for service;

- one contact for placing computer orders during the year; Dell has made the ordering process extremely easy to manage and operate for IT Staff;
- Dell is adding value added services to the contract for free, including imaging and installation of computers on staff desks.

Taking part in the Dell/OECM contract means:

- Making use of provincial buying power through their competitive bidding processes.
- Service on most of the units is provided by Microage in Owen Sound.
- Increased administrative efficiencies managing the purchase and service contracts.
- There is no commitment under the terms of the contract to purchase any specific number of desktop or notebook computers during the term of the contract. We can purchase as many units as we require, based on the Town's annual capital budget or replacement need, during the term of the contract.

### **C. The Blue Mountains' Strategic Plan**

Strategic Goal 6 - Provide a strong, well managed municipal government.

### **D. Environmental Impacts**

Dell is committed to only supply computers that are ENERGY STAR, Electronic Product Environmental Assessment Tool (EPEAT) qualified. All computers supplied will have an EPEAT rating of silver or above.

### **E. Financial Impact**

Dell is providing pricing discounts under this contract from 36% to 45% off their Canadian web site prices. This pricing is slightly less than quotations received in previous years.

Desktop and notebook computers will be purchased under this contract within the approved IT Department Continuous Improvement budget. Consideration will be given to a small reduction of 2013 and 2014 budgets to account for contract savings.

### **F. In Consultation With**

N/A

### **G. Attached**

N/A

Respectfully submitted,

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Cathy Bailey, IT Coordinator

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Robert Cummings, Director Finance & IT Services

For more information, please contact:

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