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To:                   Toronto Public Library Board – March 7, 2005

From:                City Librarian

Subject:             **Expenditure Authorization for PCs and Monitors**

Purpose:

To request Toronto Public Library Board authorization for the expenditure of up to \$1,300,000 for PCs and Monitors including the Service Level Agreement with Compugen Inc.

Funding Implications and Impact Statement:

The costs of up to \$1,300,000, including applicable taxes, for the purchase of PCs and Monitors are incorporated in the approved 2005 capital budget.

Recommendation:

It is recommended that:

- (1)    the Toronto Public Library Board authorize the expenditure of up to \$1,300,000, including applicable taxes, for PCs and Monitors, including the Service Level Agreement with Compugen Inc.; and
- (2)    the appropriate Library officials be authorized and directed to take the necessary action to give effect thereto.

Background:

The Board's Financial Control Policy requires Board authorization for any financial commitments exceeding \$500,000 in any one instance.

As a result of a Request for Proposal, the City awarded a contract to Compugen Inc. for the supply of IT equipment and services. The terms and conditions of the Compugen Inc. agreement are advantageous to the Library.

Section 4.1.3 of the Board's Financial Control Policy allows the Library to use a vendor where an Existing Agreement has been negotiated between the City and the vendor.

Comments:

The approved 2005 capital budget includes a budget of \$2.211 million for the Technology Asset Management Program (TAMP) for the replacement of existing Information Technology hardware and software. In 2005, TAMP will fund the replacement of PCs, monitors, printers, servers, data communications equipment, disk space and related hardware and software. This is equipment owned by the Library Board. The Library's Technology Asset Management Program was detailed in a report to the Board in December 2004. TAMP does not fund the replacement of PCs and Monitors that the City will be replacing under its Technology End of Lease Strategy (TELS).

Conclusion:

The Board's authorization for up to \$1,300,000 for PCs and Monitors along with the Service Level Agreement from CompuGen Inc. will allow the Library to replace existing equipment at the most economical price available to the City of Toronto.

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Josephine Bryant  
City Librarian

List of Attachments:

Not applicable.