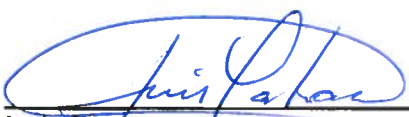


REPORT OF THE PRESIDENT AND CEO

MARCH 29, 2018

RESOLUTION AUTHORIZING THE PRESIDENT AND CEO TO EXECUTE A CONTRACT WITH INSIGHT PUBLIC SECTOR, INC., FOR A THREE-YEAR TERM WITH TWO ONE-YEAR OPTIONS FOR RENEWAL FOR A TOTAL AMOUNT NOT-TO-EXCEED \$1,550,000 TO PURCHASE MICROSOFT SOFTWARE PRODUCTS AND LICENSES

*For*  
  
\_\_\_\_\_  
Douglas Guthrie  
President and CEO

  
\_\_\_\_\_  
Luis Yataco  
I.T. Director

**Request:** Authorize the President and CEO to approve a contract with Insight Public Sector Inc. ("Insight") for a three-year term with two one-year options for renewal for a total amount not-to-exceed \$1,550,000 for the purchase of Microsoft software products and licenses

**Funding:** The Chief Administrative Officer confirms that the necessary funds are available and included in the Housing Authority of the City of Los Angeles'("Authority") 2018 operating budget and will be budgeted in future years as required.

**Purpose:** The proposed purchase orders will provide the Authority with software licenses and products necessary for the operation of desktop computers and servers at a reduced cost.

**Issues:** Microsoft products are essential to the daily operations of the Authority. These software applications are used to operate personal computers, file storage systems, centralized computing resources, and for daily productivity. For example, the Microsoft Office suite includes Outlook, Excel, Word, PowerPoint, Access and other productivity tools. These are used for daily tasks such as email communication, scheduling, document publications, data collection, analysis, spreadsheets and charts. These tools are available in over 1,000 computing devices assigned to employees in all the offices of the Authority, computer labs and interview areas. In addition to productivity tools, other Microsoft products are used to operate a large volume of high capacity computing devices which make up the technology infrastructure needed by the Authority.

**Background:**The U.S. Department of Housing and Urban Development (HUD) encourages Housing Authorities to purchase items under existing contracts awarded by other public agencies through "cooperative purchasing" procedure to realize greater economy, efficiencies and

reduce costs.

On August 12, 2015, the County of Fairfax, Virginia issued a Request for Proposal ("RFP") 2000001701, via a national competitive procurement, for the purchase of the Microsoft products and licenses. The RFP satisfied all applicable solicitation standards and requirements.

Fairfax, Virginia served as the lead agency for the U.S. Communities Government Purchase Alliance (U.S. Communities). The solicitation was advertised nationally. Eighteen (18) suppliers responded to the RFP. As a result of that procurement, Insight Public Sector, Inc. was awarded contract 4400006644 ("Contract") with Fairfax, Virginia for the purchase of Microsoft Products. The U.S. Communities aggregates the purchasing power of more than 90,000 public agencies nationwide by offering Participating Public Agencies the ability to make purchases through existing, competitively solicited contracts between a supplier and a lead public agency. Each lead public agency awards its contract to a supplier after a competitive solicitation process designed to ensure that Participating Public Agencies receive the highest quality products and services at the lowest possible prices.

The Authority has found cooperative purchasing under this RFP to be the most economical and efficient means to procure such products. The Authority wishes to utilize County of Fairfax's Contract with Insight Public Sector Inc. to obtain the best terms and price available for the desired purchases. Insight offers a complete line Microsoft software licenses and products at a significant reduction of 15-20% lower than list price resulting in a savings of over \$300,000 for the Authority. As a result, the estimated cost for a potential 5-year term for Microsoft products and licenses for the Authority is \$1,550,000.

**Section 3:** To satisfy the Section 3 requirement, Insight Public Sector has partnered with Global Knowledge to provide Microsoft Office Training to HACLA's public housing residents. Global Knowledge has over 20 years of experience delivering IT training to various organizations. Customized trainings will be provided to HACLA residents virtually, to accommodate up to one hundred and twenty (120) students.

Attachments:

1. Resolution

**RESOLUTION AUTHORIZING THE PRESIDENT AND CEO TO EXECUTE A CONTRACT WITH INSIGHT PUBLIC SECTOR, INC., FOR A THREE-YEAR TERM WITH TWO ONE-YEAR OPTIONS FOR RENEWAL FOR A TOTAL AMOUNT NOT-TO-EXCEED \$1,550,000 TO PURCHASE MICROSOFT SOFTWARE PRODUCTS AND LICENSES**

**WHEREAS**, each year the Housing Authority's Information Technology (IT) Department conducts an analysis of the status of all software licensing and deployment; and

**WHEREAS**, the Housing Authority requires Microsoft software products and licenses; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) encourages Housing Authorities to purchase items under contracts awarded by other public agencies through a procedure called "cooperative purchasing"; and

**WHEREAS**, on August 12, 2015, the County of Fairfax, Virginia issued a Request for Proposal ("RFP") 2000001701, via a competitive national procurement, for the purchase of the Microsoft products and licenses. As a result of that procurement, Insight Public Sector Inc. was awarded of the contract; and

**WHEREAS**, the Authority desires to utilize County of Fairfax's Contract with Insight Public Sector Inc. Contract 4400006644 (the "Contract") to obtain the best terms and price available for the desired purchases; and

**WHEREAS**, the proposed software licenses and software upgrade purchases are estimated at an amount not-to-exceed \$1,550,000; and

**WHEREAS**, the Authority desires to continue the utilization of Microsoft software applications for its daily business operations and productivity; and


**WHEREAS**, the Chief Administrative Officer confirms that the necessary funds are available and included in the Authority's 2018 operating budget and will be budgeted in future years as required.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners authorizes the President and CEO to execute a contract with Insight Public Sector Inc. for an initial three-year term with two one-year options for renewal for a total amount not to exceed \$1,550,000 for the purchase of Microsoft software licenses and products.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

Approved AS TO FORM:  
**MICHAEL N. FEUER**  
City Attorney

HOUSING AUTHORITY OF  
THE CITY OF LOS ANGELES

BY:  \_\_\_\_\_  
General Counsel

BY: \_\_\_\_\_  
Chairperson

DATE: \_\_\_\_\_  
ADOPTED: