


COUNCIL COMMUNICATION

	Number:	21-152	Meeting:	April 5, 2021
	Agenda Item:	25E	Roll Call:	21-0557
	Submitted by:	Anna W. Whipple, CIO, Information Technology Director		

AGENDA HEADING:

Approval of change order for true-up of the Microsoft Enterprise Agreement with Insight Public Sector, 22721 E. Mission Avenue, Liberty Lake, WA 99019, Ken Lamneck, President and CEO, per bid D19-051.

SYNOPSIS:

In 2019 the Microsoft Enterprise Agreement for software support services for a 3-year term was bid and awarded to Insight Public Sector, Inc. by Roll Call 19-0813. This action approves the third payment in the 3-year contract. This payment adds true-up costs of \$47,383.23 to the original approved total contract amount of \$1,721,964.78. In particular, this year's true-up costs cover the addition of email accounts for all City employees in order to better communicate with staff throughout the COVID-19 pandemic.

FISCAL IMPACT:

Amount: \$623,073.32

Funding Source: FY2020-2021 Operating Budget, Information Technology Department, Enterprise Application Development, G001, IT152000, page 133.

ADDITIONAL INFORMATION:

- At the start of the COVID-19 pandemic, a significant number of City employee laborers did not have access to City email accounts. To improve and sustain socially distanced communication with all employees, the Information Technology Department provided City email accounts for all permanent employees. The true-up amount for the additional licenses adds \$47,383.23 to the original approved contract amount and is due at the same time as the third payment in the 3-year contract. The original third payment plus the true-up is \$623,073.32.

PREVIOUS COUNCIL ACTION(S):

Date: May 20, 2019

Roll Call Number: [19-0813](#)

Action: Bids from the following:

- (A) [Insight](#) Public Sector, Inc. (Ken Lamneck, President) for Microsoft Enterprise Agreement software support services for a three-year period for use by the IT Department, \$1,721,964.78. (Five potential bidders, two received). ([Council Communication No. 19-211](#)) Moved by Gatto to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

As this is the final year of this agreement, the process will begin to review Microsoft Enterprise Agreement software support services needs and to procure services for a new agreement.

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