Date: 1/12/17

Veronica Jacobson, Project Engineer
U.S. Department of Commerce
Economic Development Administration
Denver, Colorado
1244 Speer Blvd., Suite 431
Denver Co 80204

Re: EDA Award Number: 05-79-05345
Joplin, MO

Subject: **PROCUREMENT OF COMPUTER EQUIPMENT**

Dear Veronica*:*

The following was the procurement process followed for the computer equipment for the library.

Per City procurement policy, computer equipment may be purchased through the State of Missouri's Cooperative Purchase Agreement, currently held by World Wide Technology Inc., as long as items cannot be purchased from a local vendor at a lower price. City Finance has determined there is not a local vendor that can provide this equipment. The City worked with the State of Missouri to review the various World Wide Technology Inc. procurement information items, contracts, and amendments available on the State's website. The City also completed the SAM.gov disbarment check.

In November 2016, specifications were provided to World Wide Technology Inc. and they provided bid estimates for requested equipment with prices good for 30 days. These original quotes were tabulated and submitted to EDA for approval. Unbeknownst to staff, there was a formula error in the original bid quote, attached. Also, during the review and specification verification process for some of the equipment, the quoted prices and some promotional prices expired and we were required to receive new quotes, which are attached.

Please review the information, sign below indicating EDA's acceptance, and email a copy of this letter for our records to our project/grant administrator at *trobyn@joplinmo.org.*

Should you require additional information please contact Tony Robyn at 417-624-0820, x541.

Sincerely,

Tony W. Robyn

Assistant Director Planning/Project Manager

EDA Concurrence: _____

Cindy Edwards **Date**
EDA Project Engineer