

## City Council Agenda Report

Meeting Date: July 18, 2023  
From: Carlos Fandino, City Administrator  
Department: City Administration  
Submitted by: Lilia Hernandez, Assistant to City Administrator

### **Subject**

Purchase Contract with Carahsoft Technology Corp.

### **Recommendation**

Approve and authorize issuance of a purchase contract with Carahsoft Technology Corp. for various Information Technology purchases, for a total amount not-to-exceed \$150,000 for Fiscal Year 2023-24.

### **Background**

The Information Technology (IT) Division currently procures various necessary software systems and related maintenance services through Carahsoft Technology Corp. (Carahsoft). Carahsoft is a government IT solutions provider for public sector organizations across Federal, State, and Local Government agencies. The vendor is familiar with the City's strict procurement processes and is able to provide competitive government pricing for products and services utilized by various Departments in the City. The proposed purchase contract with Carahsoft requires City Council approval pursuant to Vernon Municipal Code Section 3.32.030(A), as the total amount exceeds \$100,000.

The proposed purchase contract with Carahsoft would cover purchases occurring during Fiscal Year (FY) 2023-24, including: SecureWorks for approximately \$70,000, DocuSign for approximately \$31,000, and approximately \$49,000 for additional purchases as necessary.

### **SecureWorks**

The IT Division obtains Managed Network Security Services from SecureWorks in order to protect the City's network from Cyber Security Threats. The desired services from SecureWorks are purchased through Carahsoft and are anticipated to cost approximately \$70,000 for a one-year term. SecureWorks uses an advanced data analytics and security insights via their Counter Threat Platform to provide complete network coverage, vulnerability management, monitoring, and analysis.

### **DocuSign**

In 2020, at the onset of the COVID-19 pandemic, the City transitioned from manual paper-based agreement processing to an automated electronic process utilizing DocuSign. DocuSign's eSignature service provides the ability for City staff to route and execute agreements electronically through a process that is timely and convenient. The anticipated cost for the next year of eSignature services and associated licenses for DocuSign is approximately \$31,000 and is pending a quote from the vendor. The desired DocuSign electronic signature platform and associated licenses must be acquired through Carahsoft.

In addition to the SecureWorks and DocuSign purchases noted above, IT Division staff may need to make other software purchases through Carahsoft throughout the year. In years past, a number of software systems ranging from cyber security applications to agenda management software have been purchased through this vendor, as Carahsoft often provides the most competitive pricing and/or is able to provide government pricing. Obtaining City Council approval

for the entire contract amount now would facilitate necessary future purchases and avoid unnecessary delays. Each of the purchases made through Carahsoft would still require review and approvals on a case-by-case basis by the City's purchasing Department, Finance Director and/or City Administrator as appropriate.

**Fiscal Impact**

The fiscal impact is not-to-exceed \$150,000. Sufficient funds are available in the General Fund, IT Division, Repairs & Maintenance - IT Account No. 011-010-110-529110 for the current fiscal year.

**Attachments**

1. Carahsoft - Secureworks Inc. - Quote 38810903