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Michael Wilkes
Director of Technology
Geneva School District 304

To: Dr. Andy Barrett
From: Michael Wilkes
Date: April 8, 2024
Re: General Use Desktop Computer Purchase Recommendation

On March 27th, the district received quotes for the purchase of desktop devices from multiple vendors. Two types of desktop computers (Standard and Advanced), along with alternative hardware configurations for each, were sought. This purchase recommendation is for the procurement of General Use (Standard) Desktop Computer devices.

Prices for standard devices with a 3-year manufacturer warranty ranged from a low of \$663 to a high of \$1,046. After reviewing all responses and considering all device configurations, the table below details the recommended procurement of standard desktop equipment. This purchase recommendation is aligned with the approved 2024-25 Technology Capital Plan's line item regarding the general use desktop computer refresh. General use devices will be deployed to replace existing devices in office areas for use by staff. This recommendation seeks approval to purchase the items outright from Heartland Business Systems using district funding at a total cost of \$41,769.

Table 1 – Recommended Procurement

Reseller / Provider	Device	Qty	Cost/Unit	Cash Equivalent Cost
Heartland Business Systems	HP Pro Mini 400 G9 R (16GB, 512GB SSD)	63	\$630	\$39,690
Heartland Business Systems	3-year Mfr. Warranty	63	\$33	\$ 2,079
				\$41,769

The total purchase amount is below budget.

All agreements are pending Board approval and the finalization of purchase agreement terms and conditions.