



## Legislation Text

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**File #:** 16-015, **Version:** 1

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**TO:** Mayor and Commissioners  
**FROM:** Holly Vath, Chief Purchasing Officer  
**THROUGH:** Donald B. Cooper, City Manager  
**DATE:** January 5, 2016

### AMENDMENT TO SHI FOR MICROSOFT OFFICE 365 LICENSES

#### **Recommended Action:**

Motion to approve a sole source amendment with SHI to migrate Microsoft Office licenses to Microsoft Office 365 licenses at a cost of \$31,160.80.

#### **Background:**

On September 14, 2014, the City Commission approved a three year licensing agreement with SHI for Microsoft Office licenses. The agreement expires on August 31, 2016. The City currently owns 725 Microsoft Office user licenses. The proposed amendment does two things, it increases the total licenses to 852 and provides the most updated version by moving all the licenses to Microsoft Office 365. The Information Technology Department would like to amend the agreement to update the City's Microsoft Office products to Microsoft Office 365. Microsoft Office 365 is cloud based software which will allow the City to maintain updated Microsoft Office products. The cost to add additional licenses, migrate 530 full version licenses and migrate 322 email only licenses is \$31,160.80. This purchase is in accordance with the Code of Ordinances, Chapter 36, Section 36.02(C)(6)(a), "Sole Source".

#### **City Attorney Review:**

Approved as to form and legal sufficiency.

#### **Finance Department Review:**

Finance recommends approval.

#### **Funding Source:**

001-1811-513-46.90 - Software Maintenance