



City of Broken Arrow

Request for Action

File #: 19-1119, **Version:** 1

Broken Arrow City Council
Meeting of: 09-17-2019

Title:

Approval of and authorization to execute the Enterprise Agreement with Microsoft for Microsoft software, products, and licenses

Background:

The City continues to use Microsoft Server and Office products and reenrolled in the Microsoft Enterprise program in 2018. 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.

This renewal is for year two of a three-year agreement that was approved by city council at the meeting held on September 18, 2018. The renewal covers the period from September 1, 2019 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 renewal for year two of the Enterprise Enrollment Agreement

Cost: \$204,017.00

Funding Source: Each Department Budgeted Funds for Microsoft Maintenance

Requested By: Stephen Steward, IT Director

Approved By: City Manager's Office

Attachments: SHI EA Renewal Quote 9-01-2019 through 8-31-2020.pdf
Enterprise Agreement.pdf
Program Signature Form.pdf

Recommendation:

Approve and authorize execution the Enterprise Agreement with Microsoft for Microsoft software, products, and licenses