



Agenda Action Form Overview

Approval to utilize existing operational funds in the amount of \$1,079,672.66 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 operational funds in the amount of \$1,079,672.66 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, Guildford 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?

- ☐ Sole source exemption



Durham County Government
Agenda Action Form Supplemental Document – Contract Approval

- ☐ 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 Operational funds; no expenditures requested at this time.

Fiscal Impact

Requesting to use existing operational funds in the amount of \$1,079,672.66 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 systems and server licensing supporting our business departments.

Recommendations

The County Manager recommends that the Board authorize the use of existing operational funds in the amount of \$1,079,672.66 for this fiscal year for licenses and services for the Enterprise Agreement with Microsoft.