

**HENRY FORD COLLEGE  
OFFICE OF THE PRESIDENT**

**BOARD POLICY UPDATE**

**SUBJECT:** Purchasing Procedures for Coronavirus-Related Purchases

The Purchasing Director requests approval for a new, temporary policy to govern the procurement of goods and services needed by the College specially for its response to the novel coronavirus (COVID-19) pandemic.

Due to the world-wide impact on supply and logistics chains caused by the COVID-19 pandemic, availability of many essential products remains scarce and unpredictable. The College has encountered higher prices, shortages, and shipping delays for products as varied as personal protection equipment, cleaning supplies, computer hardware (especially laptops, Chromebooks, central processors and memory), machine tools, scientific equipment, and motor vehicles and parts. Oftentimes, a supplier's inventory for certain products will change with little or no advance notice. Suppliers and distributors show that items are in stock when Purchasing staff research products or solicits bids; however, by the time the purchase order gets approved and issued, the product is no longer available. Supply problems are particularly acute for items assembled in or containing parts from Asia. Both manufacturers and logistics companies (trucking and ground delivery, air freight, cargo ships, containers) continue to struggle with personnel shortages and capacity restrictions due to COVID-19 regulations or effects. These factors lead to market distortions. Organizations must act nimbly and decisively to secure necessary equipment and supplies. HFC's current purchasing policies and procedures are designed to be deliberate and methodical, but they are ill-suited for procuring vital products in the current economic and business environment. Any reduction in order processing time will be valuable.

The attached policy (Attachment A) will allow the College the option to substitute Federal procurement guidelines in place of current Board and College policies and procedures under certain conditions. This new policy will apply only to purchases funded by COVID-19 relief grants, including but not limited to the CARES Act. HFC Purchasing will follow current Federal procurement guidelines that are incorporated in the attached HFC Purchasing Policy for Federally Funded Purchases (Attachment B). In effect, HFC will operate under current Federal procurement guidelines when purchasing goods or services funded entirely by federal grants related to coronavirus aid and relief. The College will provide the Board with monthly reports of all expenditures made under this policy.

**RECOMMENDATION:**

The College administration recommends Board approval for a new and temporary

purchasing policy limited to the procurement of goods and services funded entirely by federal grants related to coronavirus aid and relief.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Russell A. Kavalhuna, JD  
President

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**BID AWARD**

**SUBJECT:** HPE ProLiant DL360 Servers  
Bid #21178

The Director of Network and IT Infrastructure requests a contract for the purchase of twelve (12) HPE ProLiant DL360 Gen 10 Servers. These network computer servers will replace older units on campus that host the College's virtual environment and will improve system security, performance, reliability, and flexibility. Federal grant dollars through the Coronavirus Aid, Relief, and Economic Security (CARES) Act provide 100% of the funds for this purchase.


The College solicited proposals under Bid #21178. The responses appear below.

Howard Industries	\$127,236.00
Sehi Computer Products	131,160.00
CDW Government	280,361.76
Insight Public Sector	No Bid
Logicalis	No Reply
Sirius Computer Solutions	No Reply
Staples Technology Solutions	No Reply
Y & S Technologies	No Reply
9 To 5 Computer Supply Distributors	No Reply

**RECOMMENDATION:**

The College administration recommends a contract award to Howard Industries, Inc. for \$127,236.00 for twelve (12) HPE ProLiant DL360 Gen 10 Servers as requested by the Information Technology Services department, in accordance with the specifications of Bid #21178.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Russell A. Kavalhuna, JD  
President

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**CONTRACT ADDENDUM**

**SUBJECT:** Disaster Recovery as a Service

At the Board of Trustees meeting on June 15, 2020, the Board approved a list of blanket purchase orders (BPO) for the 2021 fiscal year. Any additions to that list with dollar amounts exceeding \$14,420 require Board approval, in accordance with Board Policy #2450 and Administrative Guideline #6320A.


The approved BPO list included PO #B0007882 to Sentinel Technologies, Inc. for the renewal of a Disaster Recovery as a Service (DRaaS) program. When this service started in July 2017, the College had 23 servers covered by the program. The Director of Network and IT Infrastructure requests adding \$45,000 to the BPO to provide protection for 55 servers, which increases the total from \$51,000 to \$96,000.


The Information Technology Services (ITS) department continuously evaluates the College's disaster recovery infrastructure and processes to ensure HFC can recover its technology in the event of a disaster. Continuing to operate in the event of a disaster, and not just recovering from one, has received growing attention in disaster recovery planning. This wider focus changed the way that HFC's disaster recovery service operates and significantly increased in the number of servers synchronized to the provider's remote backup site. Each additional server added to the DRaaS system increases the total cost of the service.

Sentinel's DRaaS program is a proprietary and customized method for enterprises to access robust, scalable, and cost-effective disaster recovery services. Sentinel Technologies is a Cisco Master Security partner and a Cisco Star Service Partner. HFC has worked with Sentinel to build the college's network infrastructure since 2009. Throughout this relationship, Sentinel's technical team has provided exceptional service. Sentinel's in-depth knowledge of the HFC network and the unique security services they offer make this proposal and the ability to perform this service unique amongst DRaaS providers.

**RECOMMENDATION:**

The College administration recommends an increase in the total amount of PO #B0007882 to \$96,000 for a Disaster Recovery as a Service (DRaaS) program from Sentinel Technologies, Inc.

  
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John S. Satkowski, JD  
Vice President of Financial Services

  
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Russell A. Kavalhuna, JD  
President