



Agenda Action Form Overview

The Board is requested to authorize the County Manager to enter into a contract with SHI International Corp. for renewal of and purchase of goods related to Microsoft Volume Licensing in the amount of \$402,107.27. The contract consolidates the SHI International Corp., Microsoft Windows license renewal contract completed FY19 and completes the license purchase required for the Sheriff's Office servers and agency migration to Office 365. All of these funds have already been encumbered for this contract.

The terms of the initial SHI contract are from July 16, 2018 – June 30, 2019. Due to a turnover in Sheriff's finance personnel, the initial contract dates for the start of the agreement are termed April 1, 2019 – March 31, 2020. The current contract term of April 1, 2020 – March 31, 2023 will encompass both the renewal and software purchases into one consolidated contract.

Background/Justification

The Sheriff's Office entered into an enterprise agreement with Microsoft through SHI International Corp. under the State of NC Statewide IT Contract Number 208C to correct workstation and server license deficiencies found in June 2018 during a SAM Service Baseline audit. This additional licensing purchase will properly license network servers and begins migration to Office 365 for the Sheriff's Office.

Policy Impact

This will consolidate all Microsoft license purchases completed through SHI International Corp. into one contract. This will streamline upcoming renewals, amendments and any additional license purchases.

Procurement Background

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 $\geq \$500,000$

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?

Fiscal Impact

This is a planned expense that was funded within the Sheriff's Office operating and software capital budget as part of the adopted FY19/20 budget.

Recommendation

The County Manager recommends that the Board authorize the County Manager to enter into a contract with SHI International Corp. to renew and purchase goods related to Microsoft Volume Licensing in the amount of \$402,107.27 and that the County Manager be authorized to sign subsequent renewals and amendments within the contract term so long as the contract amount does not exceed \$402,107.27.