



# City of Columbus

## Legislation Report

Office of City Clerk  
90 West Broad Street  
Columbus OH 43215-9015  
columbuscitycouncil.org

**File Number: 2932-2023**

### 30 Day

**File ID:** 2932-2023

**Type:** Ordinance

**Status:** First Reading

**Version:** 1

**\*Committee:** Technology Committee

**File Name:** Microsoft Enterprise Agreement KH

**File Created:** 10/16/2023

**Final Action:**

**Auditor Cert #:** BRPO002253

**Auditor:** When assigned an Auditor Certificate Number I , the City Auditor, hereby certify that there is in the treasury, or anticipate to come into the treasury, and not appropriated for any other purpose, the amount of money specified hereon, to pay the within Ordinance.

**Contact Name/No.:** K Haytas 5-6796

### Floor Action (Clerk's Office Only)

#### Mayor's Action

#### Council Action

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Passed/ Adopted

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
Veto

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

#### Title:

To authorize the Finance and Management Director to enter into a Universal Term Contract for the option to enter into a Microsoft Enterprise Agreement with Brown Enterprise Solutions, LLC; and to authorize the expenditure of \$1.00. (\$1.00)

#### Sponsors:

#### Attachments:

#### Related Files:

### History of Legislative File

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Ver.	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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1 Columbus City Council 11/06/2023

**ODI:** Following the review and approval, when required, the Office of Diversity and Inclusion certifies compliance with Title 39 as of date listed.

**City Attorney:** Following review and approval, when required, this ordinance has been reviewed by the City Attorney's Office as to its form and legality only.

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## Explanation

**BACKGROUND:** This legislation authorizes the Finance and Management Director to establish a Universal Term Contract (UTC) for the option to enter into a Microsoft Enterprise Agreement with Brown Enterprise Solutions, LLC. The Department of Technology is the sole user manager for Microsoft Licenses. Microsoft server support software, and annual updates are used to provide desktop software for word processing, email, spreadsheet, and presentation capabilities. The term of the proposed option contract would be approximately three years, expiring December 31, 2026, with no renewal term. The Purchasing Office opened formal bids on September 21, 2023. In addition, the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO002253.

The Purchasing Office advertised and solicited competitive bids in accordance with the relevant provisions of Section 329 relating to competitive bidding (Request for Quotation No. RFQ025795). Three bids were received.

The Purchasing Office is recommending award to the overall lowest, responsive, responsible and best bidder as follows:

Brown Enterprise Solutions, LLC, CC# 010668 expires March 24, 2024, Year 1, 2, and 3. \$1.00  
Total Estimated Annual Expenditure: Approximately \$3,323,006.46, the Department of Technology sole user

The company is not debarred according to the Excluded Party Listing System of the Federal Government or prohibited from being awarded a contract according to the Auditor of State Unresolved Findings for Recovery Certified Search.

**FISCAL IMPACT:** The expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO002253. Department of Technology will be required to obtain approval to expend from their own appropriations for their estimated annual expenditures.

## Title

To authorize the Finance and Management Director to enter into a Universal Term Contract for the option to enter into a Microsoft Enterprise Agreement with Brown Enterprise Solutions, LLC; and to authorize the expenditure of \$1.00. (\$1.00)

## Body

**WHEREAS**, the Microsoft Enterprise Agreement UTC will provide for the purchase of desktop software used to conduct city business; and,

**WHEREAS**, the Purchasing Office advertised and solicited formal bids on September 21, 2023, and selected the overall lowest, responsive, responsible and best bidder; and

**WHEREAS**, it has become necessary in the daily operation of the Department of Technology to authorize the Director of Finance and Management to enter into a Universal Term Contract for the option

to enter into a Microsoft Enterprise Agreement; **now, therefore**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:**

**SECTION 1.** That the Finance and Management Director is hereby authorized to enter into the following Universal Term Contract for the option to enter into a Microsoft Enterprise Agreement in accordance with Request for Quotation RFQ025795 for a term of approximately three years, expiring December 31, 2026, as follows:

Brown Enterprise Solutions, LLC, Years 1, 2, and 3, \$1.00

**SECTION 2.** That the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO002253 of this ordinance to pay the cost thereof.

**SECTION 3.** That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 4.** That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

