

## 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: 3/11/2022

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:

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, Inc. for \$3,728,629.30 for continual use of the City's Microsoft Enterprise applications

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: Joe Saporito
Email: <a href="mailto:Jennifer.randolph@denvergov.org">Jennifer.randolph@denvergov.org</a>	Email: <a href="mailto:joseph.saporito@denvergov.org">joseph.saporito@denvergov.org</a>

### 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, a Microsoft reseller, for annual licensing for the City's use of our Microsoft Enterprise Suite of software applications. This Purchase Order will cover the term of March 1, 2022 – February 28, 2023.

Payment for this licensing allows the City continued use of the Microsoft set of applications currently in use throughout the City's Offices/Agencies, including Office 365, Word, Excel, Outlook/Exchange, Project, Power BI, Azure Advanced Threat Protection, PowerPoint, Meeting Room, Visio, Windows Remote Desktop, etc. as well as patches, enhancements, support and new software releases.

The majority of this Purchase Order is to cover the Microsoft 365 Enterprise suite. This gives City employees access to core Microsoft applications such as Word, Excel, PowerPoint and Outlook. The per license cost is only \$250 but the City will be purchasing a quantity of 10,186 of these licenses.

6. **City Attorney assigned to this request (if applicable):** N/A Purchase Order

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):

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

Resolution/Bill Number: \_\_\_\_\_

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

Purchase Order exceeding \$500,000

**Vendor/Contractor Name:** Insight Public Sector, Inc.

**Contract control number:** PO-00112813

**Location:** 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):**

3/1/2022 – 2/28/2023 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>
\$3,728,629.30	N/A	\$3,728,629.30

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
3/1/2022 – 2/28/2023	N/A	N/A

**Scope of work:**

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

**Was this contractor selected by competitive process?** Yes **If not, why not?**

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

**Source of funds:** Technology Services Operational Funds

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