



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: APRIL 24, 2018**

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

SUBJECT: RENEWAL OF MICROSOFT VOLUME LICENSING CAMPUS AND SCHOOL AGREEMENT WITH INSIGHT PUBLIC SECTOR, INC., FOR RIVERSIDE PUBLIC LIBRARY FOR AN ADDITIONAL ONE-YEAR TERM IN THE AMOUNT OF \$18,697.04, FOR A TOTAL CUMULATIVE CONTRACT AMOUNT OF \$91,017.28

ISSUE:

Approve a renewal of the Microsoft Volume Licensing Campus and School Agreement with Insight Public Sector, Inc., for the Riverside Public Library for an additional one-year term in the amount of \$18,697.04, for a total cumulative contract amount of \$91,017.28.

RECOMMENDATION:

That the City Council approve a renewal of the Microsoft Volume Licensing Campus and School Agreement with Insight Public Sector, Inc. for the Riverside Public Library for an additional one-year term in the amount of \$18,697.04, for a total cumulative contract amount of \$91,017.28.

BACKGROUND:

The City of Riverside Library has over 300 publicly available personal computers (PCs) running Microsoft Windows and 28 Windows servers to support the public PCs. Microsoft provides educational and school licensing at a discount, therefore the City purchases these licenses via a Microsoft Volume Licensing Campus and School Agreement, separate from the City's Microsoft Enterprise License Agreement. Microsoft uses multiple resellers to provide this type of agreement to its customers.

On June 27, 2017, the City Council approved the award of Bid No. 7497 to Insight Public Sector, Inc., of Tempe, Arizona, and execution of a Microsoft Volume Licensing Campus and School Agreement, for the period of May 1, 2014, through April 30, 2018, in the amount of \$72,320.24. The agreement was for a one-year license period and three prior years, due to a lapse in coverage, for a total amount of \$72,320.24, or \$18,080.06 annually.

DISCUSSION:

The existing Microsoft Volume Licensing Campus and School Agreement, expiring on April 30, 2018, allows for an extension of the one-year license period with an extension order. The City

requested an extension quote for a one-year period from May 1, 2018, through April 30, 2019, and an increase to the number of desktop licenses from 386 to 400. Insight Public Sector quoted the one-year extension and additional licenses at the same unit price, for a total cost of \$18,697.04. The City's purchase order would serve as the extension order for the existing agreement.

Since the reseller Insight Public Sector, Inc., was recently selected through a formal bidding process (Bid No. 7497) and has quoted the same unit price for an additional annual term and the additional licenses, the Innovation and Technology Department recommends extending the Microsoft Volume Licensing Campus and School Agreement through Insight Public Sector, Inc.

Purchasing Resolution 23256, Section 602(o) states that competitive procurement shall not be required when the procurement is for the renewal of maintenance, license(s), and support and the items are procured from a vendor/reseller that was originally selected based on the City's procurement standards, provided that 1) the vendor has been used continuously since such selection and 2) if there are any non-substantive changes to the procurement, the Purchasing Manager is satisfied that the best price, terms and conditions have been negotiated.

The Purchasing Manager concurs that this recommendation is in compliance with the current Purchasing Resolution.

FISCAL IMPACT:

The total fiscal impact of the action is \$18,697.04. The funds are available in the Innovation and Technology Department, Operations Division, Software Maintenance/Support account number 2410000-424310.

Prepared by: Lea Deesing, Chief Innovation Officer
Certified as to
availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer
Approved by: Marianna Marysheva, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Extension Quote
2. Existing Agreement