



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration to authorize the Interim President & CEO or designee to execute a contract with NETSYNC Network Solutions for purchase of laptop computers with associated accessories

**2. Date of Board Meeting:** February 16, 2021

**3. Proposed Board Resolution:**

**Resolution:**

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with NETSYNC for the purchase of Laptop Computers and associated accessories in an amount of \$340,219.50, pursuant to the memorandum dated February 8, 2021 from Roy Spivey, Director of Information Technology to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
Roy Spivey  
DDD377CD618F4E4    Date: 2/11/2021

**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No    Source 2021 BUDGET / CARES ACT FUNDS

**VP of FO Approval**    Signature DocuSigned by:  
Mike Rogers  
2FC87AD4710743D    Date: 2/11/2021

**6. Approval of President & CEO**    Signature DocuSigned by:  
Mark Thiele  
8072D2C8367A4C7    Date: 2/11/2021



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**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** ROY SPIVEY, DIRECTOR INFORMATION AND TECHNOLOGY  
**SUBJECT:** CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH NETSYNC NETWORK SOLUTIONS FOR PURCHASE OF LAPTOP COMPUTERS WITH ASSOCIATED ACCESSORIES  
**DATE:** FEBRUARY 8, 2021

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That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with NETSYNC for the purchase of laptop computers and associated accessories in an amount of \$340,219.50.

Additionally, this memorandum recommends that if the contract with NETSYNC is terminated before the contract expires, the Interim President & CEO has the option to purchase the laptop computers and associated accessories from the firm with the next highest score.

**BACKGROUND**

Due to the pandemic, it has come necessary for a significant number of employees to work remotely. To accomplish this, remote users were initially assigned older equipment. This has allowed the Houston Housing Authority to continue to provide quality services during these times.

While we are implementing systems to make remote work more secure and efficient many users are still working on equipment initially supplied at the beginning of the pandemic. Purchasing new equipment will:

- Reduce the remote technical support
- Increase employee productivity
- Provide Houston Housing equipment to remote employees
- Create a more efficient remote work environment
- Provide an inventory of computers for future additional employees

The 118 laptop computers and associated accessories will consist of:

- 15 Dell laptops model 7420 with i7 processor, 16 Gb RAM and 512 Gb hard drive storage.
- 100 Dell laptops model 551 with i7 processor, 16 Gb RAM and 512 Gb hard drive storage.
- 3 Rugged laptops model 7220 with i7 processor, 16 Gb RAM and 512 Gb hard drive storage.
- 100 ViewSonic LED monitors – 22 inches
- 100 Dell Urban Backpack laptop case

- 100 Dell Thunderbolt docking stations.

The cost for the purchase of the laptop computers and associated accessories will be funded through the CARES ACT.

In January of 2021, HHA's Procurement Department issued a legal notice advertising Request for Proposal (RFP) 21-02 Computer Laptops and Peripherals in the Houston Business Journal, Houston Chronicle, and Forward Times Newspapers

In addition to posting RFP 21-02 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBC); the Houston Minority Supplier Development Council (HMSDC); and to Dell Authorized M/WBE Resellers.

Interested parties were also able to access RFP 21-02 by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of U.S. Small Business Administration (SBA).

All responses to RFP 21-02 received by the specified due date were scored based on the following published scoring criteria:

Item	Criteria	Max. Points
1	Specifications	25
2	Price	35
3	Delivery	15
4	M/WBE Participation	20
5	Section 3 Participation	5
<b>TOTAL POINTS</b>		<b>100</b>

#### EVALUATION PROCESS

On January 26, 2021, HHA's Procurement Department opened sealed proposals submitted by the following companies which were subsequently scored independently by an Evaluation Committee:

Rank	Firm/Company	M/WBE	Price	Total Points
1	Netsync Network Solutions	M/WBE	\$340,219.50	92
2	Malor & Company	MBE	\$269,529.50	81
3	Advanced Micro Systems	MBE	\$299,584.45	76.7
4	SHI Government Solutions	M/WBE	\$384,640.74	65
5	XEROX	N/A	\$365,363.30	64
6	Premier Logi Tech	N/A	\$298,716.74	60

The Evaluation Committee consisted of:

- Roy Spivey, Director of IT
- William Bryant, Energy Manager
- Barry Hughes, Network Administrator

The winning response was presented by NETSYNC. This organization is an M/WBE and presented the total cost pricing of \$340,219.50. This price includes all shipping, handling and equipment with their documented costs.

Should we find that the winning response is not able to complete all requirement of the RFP the award will go to the response with the next highest score.

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this Resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with NETSYNC for the purchase of Laptop Computers and associated accessories in an amount of \$340,219.50, pursuant to the memorandum dated February 8, 2021 from Roy Spivey, Director of Information Technology to Mark Thiele, Interim President & CEO.