



**Meeting Date:** December 14, 2023      **Agenda Type:** Consent Items for Action

**From:** Jeffrey Jones      **Reviewed by:** Greg Brown  
Information Technology      Chief Technology Officer  
Manager

**Submitted by:** Greg Brown      **Approved by:** Ryan Kelso  
Chief Technology Officer      Interim Chief Executive Officer

**RECOMMENDED ACTION:** Authorize Interim CEO or His Designee to Negotiate and Execute a Cooperative Contract with SHI International Corp. for the Renewal of Microsoft EA Licensing to Maintain Critical Software Usage for NBU Staff

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## **BACKGROUND**

New Braunfels Utilities (“NBU”) is currently under contract with SHI International Corp. (“SHI”) for a Microsoft EA licensing (“the Software”). The contract enables NBU to utilize the Microsoft Office suite on all desktops, laptops, and servers. The software is critical in nature for daily taskings, tracking, and communication spreading across the entire company. The current contract, in place since June 2020, was for one (1) year with two (2) automatic renewals. The contract needs to be renewed for continued use of new operating systems, which will aid evolvement in technology and security standards. The DIR TSO-4092 with SHI will continue to provide NBU with software, licensing, and support with Microsoft.

NBU’s selection of SHI to enter into this contract through the Texas Department of Information Resources DIR TSO-4092 satisfies the bidding requirements under Texas law.

NBU staff request that the Board of Trustees approve the contract renewal with SHI for continued software Microsoft Office utilization.

This item is being presented to the Board because the total amount of the contract exceeds \$250,000.

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## **FINANCIAL IMPACT**

The total amount of the contract renewal is \$598,842.36 over a three (3) year period. Each year NBU will pay \$199,614.12 to satisfy the terms of the Contract. This item is budgeted under our FY24 Operation and Maintenance Budget.

## **LINK TO STRATEGIC PLAN**

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**Infrastructure and Technology**

**Financial Excellence**

## **EXHIBITS**

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1. DIR-TSO-4092 SHI Contract
2. DIR-TSO-4092 RFO
3. Microsoft Agreement Detail
4. SHI Quote