

## OMB Granicus Review

<b>Granicus Title</b>	Increase to the purchase authorization with Amazon.com Services LLC for online Marketplace services.				
<b>Granicus ID#</b>	23-0893A	<b>Reference #</b>	21-0238-PB	<b>Date</b>	06/16/2023

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	Y	<b>Original Amount</b>	\$ 960,000.00
<b>Fund(s)</b>	Multiple Funds	<b>Amount of Change (+/-)</b>	\$ 966,998.00
<b>Cost Center(s)</b>	Multiple Centers	<b>Total Amount</b>	\$ 1,926,998.00
<b>Program(s)</b>	Multiple Programs	<b>Amount Available (FY23)</b>	Dependent on Department Budgets
<b>Account(s)</b>	Multiple Accounts	<b>Included in Applicable Budget? (Y/N)</b>	<b>Y</b>
<b>Fiscal Year(s)</b>	FY23 – FY25		

**Description & Comments**

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

**Summary**

- The proposed contract will have a not-to-exceed threshold of \$1,926,998.00 through May 5, 2025.
- This only creates a not-to-exceed threshold, it does not guarantee an exact amount to be paid. Departments may use the full \$1,926,998.00 or less.
- This vendor is not specifically budgeted for, instead the products to be purchased from the platform should be in the operating budgets of requesting departments. The determination of available funding will need to be made on a department-by-department basis before purchase.

**Background**

On February 19, 2021, the County Administrator (CA) approved the original purchase authorization in the amount of \$240,000.00 for a 12-month trial period. During the 12-month trial period, the Department of Administrative Services (DAS) found that this service provided \$6,123.49 in reduced shipping expenses and \$14,593.93 in quantity discounts. On November 29, 2021, the CA approved an increase of \$720,000.00 to the not-to-exceed threshold and extended the contract term through May 5, 2025. The current not-to-exceed threshold is \$960,000.00 through May 5, 2025 (Table 1).

Approved Contract Summary		
Description	Amount	Year
<b>Total Approved to Date:</b>	<b>\$ 960,000.00</b>	<b>2023</b>
Original Contract	\$ 240,000.00	2021
Change Order No. 1	\$ 720,000.00	2021

*Table 1: Approved Contract Summary*

This purchase authorization only creates a not-to-exceed threshold, it does not guarantee an exact amount to be paid. Departments may use the full \$1,926,988.00 or less. Departments have not specifically budgeted anything for Amazon, instead it is a marketplace platform to purchase other budgeted items. Approval for the use of funds and whether budgetary conditions are met will need to be made on a department-by-department basis before purchase. Furthermore, this contract will be used

countywide by multiple departments and funding is derived from multiple Funds, Centers, Accounts, and Programs.

Analyst: Shane Kunze

Ok to Sign:

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#### Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
  - a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is \_\_\_\_ percent higher or lower due to \_\_\_\_)"**.
5. Save the form with the following naming convention:
  - a. **OMB.Review\_XX-XXXX\_Department\_Subject\_Date)**
  - b. (e.g., OMB Review\_22-529A\_PW\_Sidewalk\_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
  - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).