

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: March 18, 2020

Please mark one:  Bill Request or  Resolution Request

## 1. Type of Request:

- Contract/Grant Agreement  Intergovernmental Agreement (IGA)  Rezoning/Text Amendment  
 Dedication/Vacation  Appropriation/Supplemental  DRMC Change  
 Other: Purchase Order

## 2. Title: (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves a Purchase Order with Insight Public Sector for the Microsoft Enterprise Agreement (EA). Renewing this agreement allows the City and County of Denver continued use of the Microsoft product set of applications currently in use throughout the City's Offices/Agencies, including Office 365, Outlook/Exchange, Project, Visio, and other productivity tools (PO-00085471).

## 3. Requesting Agency: Technology Services

## 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Jennifer Randolph	Name: Jennifer Randolph
Email: Jennifer.Randolph@denvergov.org	Email: Jennifer.Randolph@denvergov.org

## 5. General description or background of proposed request. Attach executive summary if more space needed:

This is a request for payment to Insight Public Sector for annual payment for our Microsoft Enterprise Agreement covering the period March 1, 2020 – February 28, 2021.

The Enterprise Agreement provides the continued use of software licenses such as Office 365 (Microsoft Word, Outlook, Excel, etc., as well as patches, enhancements, and new releases for the products covered in this agreement.

The funds are coming from General funds.

## 6. City Attorney assigned to this request (if applicable): N/A - Purchase Order via Purchasing

## 7. City Council District: N/A - Citywide

## 8. **\*\*For all contracts, fill out and submit accompanying Key Contract Terms worksheet\*\***

## Key Contract Terms

### Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Purchase Order exceeding \$500,000

Vendor/Contractor Name: Insight Public Sector

Contract control number: PO-00085471

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: RR20 0305

Date Entered: \_\_\_\_\_

**Location:** N/A Citywide

**Is this a new contract?**  Yes  No **Is this an Amendment?**  Yes  No **If yes, how many?**

**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):**

Contract Term: March 1, 2020 - February 28, 2021 Duration: 1 year

**Contract Amount (indicate existing amount, amended amount and new contract total):**

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$3,783,737.88	N/A	\$3,783,737.88

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1 year	N/A	February 28, 2021

**Scope of work:**

Vendor will provide all licensing for the City's Microsoft products.

**Was this contractor selected by competitive process?** No **If not, why not?** Purchased using Cooperative NASPO Agreement

**Has this contractor provided these services to the City before?**  Yes  No

**Source of funds:** 3071100 Technology Services Operations - Asset Management

**Is this contract subject to:**  W/MBE  DBE  SBE  XO101  ACDBE  N/A

**WBE/MBE/DBE commitments (construction, design, Airport concession contracts):** N/A

**Who are the subcontractors to this contract?** N/A

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