

TUCSON UNIFIED SCHOOL DISTRICT

DETERMINATION FOR COOPERATIVE CONTRACT USE

PURCHASE of MICROSOFT LICENSES

National IPA/Strategic Alliance of Volume Expenditures

City of Mesa – Contract #2018011 - Information Technology Solutions and Services

Cooperative procurements are a valuable tool to obtain the necessary goods and services by aggregating volume, securing best pricing, and reducing administrative overhead. The above referenced procurement process and contract comply with State procurement rules. Substantiation of compliance is included in the District due diligence file.

Considerations to utilize this cooperative contract included the following:

- Existing District fiscal year dates and the Microsoft licensing dates are not in alignment
- Efforts to synchronize Microsoft licensing dates with District fiscal year dates for financial efficiencies were unsuccessful
- Although the District has the ability to perform a formal procurement process (Invitation for Bids, Request for Proposals), the shortened time frame would put our Microsoft Licensing renewal in jeopardy of discontinuation – current contract expires 2/1/2019
- Pricing offered under the cooperative contract has been determined to be fair and reasonable
- Lead agency (City of Mesa) has the expertise, reputation and history of quality and valuable contracting for this technology service

Contract is currently in effect and in force for the proposed purchase. The District will utilize the cooperative contract as follows:

- The cooperative evaluated multiple vendors and awarded the contract to two vendors. At this time, the District has made a determination that current requirements can be met by utilizing a single vendor. All purchases for Microsoft Volume Licensing Services will be made with the awarded vendor, **SHI, International**.

A thorough value analysis will be performed prior to the 2020 renewal of the Microsoft Licenses to determine if the District would be able to maximize competition by performing our own sealed solicitation process (IFB, RFP) for the five year period 2020-2025.

Signature: *Kevin Startt* Date 1/31/2019

Kevin Startt, CPPO, CPPB

Director of Purchasing