



DEPARTMENT OF
**INFORMATION
TECHNOLOGY**

MEMORANDUM

Date: July 10, 2024

To: HR/IT Committee, Common Council

From: Corey Popp, I.T. Director

Subject: Request to Approve Endpoint Switches for \$256,000

I am seeking approval to spend up to \$256,000 to procure and install 58 endpoint switches and 10 uninterruptible power supplies (UPS).

I am requesting this project be sole sourced to Heartland Business Systems (HBS), the City's contracted managed network service provider and a fulfillment partner listed on the State of Wisconsin National Association of State Procurement Officials ValuePoint Cisco Master Agreement (NVP #AR3227), which states a minimum discount of 35% for all Cisco hardware and 10% discounted cloud services.

Endpoint switches secure, prioritize, and route digital data over the City of Appleton's computer network. Some of the City's endpoint switches are 15 years old, with a typical age of about seven years. We expect to get 10 years of life from this new cloud-managed hardware.

The Common Council originally approved this Capital Improvement Project (CIP) as part of the 2023 Executive Budget adopted on November 9, 2022. The debt was issued in 2023, but I elected to hold the CIP until 2024, after the network remediation project concluded. The carryover was approved in the City's 2023-2024 Budget Carryover Request the Council approved on April 3, 2024. An estimated budget overage of \$5,903 will be funded using dollars already allocated to IT from the 2021 Excess General Fund and currently set aside in the I.T. Department's 2024 Operations Consulting budget.

The approved sole source request from Finance is attached. A breakdown of the funding appears below.

Supplier	Description	Cost	Funding Source
HBS	CIP Budget	\$250,000	Debt issued in 2023 and approved in the 2023-2024 Budget Carryover Request-Special Consideration "Endpoint Switches" item.
HBS	Budget Overage	\$6,000	I.T. Operations Budget
Total		\$256,000	

