



Office of the City Manager

CONSENT CALENDAR
March 13, 2018

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Savita Chaudhary, Director, Information Technology Department

Subject: Donation from Microsoft Dynamics: One (1) Surface Pro 4 128GB, Approximate Retail Value (ARV) \$999.00 and One (1) Surface Pro 4 Keyboard, Approximate Retail Value (ARV) \$129.99

RECOMMENDATION

Adopt a Resolution accepting one Surface Pro 4 128GB and one Surface Pro 4 Keyboard with a combined value of \$1128.99 from Microsoft Dynamics.

FISCAL IMPACTS OF RECOMMENDATION

None. The Surface Pro and Keyboard are a gift as a result of a raffle by participants and the annual Government Finance Officers Association conference held in 2017.

CURRENT SITUATION AND ITS EFFECTS

The City was identified as the Grand Prize winner of the **Microsoft Public Sector GFOA 2017 (Government Finance Officers Association) Event Sweepstakes** that took place May 21-24, 2017, during the Conference. For that purpose, Microsoft would be pleased to offer to City of Berkeley a prize package consisting of:

- One (1) Surface Pro 4 128GB. Approximate Retail Value (ARV) \$999.00.
- One (1) Surface Pro 4 Keyboard. Approximate Retail Value (ARV) \$129.99.

The total Approximate Retail Value (ARV) of this prize is \$1,128.99. No substitution or cash equivalent allowed.

It is the intent of Microsoft that this offer be in compliance with all applicable laws, regulations and ethics rules regarding gifts and donations. The items contained in the above listed prize package are intended for the use and benefit of your institution in furtherance of institutional goals, **not the personal use or benefit of any employee** of your institution.

Microsoft makes this offer without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party in consideration for the offer. Finally Microsoft makes the offer with the understanding that

it will not as a result of such offer be prohibited from any procurement opportunities or be subject to any reporting requirements.

This computer will be added to the pool of laptops used for training related to erma implementation.

BACKGROUND

Relevant City staff attend the annual GFOA conference and many vendors offer prizes to organization based on participants at the conference. A City staff member was selected as the winner and as this prize if for the City to use, not for personal use or benefit, the city will use it as a training resource.

ENVIRONMENTAL SUSTAINABILITY

Laptops allow us to work in varied environments allowing staff to reduce the need for printing information and bringing copies to meetings and trainings.

RATIONALE FOR RECOMMENDATION

The City of Berkeley is experiencing a greater need for laptops for mobile trainings and presentations. This laptop will add to the pool or available resources.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Savita Chaudhary, Director, Information Technology Department, 981-6500

Attachments:

- 1: Resolution
- 2: Gift Letter agreement

RESOLUTION NO. ##,###-N.S.

DONATION FROM MICROSOFT DYANMICS: ONE (1) SURFACE PRO 4 128GB. APPROXIMATE RETAIL VALUE (ARV) \$999.00 AND ONE (1) SURFACE PRO 4 KEYBOARD. APPROXIMATE RETAIL VALUE (ARV) \$129.99

WHEREAS, City staff attended the Annual Government Finance Officer Association's annual conference; and

WHEREAS, Microsoft was a vendor offering raffle prized to participating organizations; and

WHEREAS, the prize will not be used for any employees personal use or benefit; and

WHEREAS, remote training and presentations are part of the erma implementation plan.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City accept the donation of one Surface Pro 4 128GB and one Surface Pro 4 Keyboard with a combined value of \$1128.99 from Microsoft Dynamics for City use.

June 1, 2017

City of Berkeley
2180 Milvia Street
Berkeley, CA 94704

Attention: Tasha Tervalon

Subject: Gift/Donation to City of Berkeley

Dear Madam:

Congratulations, Tasha Tervalon is a Grand Prize winner of the **Microsoft Public Sector GFOA 2017 (Government Finance Officers Association) Event Sweepstakes** that took place between May 21-24, 2017 during the Conference. For that purpose, Microsoft would be pleased to offer to City of Berkeley a prize package consisting of:

- One (1) Surface Pro 4 128GB. Approximate Retail Value (ARV) \$999.00.
One (1) Surface Pro 4 Keyboard. Approximate Retail Value (ARV) \$129.99.

The total Approximate Retail Value (ARV) of this prize is \$1,128.99. No substitution or cash equivalent allowed.

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Please have your ethics officer or counsel review this letter and advise us in writing by signing below, if it would be appropriate to receive the above referenced items. Please return the signed letter in one of the following ways:

1. Fax a copy of signed document to MSUS Compliance (425) 708-0880
2. Scan and email copy of signed document to MSUS Compliance **email address** compsup@microsoft.com

If you have any questions or concerns, please feel free to call me at (720) 528-1600.

Sincerely,

MICROSOFT CORPORATION



Tracie Poland

Microsoft Dynamics National Sales Manager

ACCEPTED AND AGREED:

Name of Institution: _____

Name of Approving official (Please Print): _____

Title (Please Print): _____

I accept and approve of this offer from Microsoft to fund the gift of (1) Surface Pro 4 128GB and (1) Surface Pro 4 Keyboard valued at ARV \$1,128.99.

Signature: _____

Date: _____

