



City of Galveston

DEPARTMENT OF INFORMATION TECHNOLOGY

STAFF REPORT

March 28, 2019

To: Brian Maxwell, City Manager
Honorable Mayor and City Council

From: Hope Dean, Executive Director & Chief Information Technology Officer

RE: Consider approving the allocation of funds for the purchase of (98) Microsoft Office Standard 2019 in the amount of \$25,830.84 through authorized reseller, SHI Government Solutions, utilizing DIR-TSO-4092 contract.

BACKGROUND

Since the inception of the City's network, the City has standardized on Microsoft products for workstation operating systems (OS), network server operating systems and the Microsoft suite of office applications (Word, Excel, Outlook, Power Point, Access and Publisher). This decision was made based upon the de facto standardization on Microsoft products throughout the country, as well as the integration and compatibility of all products. The City continues its standardization on Microsoft products.

CURRENT SITUATION

1. Microsoft office is core application used throughout the City during the normal course of business.
2. Information Technology is in the process of replacing older desktop workstations that have reached end of life with newer equipment. New equipment was not purchased with office installed.
3. In a separate purchase request this month, Information Technology is requesting Council approve the purchase of 19 Panasonic Toughbook laptop computers for the Police Department. Office is not included in that purchase request.

ISSUES

1. IT is in the process of replacing older desktop and laptop equipment for City and Police department personnel that have reached or exceeded useful life. City personnel would be unable to perform core functional duties without the equipment.
2. Although Microsoft office is installed on equipment being replaced, Microsoft software licensing guidelines prevents the move of the license for use with the new equipment.



3. Absent the Microsoft licensing limitation, staff do not recommend the transition of those licenses due version age. Installed office on equipment is Office 2007, Office 2010 and Office 2013, respectively. Current version of Microsoft office is 2019.

ALTERNATIVES

1. Approve the purchase of Microsoft licenses for the deployment on the new equipment.
2. Do not approve the purchase.

RECOMMENDATION

Approve the purchase of 98 Microsoft Office licenses through authorized VAR reseller, SHI Government Solutions under DIR-TSO-4092 contract in the amount of \$25,830.84.

FISCAL IMPACT REPORT

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| Requested by: | Hope Dean Chief Information Technology Officer |
| Funding Source: | IT Operating Budget (\$20,822.82) Police Department Operating Budget (\$5002.02) |
| Costs of implementation: | \$ 25,830.84 |

