



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to: enter into a collaborative agreement and pay The Select Group (TGS) to Contract amount: \$ 46,168.00 (original) plus \$ 62,640.00 (increase) for a contract total of \$ 108,808.00 for the contracted services for a Microsoft Administrator to work with the IS&T Platform team and give the County Manager authority to sign subsequent renewals and amendments. This contracted position will assist in several capital improvement projects and will also serve to resources need that we currently do not have within County. The approved funding for this action is from the fiscal year 2019-2020 operational budget.

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**Background/Justification**

The IS&T Platform team is responsible for second and third level support within IS&T, and accountable for managing capital improvement projects for all Life Cycle Replacement of Servers, Business applications and Office 365. The IS&T Platforms team consist of six network administrators who are consistently improving the platform infrastructure by deploying enterprise application, Office 365 and servers. This fiscal the platform team plans to deploy features within Office 365 such as Forms, Planner and teams which will provide modern tool to enhance collaboration within the organization and citizen engagements. Extending this contract will continue to provide a dedicated resource to deploying these 365 tools and improve collaboration for employees throughout Durham County.

**Policy Impact**

This contract will not have an impact on policy but will allow Durham County Information Services & Technology to expand and improve technology services supporting business needs and associated processes essential to the efficient and effective operation of the County departments

**Procurement Background**

This request is to extend a contract originally approved in February of 2019.

**Type of purchase**

- ☐ Goods
- ☒ Services
- ☐ Construction Work

**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*



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

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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
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☒ Contract is an amendment to an existing contract
- ☐ Other (please explain)

**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?

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**Fiscal Impact**

This contract extensions will be funded out of the IS&T 2019-2020 operational budget.

**Recommendation**

The County Manager recommends that the Board authorize the County Manager to extend a contract with The Select Group Contract amount: \$ 46,168.00 (original) + \$ 62,640.00 (increase) for a contract total of \$ 108,808.00 for the contracted services for a Microsoft Administrator to work with the IS&T Platform Team from the IS&T 2019-2020 Operational Budget.