



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Purchasing Services

Nicole Westmoreland, MBA, Purchasing Agent

813/794-2221 Fax: 813/794-2111

727/774-2221 TDD: 813/794-2484

352/524-2221 email: nwestmor@pasco.k12.fl.us

June 3, 2014

MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *NW*

RE: Requesting Permission to Place Purchase Order to SHI
Microsoft Office Campus and School Agreement Licensing

On January 21, 2014, the Board approved the third year of a multi-year Campus and School Volume Licensing Agreement with Microsoft (on file in Purchasing Services). This agreement "locks in" pricing for Microsoft products for the period of February 1, 2014 – January 30, 2016. At that time, the Board approved expenditures of \$264,638.90 for products and services.

Please see the attached memo from Mr. John Simon, Director of Information Services, and Mr. Ed Mutell, Supervisor of Information Services. They are requesting permission to place a purchase order to SHI in the amount of \$70,523.04 to cover additional Microsoft products. SHI is the sole Microsoft-authorized dealer under Florida State Contract #252-001-09-1. The District is permitted to utilize this contract under Florida Administrative Rule 6A-1.012(5).

We are requesting Board approval of the dollar amount as noted above. Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

NW/plh

Attachments

Date/Time: May 28, 2014 11:19:00



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John W. Simon, Jr.
Director of Information Services Department
813/794-2416 352/524-2416
727/774-2416 Fax: 813/794-2172

To: Nicole Westmoreland, Purchasing Agent

From: Edward B. Mutell, Supervisor of Information Services *EM*
John W. Simon, Jr., Director of Information Services *JWS*

Date: June 3, 2014

Subject: Microsoft Office Campus and School Agreement Licensing

The District currently has a multi-year Campus Volume Licensing Agreement with Microsoft through January 30, 2016. The Agreement addresses the terms, conditions and pricing for Microsoft products and services utilized within the District, and is renewed annually at the mutual agreement of the parties. The Board approved the current term, which will expire on January 30, 2015, as well as the subsequent purchase order to maintain the Volume Licensing Agreement.

The Agreement "locks in" the District's unit pricing for Microsoft products for the period February 1, 2014 – January 30, 2016. The cost to the District for the period February 1, 2014 – January 31, 2015 approved by the Board was \$264,638.90 for products and services in use at the time of renewal. SHI remains the Microsoft-authorized dealer under Florida State Contract.

I am requesting your assistance in issuing a purchase order in the amount of \$70,523.04 to cover additional Microsoft products needed for the remainder of this annual licensing period. These additional products include additional Microsoft Server software installations and an expansion of features associated with supporting the district's transition into a full implementation of Microsoft's Office 365 product suite. No amendments or changes are required to the Board approved multi-year Campus Volume Licensing Agreement.

Thank you very much for your assistance. Please contact me if you have any questions or concerns.