

Business Administration Committee

Recommendation to Award a Contract for Information Technology Service Desk and End- User Support Services

April 2012

Discussion

- Request Business Administration Committee's approval and recommendation to the Board of Directors to award the Information Technology Service Desk and End-User Support Services Contract to Digital Intelligence Systems Corporation (DISYS), a Minority Business Enterprise (MBE) of McLean, VA., effective June 1, 2012.
- The Business Administration Committee reviewed and approved the Request for Proposal (RFP) terms in November 2011 and the RFP was issued in January 2012.

Discussion

- This Contract includes Information Technology Service Desk Support of the following:
 - ERP and non-ERP IT related issues
 - End-User Support (including desktop, laptop, printers and miscellaneous IT equipment)
 - Applications Training

Discussion

- Twelve proposals were received and evaluated; Digital Intelligence Systems Corporation (DISYS) received the highest combined technical and price evaluation score.
- The term of this contract is one year with two one-year options, with an overall contract value of \$4,689,036.
- The Local Disadvantaged Business Enterprise (LDBE) participation requirement is 30 percent.

Conclusion

Requests that the Business Administration Committee approve and recommend the award of the Information Technology Service Desk and End-User Support Services Contract to Digital Intelligence Systems Corporation (DISYS) for one year, with two one-year options, at a year one base cost of \$1,563,012, and an overall contract value of \$4,689,036.