

# INTERNAL SERVICES DEPT. PURCHASING & CONTRACTS BULLETIN

1100 N. Eastern Avenue  
Los Angeles, CA 90063

BULLETIN NO.

ISSUE DATE:

MAILING LISTS: 90-201

FOR INFORMATION: Christopher Lee  
323-267-2060

**ATTENTION: PROCUREMENT OFFICERS, SUPPLY OFFICERS, MATERIALS MANAGERS AND ALL CONCERNED**

**SUBJECT: CONSOLIDATED COMPUTER PURCHASE PROGRAM**

The following (1) provides a list of current Consolidated Computer Purchase Program (CCPP) agreement vendors, (2) explains the ISD, Office of Strategic Sourcing review process for requisitions that equal or exceed \$5,000, (3) summarizes Purchasing and Contract Services' (P&CS) purchasing requirements, (4) reviews fixed price validation, (5) clarifies the CCPP exemption request process and (6) defines the Employee Computer Purchase Program.

On June 19, 2007, the Board of Supervisors (Board) adopted the Consolidated Computer Purchase Program (CCPP) as the standard County business practice for acquisition of all Personal Computer (PC) device assets. The Board authorized the ISD, Office of Strategic Sourcing to review and approve exemptions to the CCPP.

This program enables the County to aggregate department PC purchases by standardizing on a limited number of PC technical configurations based on countywide requirements, and maximizing savings through economies of scale to obtain the lowest device cost. The configuration standards within each device category (i.e. desktop, laptop, tablet and monitor) were developed by a committee of technology staff from multiple departments. Pricing for these configurations were obtained via competitive solicitations.

**Item #1 –Current CCPP Agreements**

Below is a listing of current vendor agreements for the CCPP.

<b><u>Computer / Laptop / Monitor</u></b>						
The term of the Computer Agreements is June 27, 2022 through December 27, 2023, unless sooner terminated or extended, in whole or in part, by P&CS.						
Agreement No.	Agreement Vendor	Commodity - Brand	Contact for Placing Orders	E-mail	Telephone No.	Fax No.
MA-IS-2240252	Sterling Computers	Dell – Computer, Laptop, Monitor	Don Born	<a href="mailto:don.born@sterling.com">don.born@sterling.com</a>	310-614-0887	877-242-4074
MA-IS-2240253	Golden Star Technology (GST)	HP (Hewlett Packard) – Computer, Laptop, Monitor	Michelle Bain	<a href="mailto:mbain@gstes.com">mbain@gstes.com</a>	310-283-3164	562-345-8714
MA-IS-2240254	Technology Integration Group (TIG)	Lenovo – Computer, Laptop, Monitor	Li-Min Huang	<a href="mailto:li-min.huang@tig.com">li-min.huang@tig.com</a>	562-277-3240	714-995-4175
MA-IS-2240255	Zones Inc.	Microsoft – Computer, Laptop	Imran Yunus	<a href="mailto:imran.yunus@zones.com">imran.yunus@zones.com</a>	310-766-0124	253-288-6795

MA-IS-2240256	Zones Inc.	Viewsonic - Monitor	Imran Yunus	<a href="mailto:imran.yunus@zones.com">imran.yunus@zones.com</a>	310-766-0124	253-288-6795
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NOTE: You may view line item details of these Agreements by going to <https://camispnc.co.la.ca.us/lacoagreements>.

To avoid the unauthorized purchase of services, Departments should not rely solely on the word of the vendors' sales representatives that the desired PC or service is covered under these Agreements. Consult with the Purchasing and Contracts Analyst or Section Manager of the Technology Acquisition Section on any questionable service or PC requirements.

**Item #2 – ISD, Office of Strategic Sourcing Review Requirements**

Effective March 30, 2016, the ISD, Office of Strategic Sourcing will review and approve all CCPP equipment purchases whose total dollar value equals or exceeds \$5,000. Departments are to submit (1) ISD, Office of Strategic Sourcing Review Request Form and (2) Draft Purchase Requisition that must clearly identify and justify the items to be purchased. The ISD, Office of Strategic Sourcing will review these purchases to ensure alignment with the County Strategic IT Directions and approved departmental Business Automation Plans (BAP).

Departments shall submit the ISD, Office of Strategic Sourcing Review Request Form and Draft Purchase Requisition via email to [procurementreview@isd.lacounty.gov](mailto:procurementreview@isd.lacounty.gov). The ISD, Office of Strategic Sourcing Review Request Form can be accessed at: <https://lacounty.gov/business/doing-business-with-la-county/consolidated-technology-purchasing-programs>.

ISD, Office of Strategic Sourcing approval must be obtained prior to submitting an electronic requisition to ISD/Purchasing. Departments are directed to attach the approved ISD, Office of Strategic Sourcing Review Request Form to the electronic requisition submitted to ISD/Purchasing.

**Item #3 – P&CS Purchasing Requirements**

Departments can purchase standard CCPP equipment whose total dollar value is less than \$100,000 through the CCPP agreement vendors without the direct involvement of the Purchasing Agent. Departments that are purchasing standard CCPP equipment whose total dollar value is less than \$100,000 must comply with all requirements stated on Purchase Standard No. 1003 (3/03) – Department Instruction for Agreement or Vendor Specified Blank Purchase Orders. Failure to comply with the Purchase Standards may result in the cancellation of department's delegated authority to make purchases against these Agreements and/or the cancellation of your Blanket Purchase Orders.

