

## Information for Town Council Meeting on December 11, 2018

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO, Town Purchasing Manager

RE: **Approval of Modification of Resolution 142-2018 for Annual Microsoft Licensing Agreement**

DATE: 21 November 2018

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### **STAFF RECOMMENDATION**

Staff recommends the Approval of a Modification to Resolution 142-2018 for the Annual Microsoft Licensing Agreement in the amount of \$11,632.40 for a new total authorization of \$107,248.85.

### **SUMMARY EXPLANATION/BACKGROUND**

Information Technology submitted Resolution 142-2018 for the annual Microsoft Licensing Agreement for the September 2018 Town Council Agenda in the amount of \$95,616.45. On September 24, 2018, after approval of the resolution, Information Technology was informed by the awarded State of Florida provider, SHI International Corp, that the Microsoft had imposed an increase for calendar year 2019.

The new quote provides for the same number of licenses for a new overall total of \$107,248.85. This represented an increase of \$11,632.40 for calendar year 2019. The increase amount is required to support Town users as of the renewal date of January 1, 2019.

Since the Purchase Order has not been issued, a modification to the original resolution is the recommended. This will allow staff to issue the Purchase Order prior to the expiration of the current licensing agreement on December 31, 2018.

### **FISCAL IMPACT/FUNDING SOURCE**

The fiscal impact for the modification will be \$11,632.40.

Resolution 142-2018 was presented for \$95,616.45, prior to new price schedule being issued.

### **USER DEPARTMENT CONCURRENCE**

Information Technology is in full concurrence with this recommendation.

### **DUE DILIGENCE**

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. The review included conducting market research. State of Florida Contract Pricing was verified.

### **TOWN ATTORNEY REVIEW**

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager  
Charles Kapachinski, IT Manager  
Terri Bayard