



AGENDA MEMORANDUM

Future Item for the City Council Meeting of September 20, 2016
Action Item for the City Council Meeting of September 27, 2016

DATE: September 8, 2016
TO: Margie C. Rose, City Manager
FROM: Belinda Mercado, Director of Information Technology
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(361) 826-3740

Microsoft Office License One Year Subscription Purchase

CAPTION:

Motion authorizing the City Manager, or designee, to execute a one-year Microsoft Office E3 license subscription with Software House International (DIR-SDD-2503) for \$133,747.20.

PURPOSE:

Approval of this subscription will provide the City of Corpus Christi with one year of Microsoft's E3 licenses which includes hosted e-mail, Microsoft Office Suite, Skype for Business, and One Drive-Cloud Storage.

BACKGROUND AND FINDINGS:

On June 17, 2014, the City Council approved a Microsoft Enterprise contract for the City of Corpus Christi's license agreements which included an initial purchase of 500 Microsoft Office E3 licenses. Since 2014 staff has added additional E3 licenses city-wide. This purchase provides city employees with one Office product license model. In July 2017, staff will renegotiate the City's Microsoft Enterprise contract which includes accounts and licenses for all services.

ALTERNATIVES:

Continue to use Microsoft Office Products that are not up to date.

OTHER CONSIDERATIONS:

None

CONFORMITY TO CITY POLICY:

This procurement conforms to City purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

None.

FINANCIAL IMPACT:

X Operating

☐ Revenue

☐ Capital

☐ Not applicable

Fiscal Year: 2013-2014	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		133,747.20	0	133,747.20
Encumbered / Expended Amount		0	0	0
This item		133,747.20		133,747.20
BALANCE		133,747.20	0	133,747.20

Fund(s): Information Technology Fund 5210

Comments:

Funds are available in the Information Technology Department FY2015-2016 budget.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Software House International licensing quote.