



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

1. Agenda Item Number:

**360**

2. Council Meeting Date:

January 8, 2009

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** December 16, 2008

**THROUGH: CITY MANAGER**

**4. Requesting Department:** City Manager

**5. SUBJECT:** Approve the utilization of City of Tucson contract 081014-21 for the purchase of consultant services from Ensynch in an amount not to exceed \$283,900.

**6. RECOMMENDATION:** Recommend approval of the utilization of City of Tucson contract 081014-21 for the purchase of consultant services from Ensynch in an amount not to exceed \$283,900.

**7. HISTORICAL BACKGROUND/DISCUSSION:** The current computer workstation software, Microsoft (MS) Windows 2000 and MS Office Professional 2000 software used by the city, is nearing the end of its lifecycle. The support for this software will end on 07/30/10. The last citywide OS and Office upgrade took place over 7 years ago. MS will not support any issues the city will encounter, ultimately impairing access to city applications and/or computer workstations. Other computer applications and software the City uses are not compatible with the MS 2000 products.

This request is for consulting services to assist in upgrading all city computer workstation from MS Windows 2000 and MS Office Professional 2000 to Microsoft XP and Office Professional 2007. The professional services will include 6 contractors to augment the current city staff to provide the customer support during the upgrade and to take care of service requests. Ensynch consultants will facilitate the upgrade and provide knowledge transfer through training and documentation, enabling IT to complete this upgrade. The project is estimated to take 6 months to complete.

**8. EVALUATION PROCESS:** Information Technology consulting services have been competitively bid by the City of Tucson. The use of this contract for the purchase of these services eliminates the cost of issuing a bid and results in lower costs. A purchase order will be used as the agreement to purchase these services. Council has approved the form of the purchase order as well as a SAVE (Strategic-Alliance-Volume-Expenditures) intergovernmental agreement which allows for cooperative purchasing utilizing City of Tucson contracts.

**9. FINANCIAL IMPLICATIONS:** Funds are available for this purchase from the following account: 101.1287.0000.5219.9IT042 General Funds, GIS/Information Tech Capital, Consultant Services, Microsoft OS and Office Upgrade.

**10. PROPOSED MOTION:** Move to approve the utilization of City of Tucson contract 081014-21 for the purchase of consultant services from Ensynch in an amount not to exceed \$283,900.

**APPROVALS**

**11. Requesting Department**

Patrick Hait, IT Infrastructure Manager

**12. Department Head**

Steven Philbrick, Chief Information Officer

**13. Procurement Officer**

Carolee Stees, CPPB

**14. City Manager**

W. Mark Pentz