

From: spo
Sent: Monday, June 13, 2011 2:44 PM
To: spo
Subject: SPO ALERT - Focus Group Meeting - New Solicitation of Computer Purchase Program

SPO ALERT

Date: June 13, 2011

To: State Agency Chief Procurement Officers

From: SPO on behalf of the Benefit Services Division

Re: New Solicitation of Computer Purchase Program / EPS060109

The Computer Purchase Program Contract (EPS060109) will be expiring on December 31, 2011. This Contract allows for eligible employees to purchase complete computer systems, components, accessories, and/or software through payroll deduction.

The State Procurement Office is inviting procurement officers and end users to participate in a focus group for the development of a new solicitation for the Computer Purchase Program. Please bring any requirements, feedback, questions or comments with you to the meeting.

The meeting will be held on:

- Date: Thursday – June 23, 2011
- Time: 2:30 P.M. - 3:30 P.M.
- Location: ADOA, Benefit Services Training Room – 100 N. 15th Avenue, Suite 103 – BSD Training Room
- Procurement Officer Assigned: Barbara Dull, Barbara.Dull@azdoa.gov, (602) 542-9127

Attached to this notification is the current (EPS060109) Computer Purchase Program Statement of Work for your review. Email comments are also welcomed.

R.S.V.P to Barbara Dull at Barbara.Dull@azdoa.gov by Tuesday, June 21, 2011.

SPO ALERTS are available
online at <http://spo.az.gov>



Solicitation Number: EPS060109
Solicitation Name: EMPLOYEE COMPUTER PURCHASE PROGRAM
Procurement Officer: Karen Battilana
Document Name: SCOPE OF WORK: EMPLOYEE COMPUTER PURCHASE PROGRAM

Statement of Need

The Arizona Department of Administration (ADOA), on behalf of the state of Arizona (hereinafter referred to as the State), is seeking to establish a contract for an Employee Computer Purchase Program for use by all State of Arizona and State University employees at zero (\$0) cost to the State of Arizona. The Computer Purchase program will be externally managed by a Program vendor (hereinafter referred to as the vendor) and administered by the ADOA Human Resources Department. The purchase program will allow employees to purchase complete computer systems, components, accessories, and/or software through payroll deduction.

The intent of this program is to offer eligible State and University employees, an opportunity to purchase new computer hardware and software from leading manufactures at a discounted price using payroll deduction as a means of paying for such purchases. Payroll deductions should be reasonable and spread out over a period of time. This employee computer purchase program should include complete computer packages or any component thereof. The cost of the system should not exceed \$2,000.00.

There are approximately 40,000 State employees and 22,000 University employees who may be eligible to participate in the program. Involvement on the part of the Universities will be voluntary and University participation may be scheduled at a later date.

SCOPE OF WORK

- Vendor will provide computer purchase program for State of Arizona and State University employees at zero (\$0) cost to the State of Arizona.
- Vendor will provide state-wide distribution.
- Vendor will provide links to vendor website at no cost to the State. Vendor will provide access to vendor website for review by State.
- Vendor will describe the frequency that the website is updated with new or expired offers.
- Vendor will describe its communication strategies, i.e., e-mail, flyers, website.
- Vendor will provide artwork, logo, etc., for marketing and communication materials and provide printed materials at no cost to the State. Vendor will provide samples of vendor marketing materials.
- The State will review and approve vendor marketing and communication materials prior to distribution to employees.
- Vendor will explain program guidelines: i.e., number of months for payroll deduction, minimum amount, the number of units or amount employee can purchase at one time, etc.
- Vendor will provide 24/7 customer service support including local and toll-free numbers for employees who do not have internet access.
- Vendor will provide utilization reports in a format prescribed by the State that include number of units purchased. Vendor will provide samples of standard utilization reports.
- Vendor will outline payment guidelines and requirements when an employee is no longer on active pay status or when employee leaves state service and product is not fully paid for.
- Vendor will meet State requirements for verification of employee eligibility and establishment of payroll deduction. Vendors must use the electronic file format provided by State (secure FTP file format).
- Vendor will comply with all State restrictions.