

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

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

Date of Request: February 10, 2021

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-00096689).

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: Jennifer.Randolph@denvergov.org	Email: Joseph Saporito@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, 2021 – February 28, 2022.

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-00096689

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 0168

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, 2021 - February 28, 2022 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>
\$3,857,002.30	N/A	\$3,857,002.30

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1 year	N/A	February 28, 2022

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: 3071300 Technology Services Operations – Client Services

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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