

## Legislation Text

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**File #:** AI-2021-142, **Version:** 1

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**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with SHI Government Solutions to renew Capital Metro licensing of the Microsoft licensed software suite of products for a three (3) year period for an amount not to exceed \$1,431,390, which includes a 20% contingency to account for future growth.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Operating Budget.

**STRATEGIC PLAN:**

## Strategic Goal Alignment:

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> 1. Internal/External Customer Service Excellence | <input type="checkbox"/> 2. Stakeholder Engagement |   |
| <input checked="" type="checkbox"/> 3. Financial and Environmental Sustainability    | <input type="checkbox"/> 4. Staff Development      | <input checked="" type="checkbox"/> 5. Agency Growth Management |

## Strategic Objectives:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 1.1 Safety & Risk                    | <input type="checkbox"/> 1.2 Continuous improvement           | <input type="checkbox"/> 1.3 Dynamic Change           |
| <input checked="" type="checkbox"/> 1.4 Culture of Innovation | <input type="checkbox"/> 2.1 Be an Employer of Choice         | <input type="checkbox"/> 2.2 Organization Development |
| <input type="checkbox"/> 2.3 Organization Culture             | <input checked="" type="checkbox"/> 3.1 Resource optimization | <input type="checkbox"/> 3.2 Safety Culture           |
| <input type="checkbox"/> 3.3 Environmental Leadership         | <input type="checkbox"/> 4.1 Educate & Call to Action         | <input type="checkbox"/> 4.2 Build Partnerships       |
| <input type="checkbox"/> 4.3 Value of Transit                 | <input type="checkbox"/> 4.4 Project Connect                  |   |

**EXPLANATION OF STRATEGIC ALIGNMENT:** The office productivity software suite provides opportunities for communication and collaboration via integration with various systems and access to Capital Metro's resources via any web enabled device. The Microsoft Dynamics AX product is the agency's financial system and the Microsoft CRM product is the agency's customer comment tracking system. The systems will also provide a platform for incorporating new, improved and innovative business practices, as well as providing a great customer experience. Maintaining Capital Metro's systems in a state of good repair ensures stable and reliable systems.

**BUSINESS CASE:** The current three-year agreement is expiring for our Microsoft suite of products which are used agency wide. A new agreement must be put in place to maintain the continuity of operations critical to running each business unit. Maintaining the most current versions of software help maintain secure systems and provide feature rich tools to increase effectiveness and efficiency. In addition, the Microsoft hosted solution limits the hardware investment and greatly reduces the need for local support of the system, simplifying future upgrades. It is necessary to maintain the

advantages of the current Microsoft productivity software solutions to prevent the business units from experiencing decreased efficiency due to document version incompatibility issues with document exchange between partners, vendors, and other entities. Failure to take action will see a resurgence of these issues resulting in decreased performance, loss of collaboration opportunity, and limited mobile access to Capital Metro's resources.

**COMMITTEE RECOMMENDATION:** This item will be presented to the full board on November 22, 2021.

**EXECUTIVE SUMMARY:** The Microsoft suite of products has provided office productivity software that has increased the agency's ability to collaborate, augment productivity and access resources remotely, including leveraging usage via mobile devices. This agreement provides licensing and support for Microsoft Office 365, Microsoft Exchange Online, Microsoft SharePoint Online, Skype, Dynamics AX, Dynamics Customer Relationship Management system, other ancillary services (e.g. training) and software products (e.g. MS Visio, MS Project. In addition to maintaining the most current versions of the software, the Microsoft hosted solution limits the hardware investment and greatly reduces the need for local support of the system, simplifying future upgrades. The solutions provide the foundation for integration with the communications systems (e.g. telecom, instant messaging, etc.), increase user productivity, and enabling better collaboration and mobility opportunities.

**DBE/SBE PARTICIPATION:** No SBE goal is assigned to this project due to limited subcontracting opportunity. However, the selected vendor is a certified SBE.

**PROCUREMENT:** The contract will utilize the Department of Information Resources (DIR) contract, DIR-TSO-4092 held by SHI Government Solutions, Inc. to re-sell Microsoft Licensing and Software products. DIR awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act. Purchases made using DIR contracts satisfy otherwise applicable competitive bidding requirements. Pricing for the Microsoft licensed software suite of products was determined to be fair & reasonable by DIR's organization during its solicitation and award process.

The following is SHI Government Solutions pricing for three (3) years of Microsoft's Licensing, per year:

Year 1 - Microsoft Licensing	\$397,608.32
Year 2 - Microsoft Licensing	\$397,608.32
Year 3 - Microsoft Licensing	\$397,608.32
Grand Total for Year 1 Through 3:	\$1,192,824.96

The contract is a firm fixed price type contract.

**RESPONSIBLE DEPARTMENT:** Information Technology

**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-142**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to maintain its Microsoft productivity software in good working order to support current operations; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide the necessary office productivity and communications software required by new business initiatives.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with SHI Government Solutions to renew our licensing for our Microsoft licensed software suite of products for a three (3) year period for an amount not to exceed \$1,431,390, which includes a 20% contingency to account for future growth.

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**Secretary of the Board  
Eric Stratton**

**Date:** \_\_\_\_\_