All purchase requisitions for standard CCPP equipment whose total dollar value equals or exceeds \$100,000 must be submitted via an electronic requisition to ISD/Purchasing with the completed Brand Specific Justification Form for each equipment category (i.e. computers, laptops/tablets and monitors). The County reserves the right to bid individual large requirements when deemed in the best interest of the County.

**Item #4 – Fixed Price Validation**

It is the responsibility of each Department to validate vendor's fixed pricing to ensure that the purchase price is appropriate and in compliance with the CCPP Agreements.

**Item #5 – CCPP Exemption Request**

Departments purchasing non-standard CCPP equipment must submit the attached ISD, Office of Strategic Sourcing Exemption Request Form to the ISD, Office of Strategic Sourcing for approval. Please send this exemption form via email to [procurementreview@isd.lacounty.gov](mailto:procurementreview@isd.lacounty.gov). The ISD, Office of Strategic Sourcing Exemption Request Form can be accessed at <https://lacounty.gov/business/doing-business-with-la-county/consolidated-technology-purchasing-programs>.

Departments are directed to attach the approved ISD, Office of Strategic Sourcing Exemption Request Form to the electronic requisition submitted to ISD/Purchasing.

**Item #6 – Employee Computer Purchase Program:**

Los Angeles County employees will receive contract pricing for all CCPP configurations, options and accessories. All Los Angeles County Employee orders will be delivered FOB destination.

If you have any questions or concerns about any information provided in this Bulletin, please contact the CCPP Buyer, Christopher Lee at 323-267-2060 or Technology Acquisition Section Manager, Karen Lee, at 323-267-2314.



# ISD, OFFICE OF STRATEGIC SOURCING CONSOLIDATED COMPUTER PURCHASE PROGRAM REVIEW REQUEST FORM

Departments seeking standard Consolidated Computer Purchase Program (CCPP) equipment whose total dollar value equals or exceeds \$5,000 must complete and submit this CCPP Review Request Form to the ISD, Office of Strategic Sourcing identifying and justifying the items to be purchased. The ISD, Office of Strategic Sourcing Associate will review the CCPP Review Request to ensure the purchases are in alignment with the County Strategic IT Directions and approved departmental Business Automation Plans (BAP).

## DEPARTMENT INFORMATION

Date:	<input type="text"/>		
Department:	<input type="text"/>		
Name:	<input type="text"/>	Title:	<input type="text"/>
E-Mail:	<input type="text"/>	Phone:	<input type="text"/>
Dept. CIO/IT Manager:	<input type="text"/>	Signature:	<input type="text"/>

## INSTRUCTIONS

1. **Complete the justification** for the standard CCPP equipment requested.
2. **Submit CCPP Review Request Form and Draft Purchase Requisition** via e-mail to [procurementreview@isd.lacounty.gov](mailto:procurementreview@isd.lacounty.gov). The ISD, Office of Strategic Sourcing will review and act upon the CCPP Review Request Form within three (3) business days.

## JUSTIFICATION

## ISD, OFFICE OF STRATEGIC SOURCING APPROVAL

ISD, Office of  
Strategic Sourcing  
Associate:

Signature:



# ISD, OFFICE OF STRATEGIC SOURCING CONSOLIDATED COMPUTER PURCHASE PROGRAM EXEMPTION REQUEST FORM

Departments seeking exemptions to the County's Consolidated Computer Programs (CCPP) must complete and submit this CCPP Exemption Request Form to the ISD, Office of Strategic Sourcing describing the business and technical impacts of using an alternative component's model/configuration versus the County's standard CCPP component's model/configuration. The ISD, Office of Strategic Sourcing Associate will review the CCPP Exemption Request.

## DEPARTMENT INFORMATION

Date:	<input type="text"/>		
Department:	<input type="text"/>		
Name:	<input type="text"/>	Title:	<input type="text"/>
E-Mail:	<input type="text"/>	Phone:	<input type="text"/>
Dept. CIO/IT Manager:	<input type="text"/>	Signature:	<input type="text"/>

## INSTRUCTIONS

1. **Review CCPP Specifications** to ensure that the alternative component's model/configuration is not available. CCPP component's models/configurations are located on the CCPP Intranet Website at <http://ccpp.lacounty.gov>.
2. **Complete the justification** for each CCPP component's model/alternative configuration requested.
3. **Submit CCPP Exemption Request and Draft Requisition** via e-mail to [procurereview@isd.lacounty.gov](mailto:procurereview@isd.lacounty.gov). The ISD, Office of Strategic Sourcing will review and act upon the CCPP Exemption Request Form within three (3) business days.

## JUSTIFICATION

Brand/Model:

1. **Describe Department's Business Need** below and how this request uniquely supports it. Provide specific detail why the CCPP component's model/configuration will not meet the Department's business need. Please provide justification that addresses business or technical impacts and all cost differentiators.
2. **Specify CCPP Configuration Fit-Gap.** Identify which discrete CCPP component's model/configuration does not meet this business need and what are the proposed deviation(s): (e.g., memory, processor, screen size, etc.)