



EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager
FROM: Mark Z. Finigan, Assistant City Manager, Admin.
DATE: November 6, 2011

A handwritten signature in blue ink, appearing to read "MZF", is written over the "FROM:" line.

SUBJECT: Purchase of Microsoft Software – Software House International (shi)

ACTION STATEMENT:

City of Key West City Commission is respectfully requested to approve the purchase of the following Microsoft Software upgrades and licensing from Software House International (shi) at a total cost of \$53,065.43.

Item	Quantity	Unit Cost	Total
Microsoft Office Standard 2010	175	\$216.25	\$37,843.75
Microsoft Office Professional 2010	10	\$292.68	\$ 2,926.80
Microsoft Windows Server 2008 R2 Standard	15	\$410.97	\$ 6,164.55
Microsoft Windows Server 1 user CAL	350	\$16.58	\$ 5,803.00
Microsoft TechNet Direct	1	\$327.33	\$ 327.33
Total			\$53,065.43

The aforementioned software is being purchased pursuant to City of Key West Code Section 2-797 (3), Purchases and Acquisitions under Contracts of Federal Government and the State or its Political Subdivisions. In an effort to establish the prices awarded to Software House International (shi) under Florida State Contract, Microsoft License, Maintenance, & Services 252-001-09-1, are competitive, Staff secured written quotes from PC Mall Gov and GOV Connections Inc. for the listed requirements. Such quotes are attached and demonstrate the reasonableness and competitiveness of the Software House International (shi) State contract prices.

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. One of the goals of the plan is upgrade obsolete software.

The City of Key West has been using the same software program for the majority of business document creation and editing requirements since 1997. The last software upgrade was in calendar year 2003. Since then, the vendor has changed the format in which documents are saved. Collaboration is no longer straightforward when using different versions of the software. Since the City is two versions behind in its licensing of the software, difficulty in correspondence with outside entities has already begun to surface. Documents must be converted down to an older version or format by the creator/sender. There is a converter that can downgrade documents to the earlier version format. Either way, features available only in the new version of the software may be lost, changing the content of the document. Additionally, end user productivity is adversely affected.

The City of Key West Technology Plan includes an initiative to address this obsolescence by upgrading Office Suite installed on desktop computers and software installed on servers.

FINANCIAL IMPACT:

The FY 2011-12 City of Key West budget included an appropriation for the requested software licensing.

RECOMMENDATION:

Approve the purchase of the aforementioned software from Software House International (shi) at a total cost of \$53,065.43.