Chandler · Arizona
Where Values Make The Difference

**PURCHASING ITEM FOR COUNCIL AGENDA**

**1. Agenda Item Number:** 23

**2. Council Meeting Date:** June 25, 2015

**TO:** **MAYOR & COUNCIL**

**3. Date Prepared:** June 5, 2015

**THROUGH:** **CITY MANAGER**

**4. Requesting Department:** City Manager

**5. SUBJECT:** Purchase of Lotus Notes Annual Support and Maintenance Services

**6. RECOMMENDATION:** Staff recommends City Council approve the utilization of the Western States Contracting Alliance (WSCA) Contract #ADSPO11-007500, with SHI International Corporation for the purchase of Lotus Notes annual support and maintenance services in the amount of $98,068.

**7. HISTORICAL BACKGROUND/DISCUSSION**: The City uses IBM Lotus Notes software for citywide email and calendaring as well as Domino document storage for the Police Department. In addition, there are several City applications tightly integrated into Lotus Notes including various reporting applications for the Municipal Utilities Department. 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.

There is no increase in annual maintenance renewal compared to the previous renewal. The effective term is July 1, 2015, through June 30, 2016.

**8. EVALUATION PROCESS**: The State of Minnesota competitively solicited and awarded a contract for software and maintenance services on behalf of the Western States Contracting Alliance (WSCA). The State of Arizona has adopted the WSCA contract and because the City has a current Intergovernmental Agreement with the State, the City makes use of the contract to purchase the annual support and maintenance services for Lotus Notes.

Staff recommends cooperative use of this contract because of the benefit of higher discounts due to the combined large volume purchases.

**9. FINANCIAL IMPLICATIONS**:

Fund Source:

| Acct. No. | Fund Name | Amount |
|---|---|---|
| 403.1290.5419.000000 | Technology Replacement | $98,068 |

**10. PROPOSED MOTION:** Move City Council approve the utilization of the Western States Contracting Alliance (WSCA) Contract #ADSPO11-007500, with SHI International Corporation for the purchase of Lotus Notes annual support and maintenance services in the amount of $98,068.

| APPROVALS | |
|---|---|
| **11. Requesting Department**<br>Patrick Hait, IT Infrastructure Manager | **12. Department Head**<br>for Steve Philbrick<br>Steven Philbrick, Chief Information Officer |
| **13. Procurement Officer**<br>Carolee Stees, CPPB | **14. Acting City Manager**<br>Marsha Reed<br>Marsha Reed |