



**Agenda Action Form Overview**

*Approval to utilize existing Technology Life-Cycle Replacement capital funds in the amount of \$800,000 and \$98,341.61 of current operational funds for this fiscal year for licenses and services for the Enterprise Agreement with Microsoft.*

**Background/Justification**

*The Board is requested to authorize the use of existing Technology Life-Cycle Replacement capital funds in the amount of \$800,000 and \$98,341.61 of current operational funds for this fiscal year for licenses and services for the Enterprise Agreement with Microsoft. Licenses and services will be purchased through SHI, per the State Convenience Contract 208C.*

*The Microsoft enterprise agreement keeps Durham County in line with the shift to cloud services and best practices across the private and government sectors including the City of Durham, Mecklenburg County, Wake County, Guilford County and many other counties and municipalities in North Carolina.*

**Policy Impact**

*There is no impact to policy; this action allows Durham County Government to continue to its effective and efficient use of Microsoft Office 365 and the Microsoft system and server licensing supporting our business departments.*

**Procurement Background**

*The Microsoft Enterprise Agreement is purchased in accordance with County purchasing policies as this software as a service becomes due for yearly payment and go before the Board for approval if required.*

**Type of purchase**

- ☒ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

**Did this request for purchase go through a bid process? Yes ☐ No ☒**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?



**Durham County Government**  
**Agenda Action Form Supplemental Document – Contract Approval**

---

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☒ Other - Request for capital funding; no expenditures requested at this time.

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☒**

If no, why?

Request for capital funding; no expenditures requested at this time.

---

---

---

**Fiscal Impact**

*Requesting to use existing Technology Life Cycle Replacement capital funds in the amount of \$800,000 and \$98,341.61 of current operational funds for this fiscal year for licenses and services for the Enterprise Agreement with Microsoft. This approval will allow the Enterprise to continue utilizing the features of Office 365 and the Microsoft system and server licensing supporting our business departments.*

**Recommendation**

*The County Manager recommends that the Board authorize use of the Technology Life Cycle Replacement capital project in the amount of \$800,000 and \$98,341.61 of current operational funds for this fiscal year for licenses and services for the Enterprise Agreement with Microsoft.*