



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

22

2. Council Meeting Date:

May 23, 2013

TO: MAYOR & COUNCIL

3. Date Prepared: May 3, 2013

THROUGH: CITY MANAGER

4. Requesting Department: City Manager

5. SUBJECT: Lotus Notes annual support and maintenance

6. RECOMMENDATION: Recommend utilization of the Western States Contracting Alliance (WSCA) Contract AZ #ADSP011-007500 to purchase Lotus Notes annual support and maintenance from SHI International Corporation in an amount not to exceed \$100,040.

7. HISTORICAL BACKGROUND/DISCUSSION: The City uses IBM Lotus Notes software for citywide email and calendaring as well as Domino document storage for PD. The Lotus Notes environment includes email and calendaring licenses supporting City full time and temporary staff including onsite contract staff. There are several City applications tightly integrated into Notes including Water Distribution, Water Lab, Water Quality, Water Web reporting and a number of other smaller applications. The annual maintenance includes Lotus Notes Domino servers (processor maintenance renewal), Lotus Notes client (license maintenance renewal & upgrades) and Lotus Enterprise Integrator.

Lotus Notes support provides access to technical assistance resources to resolve software application issues as well as providing software fixes. The maintenance provides application upgrades necessary to operate keeping the systems current.

The City performs an annual audit of licenses in use. This audit indicates that all licenses are in use and no reduction to the number of licenses can be made at this time.

The annual maintenance renewal last year was \$91,744. This year's renewal represents a 9% increase. The effective term is July 1, 2013 through June 30, 2014.

8. EVALUATION PROCESS: IBM Corporation is the actual provider of the support and maintenance support services and only allows a small group of resellers to sell these services on their behalf. A comparative price inquiry verified that the City will save 3% by purchasing support and maintenance through the WSCA volume discount contract vs. purchasing from IBM directly.

9. FINANCIAL IMPLICATIONS: Funds for this project are available from the following accounts: 101.1280.5419.0.0.0 General Fund, IT Infrastructure, Other Repair and Maintenance \$8,578. and 403.1290.5419.0.0.0 Computer Lease Fund, Capital Non-Departmental, Other Support and Maintenance in an amount not to exceed \$91,462.

10. PROPOSED MOTION: Move to approve the utilization of the WSCA Contract AZ #ADSP011-007500 to purchase Lotus Notes annual support and maintenance renewal from SHI International Corporation in an amount not to exceed \$100,040.

APPROVALS

11. Requesting Department

Mitchell L. Robinson For Patrick Hait
Patrick Hait, Infrastructure Manager

12. Department Head

Steven Philbrick
Steven Philbrick, Chief Information Officer

13. Procurement Officer

Carolee Stees
Carolee Stees, CPPB

14. City Manager

Rich Dlugas
Rich Dlugas