



# City of Broken Arrow

## Request for Action

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**File #:** 18-998, **Version:** 1

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**Broken Arrow City Council**  
**Meeting of: 09-18-2018**

**Title:**

Approval of and authorization to execute the Enterprise Enrollment Agreement and Program Selection Form with Microsoft Corporation for Microsoft software, products, and licenses

**Background:**

The City continues to use Microsoft Server and Office products and enrolled in the Microsoft Enterprise program in 2015. The Enterprise Agreement allows Staff to simplify the Microsoft licensing process while providing city employees with the latest software products that Microsoft has to offer.

The renewal is essentially for an additional three (3) years of the existing contract that was signed in September 2015. This renewal covers the period from September 1, 2018 through August 31, 2020. The annual cost for each year of the Enterprise Agreement is \$204,017.00. Importantly, the Enterprise Agreement Registration Form, provides for the termination by either party with 60 days' written notice. The Contract will not renew (or continue in effect) in any subsequent year that the City Council fails to appropriate and encumber funds for this specific purpose. Also, it is anticipated there are sufficient unencumbered funds available to pay the entirety of this agreement if necessary.

Section 2-27 of the Broken Arrow Code of Ordinances provides for exceptions to formal competitive bidding. It provides for the purchase of supplies, materials, equipment or contractual services when purchased at a price not exceeding a price set by the state purchasing agency or any other state agency authorized to regulate prices for things purchased by the state or from purchasing consortiums. This purchase meets that criteria. Staff recommends that the Council approve the Enterprise Enrollment Agreement and the relevant Amendment and authorize its execution.

**Cost:** \$612,051.00

**Funding Source:** Each Department Budgeted Funds for Microsoft Maintenance

**Requested By:** Stephen Steward, IT Director

**Approved By:** Michael L. Spurgeon, City Manager

**Attachments:** SHI Quote  
Enterprise Enrollment (Indirect)  
Previous Enrollment Agreement Form  
Product Selection Form-0764341.004\_PSF  
Program Signature Form

**Recommendation:**

Approve and authorize execution of the Enterprise Enrollment Agreement and Program Selection Form with Microsoft Corporation for Microsoft software, products, and licenses