



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations


June 8, 2022

FISCAL AND POLICY NOTE

TO: Robert J. Williams, Jr.
Council Administrator

William M. Hunt
Deputy Council Administrator

THRU: Josh Hamlin 
Director of Budget and Policy Analysis

FROM: Isabel Williams 
Senior Legislative Budget and Policy Analyst

RE: Policy Analysis and Fiscal Impact Statement
CR-058-2022, Contract Approvals – Multiyear contract to procure copier equipment,
Products, and associated services

CR-058-2022 (*Proposed and introduced by:* The Chair of the Council at the request of the County Executive)

Assigned to the Government Operations and Fiscal Policy Committee

A RESOLUTION CONCERNING CONTRACT APPROVALS for the purpose of approving certain multiyear contracts in accordance with the Prince George's County Charter section 819 and Subtitle 10 of the Prince George's County Code.

Fiscal Summary

Direct Impact:

Expenditures: Negative; annual payments totaling \$1,209,236 over fiscal years 2022 - 2025.

Revenues: N/A.

Indirect Impact:

None Likely.

Legislative Summary:

CR-058-2022, proposed by the Chair at the request of the County Executive and co-introduced by Council Chair Hawkins, Vice Chair Harrison, and Council Member Medlock, was introduced on May 17, 2022, and referred to the Government Operations and Fiscal Policy Committee (GOFP).

Current Law/Background:

Under Section 819 of the Charter for Prince George’s County, Maryland, the County Council must approve, by resolution, all multiyear contracts exceeding an aggregate of Five Hundred Thousand Dollars (\$500,000).

Discussion/Policy Analysis:

CR-058-2022 would approve a multi-year contract with Digital Copier Associates, Inc. (DCA Imaging Systems) to purchase copier equipment, products, and associated services.¹ The estimated cost for the participating agencies is \$303,309 for FY 2022, and it is estimated to remain at the same level for FY 2023 – FY 2025. The contract expires on April 19, 2025.

The terms and conditions of the multi-year contract are detailed within Attachment A to the Resolution.

Fiscal Impact:

Direct Impact

Adoption of CR-058-2022 would have a negative fiscal impact on the County in the form of additional expenditures for annual payments under the agreement (See Attachment A). The scheduled payments are as follows:

- Fiscal Year 2022: **\$302,309**
- Fiscal Years 2023 – 2025: **\$302,309 per year.**

Total of payments: **\$1,209,236**

¹ The aggregate value of the contracts with terms beginning in FY 2022 is \$1,209,236.

Indirect Impact

None likely.

Appropriated in the Current Fiscal Year Budget

Yes.

Effective Date of Proposed Legislation:

The proposed Resolution shall be effective on the date of adoption.

If you require additional information, or have questions about this fiscal impact statement, please call me.