

# REQUEST FOR LEGISLATIVE ACTION

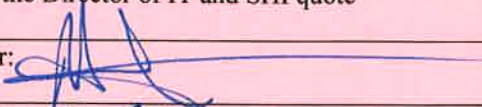

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19747

Sponsor(s): Dennis Waits

Date: February 26, 2018

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting the Transfer of \$144,000 from the Reserve Fund to Various Funds for purchase of Microsoft Office 365 Maintenance from Software House International (SHI), a current Term &amp; Supply vendor.</u></p>																																																										
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$145,347.60</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$145,347.60</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$145,347.60</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td colspan="2"><b>Transfer From:</b></td> </tr> <tr> <td>001-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$99,360</td> </tr> <tr> <td><del>002</del>-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$7,200</td> </tr> <tr> <td><del>003</del>-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$10,080</td> </tr> <tr> <td><del>004</del>-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$17,280</td> </tr> <tr> <td><del>045</del>-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$7,200</td> </tr> <tr> <td><del>300</del>-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$2,880</td> </tr> <tr> <td colspan="2"><b>Transfer To:</b></td> </tr> <tr> <td>001-5101-56662 General Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$99,360</td> </tr> <tr> <td>002-5102-56662 Health Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$7,200</td> </tr> <tr> <td>003-5103-56662 Park Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$10,080</td> </tr> <tr> <td>004-5104-56662 Road Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$17,280</td> </tr> <tr> <td>045-4500-56662 Assessment Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$7,200</td> </tr> <tr> <td>300-5300-56662 Enterprise Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$2,880</td> </tr> <tr> <td><b>Transfer Total:</b></td> <td style="text-align: right;"><b>\$144,000</b></td> </tr> <tr> <td colspan="2"><b>Funding Summary:</b></td> </tr> <tr> <td>001-5101-56662 General Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$99,360</td> </tr> <tr> <td>002-5102-56662 Health Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$7,200</td> </tr> <tr> <td>003-5103-56662 Park Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$10,080</td> </tr> <tr> <td>004-5104-56662 Road Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$17,280</td> </tr> <tr> <td>045-4500-56662 Assessment Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$7,200</td> </tr> <tr> <td>300-5300-56662 Enterprise Fund, Non-Departmental, Software Maintenance</td> <td style="text-align: right;">\$2,880</td> </tr> <tr> <td>001-1305-56662 General Fund, Information Technology, Software Maintenance</td> <td style="text-align: right;">\$1,347.60</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$145,347.60</b></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:      Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____      Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$145,347.60	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$145,347.60	Amount budgeted for this item * (including transfers):	\$145,347.60	Source of funding (name of fund) and account code number:		<b>Transfer From:</b>		001-8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$99,360	<del>002</del> -8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$7,200	<del>003</del> -8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$10,080	<del>004</del> -8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$17,280	<del>045</del> -8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$7,200	<del>300</del> -8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$2,880	<b>Transfer To:</b>		001-5101-56662 General Fund, Non-Departmental, Software Maintenance	\$99,360	002-5102-56662 Health Fund, Non-Departmental, Software Maintenance	\$7,200	003-5103-56662 Park Fund, Non-Departmental, Software Maintenance	\$10,080	004-5104-56662 Road Fund, Non-Departmental, Software Maintenance	\$17,280	045-4500-56662 Assessment Fund, Non-Departmental, Software Maintenance	\$7,200	300-5300-56662 Enterprise Fund, Non-Departmental, Software Maintenance	\$2,880	<b>Transfer Total:</b>	<b>\$144,000</b>	<b>Funding Summary:</b>		001-5101-56662 General Fund, Non-Departmental, Software Maintenance	\$99,360	002-5102-56662 Health Fund, Non-Departmental, Software Maintenance	\$7,200	003-5103-56662 Park Fund, Non-Departmental, Software Maintenance	\$10,080	004-5104-56662 Road Fund, Non-Departmental, Software Maintenance	\$17,280	045-4500-56662 Assessment Fund, Non-Departmental, Software Maintenance	\$7,200	300-5300-56662 Enterprise Fund, Non-Departmental, Software Maintenance	\$2,880	001-1305-56662 General Fund, Information Technology, Software Maintenance	\$1,347.60	<b>Total</b>	<b>\$145,347.60</b>
