

# South Bay Cities Council of Governments

October 28, 2021

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

SUBJECT: Computer Purchases for SBCCOG Staff

## **Adherence to Strategic Plan:**

*Goal D: Organizational Stability.* Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

## **SUMMARY OF REQUEST**

SBCCOG needs to purchase new laptops to accommodate existing and incoming staff needs, both for use in the office as well for teleworking.

## **BACKGROUND**

SBCCOG currently has an approved budget of \$6,200 allocated for fiscal year (FY) 2021 – 2022 to purchase computers for staff. This budget is used both to add computers for growing staff needs as well as replace older devices and hardware no longer supported by warranty. SBCCOG works with its I.T. managed services provider (SHARP) to acquire and maintain I.T. equipment (computers, for example). Specifically, SHARP ensures that SBCCOG's I.T. equipment is cybersecure and adequately supported by installing proprietary software. With the dynamism offered by teleworking and its accelerated adoption by SBCCOG due to the pandemic, demand for more laptops has become an organizational necessity.

Currently, SBCCOG's computer inventory is comprised mostly of desktops (13, many of which are accompanied by multiple monitors and videoconferencing equipment). While SBCCOG also possesses some laptops (6), there is a growing need for more to accommodate new and existing staff collaboration between office and teleworking spaces. Investing in laptops accommodates a mixed work environment that suits the organization's long-term goals and growth.

## **PROPOSED LAPTOP PURCHASE**

There are 5 staff members that have been identified that need near term accommodations. SBCCOG has worked with SHARP to identify the most cost-effective and capable laptops for staff needs. After consulting staff, needs included:

- Large screen with capability to connect to additional monitor
- Video camera and mic for audio/visual support (i.e. can participate in virtual meetings)
- Adequate RAM to seamlessly run software and operate virtually from the cloud
- Ample hard drive storage for software apps

SHARP has recommended Dynabook laptops (see attached for quote and device specs). SBCCOG has previously purchased from them. This recommendation is priced comparably to what this laptop model is listed for in the online marketplace. (Please note that online competitor pricing does not include warranty or Windows 10 Pro operating system, which is included in

SHARP's quote.) SHARP's unit price is \$1,069.00 (\$5,345.00 for 5) with a labor cost of \$165.00 per unit (\$825.00 for 5) for software installation and device configuration.

Please see table below for summary of staff and supplementary information regarding their needs:

| <b>Name</b>         | <b>Staff Type</b> | <b>Current Device</b> | <b>Specific Need</b>  |
|---------------------|-------------------|-----------------------|---|
| Martha Segovia      | ESA               | Organizational Laptop | Oldest organizational laptop needs to be replaced (no longer covered by warranty); works remotely and will need access to SHARP's help desk support |
| ESA 1 (to be hired) | ESA               | None                  | Works remotely and will need access to SHARP's help desk support  |
| Ronson Chu          | Program Manager   | Personal Laptop       | Works remotely and will need access to SHARP's help desk support  |
| Anne Youngdahl      | CivicSpark Fellow | None                  | Works remotely, contract requires organization to provide equipment and will need access to SHARP's help desk support                               |
| Shawn Fugioka       | CivicSpark Fellow | None                  | Works remotely, contract requires organization to provide equipment, and will need access to SHARP's help desk support                              |

**RECOMMENDATION**

Recommend Board approve purchase of laptops and associated labor costs not to exceed \$6,170.00.

Prepared by Chandler Shields.