

**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: 2/9/2015

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. 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.
2. What is the anticipated term of the contract, including desired renewal terms?
 - a. The software will be on-going 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 358,750.00 including 5yr maintenance, Tax of 30,323.75for a total of \$389,073.75.
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 software 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. Maintenance only no services performed.
7. Is the vendor located offshore? No: ☒ Yes: ☐
8. Will the vendor use offshore partners or affiliates? No: ☒ Yes: ☐
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 vender conducts businesses across the country, including governmental facilities.

¹ See Section IX of Administrative Bulletin 616.