

**CONTRA COSTA COUNTY
MANDATORY COMPUTER CONTRACT TRANSMITTAL FORM**

Per Administrative Bulletin No. 616 (Acquisition of Computer Hardware, Software and Computer-Related Services), this contract transmittal form must be completed and accompany a request to purchase certain computer hardware, software or computer-related services.¹

Department: EHSD Date: **11/7/2014**

Authorized Requestor: Michael Roark Telephone: 7-3005

Authorized Requestor Signature: _____

1. Briefly describe the software/hardware/services, the purpose they will serve, and what business advantage will be gained by entering into the contract.
 - a. EHSD needs additional virtual server capacity to continue our physical server to virtual server migration. Our existing infrastructure of virtual servers is quickly approaching the system's capacity. Adding this additional capacity will enable EHSD to continue to grow its virtual server environment. This environment will enable EHSD to bring additional technology to our staff. This would include Video / Voice conferencing, Instant Messaging, Virtual Desktops.. ect. It is important as new technologies arrive on the market the EHSD is prepared to leverage them, this additional capacity will allow us too.
2. What is the anticipated term of the contract, including desired renewal terms?
 - a. The hardware will be purchased with maintenance renewed yearly.
3. Provide the contract payment limit and a description of the fees over the contract term, including a breakdown of all first-year fees (e.g., license fees, professional services, implementation fees, customization fees, hardware):
 - a. Hardware purchased is 92,851.48, Maintenance is \$5,956, Tax is 8,398.64 Shipping is 715.40 for a total of 107,921.52.
4. What type/types of agreements (software license, professional services, data hosting, hardware support, software support and maintenance) will document the acquisition?
 - a. A one year onsite 24x7x4 hardware support package is included.
5. Will the software be used by the public? If yes, describe the interface.
 - a. No: ☒ Yes: ☐ If Yes, explain interface: [Click here to enter text.](#)
6. Where will the services be performed?
 - a. Hardware and maintenance agreement only no services performed.
7. Is the vendor located offshore? No: ☒ Yes: ☐
8. Will the vendor use offshore partners or affiliates? No: ☒ Yes: ☐

¹ See Section IX of Administrative Bulletin 616.

9. Will the vendor be providing hosting services?: No: ☒ Yes: ☐

10. Identify any unique issues; i.e., security, business risks, regulatory issues, labor issues.
a. No unique issues exist, there are no regulatory or labor issues, and the vendor conducts businesses across the country, including governmental facilities.