

Mayor and Council Communication

DATE: 02/28/23

M&C FILE NUMBER: M&C 23-0139

LOG NAME: 04AMEND SHI MICROSOFT EA

SUBJECT

(ALL) Authorize an Amendment to City Secretary Contract No. 55457 with SHI Government Solutions, Inc. to Increase the Annual Amount by \$720,000.00 for the Purchase of Microsoft Software Upgrades, License, Maintenance, and Related Services, Using State of Texas Department of Information Resources Cooperative Contract DIR-TSO-4092 for a Total Annual Amount of \$2,126,387.00 for the Information Technology Solutions Department

RECOMMENDATION:

It is recommended that the City Council authorize an amendment to City Secretary Contract No. 55457 with SHI Government Solutions, Inc. to increase the annual amount by \$720,000.00 for the purchase of Microsoft Software Upgrades, License, Maintenance and Related Services, using State of Texas Department of Information Resources DIR-TSO-4092 for a total annual amount of \$2,126,387.00 for the Information Technology Solutions Department.

DISCUSSION:

On March 9, 2021, Mayor and Council Communication 21-0168 authorized execution a Purchase Agreement with SHI Government Solutions, Inc for an annual amount of \$1,406,387.00 with two one-year renewal options through March 31, 2024. The State of Texas Department of Information Resources (DIR) agreement allowed IT Solutions to purchase Microsoft software licenses, maintenance, and related services for desktops, laptops, tablets, smartphones, servers, and databases under a Microsoft Enterprise Agreement (EA) for the foundation Microsoft products used by most employees. Software under the EA includes, but is not limited to Windows Desktop and Server, Office, Exchange, Virus Protection, and required Client Access Licenses (CAL) to maintain licensing compliance.

The proposed amendment to City Secretary Contract No. (CSC) 55457 will upgrade Microsoft License Office 365 G1 to Office 365 G3 for CFW Knowledge workers. The upgrade increases the annual cost to \$2,126,387.00. Significant benefits under this amendment include, the cost avoidance of a separate MS-Office purchase for half of the organization, it will enable the ability to have the Microsoft Office products available and managed through the O365 portal as opposed to a separate deployment for products such as Word, Excel, and Powerpoint. It will also enable automatic access to many of the Office productivity suite products for further use by City Staff.

On May 24, 2022 Mayor and Council Communication (M&C) 22-0366 was approved to allocate American Rescue Plan Act (ARPA) Subtitle M (Coronavirus State and Local Fiscal Recovery Funds) to the Information Technology Solutions (ITS) Department providing up to \$3,675,000.00 in support of infrastructure, data protection initiatives, information security and cyber security. The ITS department will use this agreement to purchase services to support the City's information technology infrastructure based on initiatives identified in (M&C) 22-0366.

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies State laws requiring that the local government seek competitive bids for purchase of the item. Cooperative contracts have been competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution of the amendment and expire March 31, 2024.

RENEWAL OPTIONS: The DIR agreement may be renewed for one additional one-year renewal term at the City's option. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

Funding is budgeted in the Other Contractual Services account of the Information Technology Solutions Department's Info Technology Systems Fund and in the ARPA for ITS Initiatives project within the Grants Cap Projects Federal Fund, as appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current capital & operating budgets, as previously appropriated, in the Grants Cap Projects Federal Fund for the ARPA for ITS Initiatives project and in the Info Technology Systems Fund to support the approval of the above recommendation and execution of the amendment to the contract. Prior to any expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Valerie Washington 6192

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