



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 27, 2017**

FROM: INNOVATION AND TECHNOLOGY DEPARTMENT **WARDS: ALL**

SUBJECT: AWARD BID NO. 7497 TO INSIGHT PUBLIC SECTOR, INC. FOR MICROSOFT VOLUME LICENSING CAMPUS AND SCHOOL AGREEMENT FOR CITY OF RIVERSIDE LIBRARY - IN THE AMOUNT OF \$72,320.24

ISSUE:

Award Bid No. 7497 to Insight Public Sector, Inc. of Tempe, Arizona, for the purchase of Microsoft Volume Licensing Campus and School Agreement for City of Riverside Library, for the period of May 1, 2014 through April 30, 2018, in the amount of \$72,320.24.

RECOMMENDATIONS:

That the City Council:

1. Award Bid No. 7497 – Microsoft Volume Licensing Campus and School Agreement for City of Riverside Library to Insight Public Sector, Inc. of Tempe, Arizona, for the period of May 1, 2014 through April 30, 2018, in the amount of \$72,320.24;
2. Approve the Microsoft Volume Licensing Campus and School Agreement for City of Riverside Library for the period of May 1, 2014 through April 30, 2018, in the amount of \$72,320.24; and
3. Authorize the City Manager, or his designee, to execute all necessary documents, including making minor non-substantive changes.

BACKGROUND:

The City of Riverside Library provides 328 publicly available personal computers (PC) running Microsoft Windows. There are also 28 Windows Servers to support the Library's public PC's. This agreement will provide Microsoft licenses for those PC's and servers.

On May 15, 2017, the City issued Bid No. 7497 soliciting bids for the purchase of a Microsoft Volume Licensing Campus and School Agreement, for the period of May 1, 2014 through April 30, 2018. The bid includes licensing for the current annual period and three prior years due to a lapse in coverage. The Bid closed on May 26, 2017 with four responses. Insight Public

Sector, Inc. submitted the lowest bid, in the amount of \$72,320.24.

DISCUSSION:

Microsoft provides educational and school licensing at a discount, therefore this licensing is cheaper than comparable licensing for the other uses at the City. Specifically, in order to realize available cost savings, the Library's licensing is purchased under a Microsoft Campus and School Agreement, separate from the City's Microsoft Enterprise License Agreement.

Due no invoices being generated and an oversight between what licensing was covered under the Citywide Enterprise Licensing Agreement, there was a lapse in coverage for the Microsoft Volume Licensing Campus and School Agreement licensing. Innovation and Technology (IT) Department staff worked with Microsoft to arrange an agreement that would resolve the lapse and provide coverage through April 30, 2018. Bid No. 7497 satisfies the arrangement with Microsoft and the IT Department recommends that the City Council award this bid to the low bidder, Insight Public Sector, Inc.

The City's Purchasing Manager concurs with the recommendations in this report.

FISCAL IMPACT:

The total cost for the agreement is \$72,320.24. Sufficient funding is available in the Innovation and Technology Operations Software Maintenance/Support General Fund account number 2410000-424310.

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| Prepared by: | Lea Deesing, Chief Innovation Officer |
| Certified as to | |
| availability of funds: | Scott G. Miller, PhD, Chief Financial Officer/City Treasurer |
| Approved by: | Al Zelinka, FAICP, Assistant City Manager |
| Approved as to form: | Gary G. Geuss, City Attorney |

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| Attachment: | Bid Award Recommendation |
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