

Contra Costa County California  
Employment & Human Services

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**MEMORANDUM**

**To:** Earl Maciel, ASA III, Contracts      **DATE:** October 8, 2014  
**FROM:** Michael Roark, IS Manager I      **Cc:**  
**SUBJECT:** Board Order Justification for Additional Computers

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Procurement of these 250 PCs reflects the hiring of additional staff and the upgrading of PCs in our training labs. These PCs are needed to complete the upgrade to Windows 7 and Office 2010.