

Information for Town Council Meeting on September 10, 2019

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: Resolution Approving a Purchase Order to SHI International Corporation, a State of Florida Vendor, to Supply Microsoft Licensing Agreements and Software to the Town, in the Amount of \$107,250, Contingent Upon Budget Approval, **Resolution No. 88-2019**

DATE: 2 September 2019

STAFF RECOMMENDATION

Staff recommends Town Council approval of Resolution No.88-2019, approving a Purchase Order to SHI International Corporation, an Awarded State of Florida Vendor for Microsoft Licensing Agreements and Software in the Amount of \$107,250.

SUMMARY EXPLANATION/BACKGROUND

The State of Florida awarded Contract No. 43230000-15-02 for Microsoft Licensing Agreements and Software on February 1, 2016 and expires January 31, 2022.

Counties, Towns, Cities and other governmental agencies utilize this contract to support annual Microsoft Licensing Agreements and Software.

FISCAL IMPACT/FUNDING SOURCE

The funding will for this program is from the IT Operational Budget, contingent upon budget approval.

USER DEPARTMENT CONCURRENCE

IT 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.

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
Duke Basha, Assistant Purchasing Manager