

MINUTE ITEM

This Calendar Item No. 36
was approved as Minute Item
No. 36 by the State Lands
Commission by a vote of 3
to 0 at its 9/28/83
meeting.

CALENDAR ITEM

36 -1

9/28/83
C 8355
Fernino

AUTHORITY TO EXECUTE
AN AGREEMENT FOR THE LEASE
OF WORD PROCESSING EQUIPMENT
SACRAMENTO AND LONG BEACH OFFICES

At its January 1983 meeting, the Commission authorized the Executive Officer to execute a contract with a consultant to conduct a study to assess the information needs of the agency. The Management consultant group of the Department of General Services was retained for this purpose. Initial findings by the consultant recommend immediate upgrading of the existing word processing equipment currently in use in the Sacramento and Long Beach Offices. This equipment is over six years old and has very limited capabilities. The consultant's research shows that the agencies work load has grown dramatically since this equipment was initially installed and will continue to grow in the future, that it must be accomplished within very short and critical time frames and that there is a serious need to transmit information back and forth between the two offices. Present equipment is not adequately meeting the word processing needs of the agency. For these reasons the interim acquisition of new equipment is warranted. The equipment would be leased for one year. During this time the consultant working with Commission staff will develop a long range information plan. This plan which will be completed later this year will provide the framework to satisfy the agency's information needs for the next three to five years. It will make recommendations for the actual purchase of word processing equipment and the replacement of the IBM 1130 computer in Long Beach. The consultant and staff have been working very closely with the Department of Finance, State of Information Technology and Department of General Services on this subject. They agree that this is a logical reasonable approach to solving the problem and support its implementation.

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AB 884: N/A.

IT IS RECOMMENDED THAT:

1. THE EXECUTIVE OFFICER OR HER DESIGNEE BE DELEGATED AUTHORITY TO ISSUE A REQUEST FOR QUOTE AND TO EXECUTE A LEASE AGREEMENT WITH THE LOWEST QUALIFIED BIDDER FOR THE REQUIRED MISCELLANEOUS WORD PROCESSING EQUIPMENT. THE TOTAL NOT TO EXCEED AMOUNT OF THIS LEASE TO BE \$45,000.

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