

# EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager

FROM: Mark Z. Finigan, Assistant City Manager, Admin.

DATE: 2/10/2011

SUBJECT: Purchase of Software Licenses – Software House International (SHI)



## ACTION STATEMENT:

City of Key West City Commission is respectfully requested to approve the purchase of the following software licenses from Software House International (SHI) at a total cost of \$23,757.73.

• Microsoft Office Standard 2010	Qty 75	\$ 16,218.75
• Microsoft Office Professional Plus 2010	Qty 10	\$ 2,926.80
• Microsoft Windows Server 2008 R2 Standard	Qty 1	\$ 2,054.85
• Microsoft Windows Server 2008 R2 Media	Qty 1	\$ 18.00
• Microsoft TechNet Direct	Qty 1	\$ 327.33
• Adobe Creative Suite 5 Master Collection	Qty 1	\$ <u>2,210.00</u>
Total		\$ 23,757.73

The aforementioned software license agreements are being purchased pursuant to City of Key West Code Section 2-797 (4) (b.). Formal competitive bidding procedures for acquisitions which exceed \$20,000 were substituted with three (3) written competitive quotes from Software House International, Modcomp Systems and PC MallGov. To further document the reasonableness and competitiveness of the recommended award to Software House International it should be noted the software licenses referenced above are available under Florida State Contract 252-001-09-01 at prices which are slightly higher than or equal to the prices extended to the City of Key West pursuant to the Software House International Quotation 4201543.

## BACKGROUND:

The City of Key West has initiated a Technology Replacement Plan to ensure all technology at the various city locations is kept up-to-date.

The goals of the technology replacement plan are to:

- Assure that each staff member who uses computing resources in his or her position has a computer, and supporting software, of sufficient capability to fulfill his/her responsibilities.
- Implement minimum standards for computing equipment and software to promote uniformity of technology levels within departments.

- Ease resource and financial planning by reducing the effort involved in departmental budgeting and planning for new computers
- Provide for the cost effective and timely purchasing and installation of new hardware and software while decreasing the deployment time for new equipment and supporting hardware.

**FINANCIAL IMPACT:**

The FY 2010-11 City of Key West budget included an appropriation for the requested software licenses.

**RECOMMENDATION:**

Approve the purchase of the following software licenses from Software House International (SHI) at a total cost of \$23,757.73.

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