State Term Contract
Permission Request

Date: 10/16/2025 State Contract No/URL: CSP029109 Contract Type: Competitive Over $50,000 _X_ Under $50,000 ____

Requesting Agency: Franklin County Municipal Contact Name: Enterprise Email: goodrichc@fcmcclerk

TO BE COMPLETED BY AGENCY:

Describe how use of this contract provides the most cost effective method to purchase goods and /or services.
(For new requests, attach three (3) or more quotations received from contract vendors, if the contract was not bid.)

In using this state term contract for Microsoft Office 365 plus teams phone licenses it ensures The Clerks Office is getting the best pricing because this contract has already been competitively bid out by the State of Ohio and are offered for use by any agency. This helps aid the Franklin County Municipal Court, Clerk of Court in its duty to spend funds responsibly.

Note if this purchase is the continuation of an existing project.
(Please attach three (3) or more quotations originally received. If three quotes were not solicited for the original purchase, three are required now.)

Contract CSP029109 was competitively bid by the State of Ohio and is in place for agencies to use. This contract is considered a competitive selection process contract there for only one quote is required. Please see attached quote.

If three quotes were not received, attach any documentation supporting using the STS as the most cost effective method. This includes price research, efficiencies realized, or any other evidence of cost effectiveness. Requests over $50,000 will require a bid waiver from City Council.

TO BE COMPLETED BY PROCUREMENT MANAGER:

Approved Y