



ARIZONA DEPARTMENT OF ADMINISTRATION  
ENTERPRISE PROCUREMENT SERVICES DIVISION

## MEMORANDUM

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**DATE:** March 31, 2005

**TO:** Directors of all State Agencies, Boards and Commissions

**FROM:** Tim Boncoskey, Assistant Director,  
Department of Administration  
Enterprise Procurement Services Division

**RE:** Spring 2005 Personal Computer Purchase Program

Of the recommendations put forth by the Governor's Efficiency Review (ER) Report one recommendation included the use of reverse auctions. In response to this recommendation, EPS sought to employ a reverse auction approach to capture savings during the end-of-year (FY) computer purchases. In furthering this effort, EPS met with several agency stakeholders, chief procurement and chief information officers (CPOs and CIOs), establishing a computer configuration committee to standardize on the types of computers the State would pursue as outlined in the Governor's ER. After several meetings and in consideration of the agencies' existing infrastructure and technical capacities, EPS determined that a consolidated purchase and not a reverse auction was the best method at this time for capturing ER savings.

Accordingly, this consolidated purchase shall be conducted amongst our existing statewide (AD990005) and WSCA PC contractors, and shall consist of five computer configurations, including three desktop and two laptop configurations. See the attached Order Form for the configurations and manufacturers available.

- To ensure sufficient volume, no computer purchases aside from this consolidated purchase shall be conducted through April 5 - June 30, 2005. Under limited circumstances, exceptions shall be made for agencies requiring a specialized type of computer, e.g., a ruggedized laptop, etc. or for agencies experiencing and unforeseen need, e.g., damage, theft, new employee hire, etc. In such circumstances, agencies may request authorization from EPS to proceed with their purchases outside the consolidated purchase.
- Please fill out the attached Order Form(s), creating a separate Order Form composed of all computers for each respective delivery location. Each Order Form shall represent that agency's minimum commitment for the computers listed therein. All Order Forms shall be submitted by Friday, April 8, 2005.

- Agencies shall be notified of the pricing resulting from the consolidated purchase negotiations by Friday, April 22, 2005.
- Agencies can recalculate their computer budget and finalize their quantity commitment for computers. Agencies will then issue Purchase Orders, including in them the pricing resulting from the consolidated purchase negotiation, to EPS, by Wednesday, May 11, 2005.
- On Friday, May 13, 2005, EPS shall issue the Purchase Orders to the contractors to ensure delivery by June 30, 2005.
- If EPS is not able to negotiate prices better than our anticipated baseline pricing, agencies shall be notified as soon as possible, but not later than Friday, April 29, 2005, so that they may precede with their own orders with the contractors directly.

If you have any questions regarding this consolidated purchase, please contact Catherine Newton at 602-542-9142, [Catherine.Newton@azdoa.gov](mailto:Catherine.Newton@azdoa.gov). Thank you for your assistance and support with the Value in Procurement Program.

Attachments:

### **Order Form – Spring 2005 Consolidated Purchase**

Cc: Catherine Newton, EPS  
James Scarboro, EPS  
Jean Clark, EPS  
Agency Chief Information Officers  
Agency Chief Procurement Officers