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PRIOR LEGISLATION	Prior ordinances and (date): 5062, 12/6/2017 Prior resolutions and (date):																																								
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Kyle Brack, Senior Buyer, 816-881-3265																																								
REQUEST SUMMARY	<p>Microsoft Office 365 Maintenance is critical to IT operations and impacts all County departments. The annual maintenance is necessary for Outlook data storage on the cloud, disaster recovery, and to ensure cloud-based backups. A transfer of funds is necessary for timely payment.</p> <p>The Microsoft Office 365 Maintenance is at a cost of \$145,347.60 to the County and will be provided by SHI of Somerset, New Jersey, an existing Term and Supply vendor.</p> <p>The Information Technology Department requests the transfer of \$144,000 from the Reserve Fund as follows:</p> <table border="0" data-bbox="289 556 1409 1010"> <thead> <tr> <th></th> <th style="text-align: right;">From:</th> <th style="text-align: right;">To:</th> </tr> </thead> <tbody> <tr> <td>001-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$99,360</td> <td></td> </tr> <tr> <td><del>002</del>-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$7,200</td> <td></td> </tr> <tr> <td><del>003</del>-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$10,080</td> <td></td> </tr> <tr> <td><del>004</del>-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$17,280</td> <td></td> </tr> <tr> <td><del>045</del>-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$7,200</td> <td></td> </tr> <tr> <td><del>300</del>-8006-56835 General Fund, Reserve Fund, Reserve-Operating</td> <td style="text-align: right;">\$2,880</td> <td></td> </tr> <tr> <td>001-5101-56662 General Fund, Non-Departmental, Software Maintenance</td> <td></td> <td style="text-align: right;">\$99,360</td> </tr> <tr> <td>002-5102-56662 Health Fund, Non-Departmental, Software Maintenance</td> <td></td> <td style="text-align: right;">\$7,200</td> </tr> <tr> <td>003-5103-56662 Park Fund, Non-Departmental, Software Maintenance</td> <td></td> <td style="text-align: right;">\$10,080</td> </tr> <tr> <td>004-5104-56662 Road Fund, Non-Departmental, Software Maintenance</td> <td></td> <td style="text-align: right;">\$17,280</td> </tr> <tr> <td>045-4500-56662 Assessment Fund, Non-Departmental, Software Maintenance</td> <td></td> <td style="text-align: right;">\$7,200</td> </tr> <tr> <td>300-5300-56662 Enterprise Fund, Non-Departmental, Software Maintenance</td> <td></td> <td style="text-align: right;">\$2,880</td> </tr> </tbody> </table>			From:	To:	001-8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$99,360		<del>002</del> -8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$7,200		<del>003</del> -8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$10,080		<del>004</del> -8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$17,280		<del>045</del> -8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$7,200		<del>300</del> -8006-56835 General Fund, Reserve Fund, Reserve-Operating	\$2,880		001-5101-56662 General Fund, Non-Departmental, Software Maintenance		\$99,360	002-5102-56662 Health Fund, Non-Departmental, Software Maintenance		\$7,200	003-5103-56662 Park Fund, Non-Departmental, Software Maintenance		\$10,080	004-5104-56662 Road Fund, Non-Departmental, Software Maintenance		\$17,280	045-4500-56662 Assessment Fund, Non-Departmental, Software Maintenance		\$7,200	300-5300-56662 Enterprise Fund, Non-Departmental, Software Maintenance		\$2,880
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CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A																																								
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals N/A <input type="checkbox"/> VBE Goals																																								
ATTACHMENTS	Memorandum from the Director of IT and SHI quote																																								
REVIEW	Department Director:  Finance (Budget Approval):  If applicable Division Manager: County Counselor's Office:	Date: 2/13/2018 Date: 2/15/18 Date: Date:																																							

