

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: January 20, 2025

**Topic:**

Approve the expenditure of greater than \$50,000 with Insight Public Sector, Inc. for Microsoft 365, Adobe, and SysAid software products and licensing services for a total not-to-exceed amount of \$75,170.00, approve the expenditure of funds thereof and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the FY 2024-2025 budget.

**Background:**

The City has used Insight for software solutions for several years, including the purchase of licenses for products such as Adobe Professional tools and SysAid, the City's IT Helpdesk and IT asset management solution. The City is now moving the purchase of its Microsoft 365 licenses to Insight as well as Insight is a direct Microsoft provider for service support. The total expenditure also includes a contingency of \$14,000, which is used when additional licenses are added during the year for new employees or when a department needs to add new license. The total expenditure, not to exceed \$75,170.00 is fully budgeted in the FY 2024-2025 Budget.

Service	Budget Amount	Contract Expenditure
M365 Licensing (March 2025 through September 25)	\$86,000.00	\$48,951.00*
SYSAID Annual Renewal	\$14,000.00	\$12,219.00
Adobe – Renewal (April 2025)	\$14,000.00	\$14,000.00
<b>Total:</b>		<b>\$75,170.00</b>

\*October 2024 to February 2025: \$34,500.00 was paid to previous vendor

This item is being purchased through the Omnia Partners purchasing cooperative, pursuant to the City’s adopted Procurement Policy.

**Origination:** Information Technology

**Recommendation:**

Staff recommends approving the expenditure of \$75,170.00 with Insight for software and licensing services as appropriated in the FY 2024-2025 Budget.

**Party(ies) responsible for placing this item on agenda:** Tom Wilson

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes:  X  No:       

If yes, specify Account Number: #100-117-6320

