



## INFORMATION TECHNOLOGY

**To: Mayor and Town Council**

**From: Leigh Johnson, Director of Information Technology**

**Through: Mario Canizares, Town Manager  
Robert B. Scott, Deputy Town Manager**

**Re: Annual Hardware Purchase Approval increase**

**Town Council Meeting – August 27, 2024**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon approval of an estimated total spend of \$142,660 for various annual operational purchases for the Information Technology Department during FY 2024 from SHI Government Solutions, Inc. (LJ)

**Description of Agenda Item:**

In order to conform with State purchasing law and best practices, the Purchasing Division has asked the Information Technology Department to annually request Council approval of various open or blanket purchase orders for routine maintenance, repair, and operational items.

These items are considered routine in nature and occur each year. This includes renewal of annual contracts bid out by the Town, cooperative/interlocal agreements, and sole source items.

Each purchase order requested meets all aspects of State purchasing laws as well as Town purchasing procedures. At the November 23, 2023 Town meeting, the Town Council approved the following limits:

<b>Cooperative</b>	<b>Description</b>	<b>Vendor</b>	<b>Amount</b>
DIR-TSO-4092	Software license renewals and various hardware	SHI	\$250,000
DIR-TSO-3763	Dell computer and network hardware	Dell/SHI	\$165,000
Omnia # MA3457	Incidental items for IT and other departments	Amazon	\$125,000

It has come to the attention of the I.T. and Purchasing departments that the total annual spend with SHI Government Solutions for purchases that do not fall under contracts DIR-TSO-4092 and DIR-TSO-3763 will exceed annual spending thresholds. The estimate for these additional FY24 costs is \$142,660.00 and include budgeted items such as annual software renewals and new software platforms approved in the annual budget including Privileged Access Management and Multi Factor Authentication.

**Budget Impact:**

Funding was approved and is available through the FY 2024 operating budget.

**Attached Documents:**

1. SHI Government Solutions Contract Information

**Town Staff Recommendation:**

Town Staff recommends approval of an estimated total spend of \$142,660 for various annual operational purchases for the Information Technology Department during FY 2024 from SHI Government Solutions, Inc.

**Proposed Motion:**

I move to approve an estimated total spend of \$142,660 for various annual operational purchases for the Information Technology Department during FY 2024 from SHI Government Solutions, Inc.