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

## Fiscal Note:

Funds sufficient for this transfer are available from the sources indicated below.

PC# \_\_\_\_\_

Date:	February 13, 2018	RES #	19747
<hr/>		<hr/>	
<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
<hr/>			
<b>General Fund - 001</b>			
<hr/>			
8006 - Reserve	56835 - Reserve-Operating	\$ 99,360	\$ -
5101 - Non-Departmental	56662 - Software Maintenance		99,360
<hr/>			
<b>Health Fund - 002</b>			
<hr/>			
8006 - Reserve	56835 - Reserve-Operating	7,200	-
5102 - Non-Departmental	56662 - Software Maintenance		7,200
<hr/>			
<b>Park Fund - 003</b>			
<hr/>			
8006 - Reserve	56835 - Reserve-Operating	10,080	-
5103 - Non-Departmental	56662 - Software Maintenance		10,080
<hr/>			
<b>Special Road &amp; Bridge - 004</b>			
<hr/>			
8006 - Reserve	56835 - Reserve-Operating	17,280	-
5104 - Non-Departmental	56662 - Software Maintenance		17,280
<hr/>			
<b>Assessment Fund - 045</b>			
<hr/>			
8006 - Reserve	56835 - Reserve-Operating	7,200	-
4500 - Non-Departmental	56662 - Software Maintenance		7,200
<hr/>			
<b>Park Enterprise Fund - 300</b>			
<hr/>			
8006 - Reserve	56835 - Reserve-Operating	2,880	-
5300 - Non-Departmental	56662 - Software Maintenance		2,880
<hr/>			
		<u>\$ 144,000</u>	<u>\$ 144,000</u>

  
 \_\_\_\_\_  
 County Auditor / Budget Officer



**Department of  
INFORMATION TECHNOLOGY  
JACKSON COUNTY, MISSOURI**

(816) 881-3151

415 EAST 12TH STREET, ROOM G-8  
KANSAS CITY, MO 64106

TO: KYLE BRACK, SENIOR BUYER

FROM: MICHAEL ERICKSON, DIRECTOR OF IT AND GIS *ME*

Date: January 29, 2018

Re: Maintenance of Office 365 through Software House International (SHI)

The County migrated County email to Office 365, a Microsoft cloud solution. Jackson County's email will be stored in a secure Microsoft government data center designed to meet FBI requirements for information security.

The service level that IT acquired has the following benefits:

- Email and calendar access on the Cloud
- Online access to the latest version of Microsoft Office
- 50 Gig mailboxes
- No hardware to maintain
- Full redundancy and Disaster Recovery
- Cloud-based backups

SHI is a Term & Supply vendor and would normally not need an RLA. There is no money budgeted in the accounts right now so we are requesting an RLA to transfer the funds.

Transfer to:

Transfer from:

001-5101-56662	\$99,360.00	001/8006/56835	\$99,360.00
002-5102-56662	7,200.00	001/8006/56835	7,200.00
003-5103-56662	10,080.00	001/8006/56835	10,080.00
004-5104-56662	17,280.00	001/8006/56835	17,280.00
045-4500-56662	7,200.00	001/8006/56835	7,200.00
300-5300-56662	<u>2,880.00</u>	001/8006/56835	<u>2,880.00</u>
	\$144,000.00		\$144,000.00
001-1305-56662	<u>1,347.60</u>	No transfer necessary	
	\$145,347.60		



Pricing Proposal  
 Quotation #: 14772556  
 Reference #: EA # 53803660  
 Created On: 1/29/2018  
 Valid Until: 1/31/2018

**CIRCUIT COURT OF JACKSON COUNTY**

**Inside Account Manager**

**michael ohlson**

415 EAST 12TH STREET, 9TH FL.  
 Room G8  
 KANSAS CITY, MO 64106  
 United States  
 Phone: 8168813284  
 Fax: (816) 881-3949  
 Email: MGOhlson-dicus@jacksongov.org

**Julian Paredes**

290 Davidson Avenue  
 Somerset, NJ 08873  
 Phone: 1-888-394-5232  
 Fax: 1-888-394-5322  
 Email: Julian\_Paredes@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 O365GCCE1 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: U4S-00002 Contract Name: Open Market Contract #: Open Market Coverage Term: 4/1/2018 – 3/31/2019 <b>Note:</b> P12177085 (PO# BL - 1305 - 21282)	1234	\$71.40	\$88,107.60
2 ExchgOnlnPlan2GCC ShrdSvr ALNG SubsVL MVL PerUsr fromGCCE1 Microsoft - Part#: 3NS-00001 Contract Name: Open Market Contract #: Open Market Coverage Term: 4/1/2018 – 3/31/2019 <b>Note:</b> P12177085 (PO# BL - 1305 - 21282)	1200	\$47.70	\$57,240.00
<b>Total</b>			<b>\$145,347.60</b>

**Additional Comments**

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
 TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at [www.shi.com/returnpolicy](http://www.shi.com/returnpolicy), unless there is an existing agreement between SHI and the Customer.