Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
January 11, 2021

1. **MICROSOFT PREMIER SERVICES** **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per BOE Policy 3304, it is reported payment will be made to Microsoft Corporation (Washington, DC), in the amount of $87,170.00 for Microsoft Premier Services for end to end support solutions.

Explanation: **Master Control**

Tabulation:
Microsoft Corporation **$87,170.00 MC**

Funding Year and Funding: 2020-2021 Capital Outlay/Supplemental General

Reason for Purchase: Microsoft Premier Services provides an end-to-end support solution to identify potential risks, respond to support for critical issues, and minimize downtime on any issues regarding all Microsoft products, including Office 365.

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Terms Legend

Low Bid (LB) – The lowest bid received and one that meets all requirements of the bid.

Low Bid Meeting Specification (LBMS) – Not the lowest priced bid but the lowest bid that meets all requirements of the bid.

Only Bid (OB) – The only bid received in the bid process.

Responsible Proposal (RP) – The proposal deemed by the proposal evaluation committee to have provided the best solution to the stated objectives of the proposal. While pricing is always considered in evaluation, it is rarely the primary selection tool.

Master Control (MC) – Per BOE Policy 3304, Purchase Orders of $20,000 or more that are issued to set aside funds for extended periods of time for payment of such items as utility bills, postage, software maintenance agreements and lease agreements which are necessary and continuing operational expenses that can be secured from an only source provider.

Multiple Sources (MS) – Where it has been determined that multiple sources are necessary to facilitate procurement services in order to minimize expenditures and perform the absolute best services required by the District.

Inter-Agency Cooperative Purchase (IACP) – Contracts issued, awarded and meeting the requirements set forth in Kansas Statute 72-1151 for cooperative purchasing. These contracts are such as but not limited to, contracts by state agencies, federal, national or other state contracts facilitated by a federal or local governmental entity or agency.

Sole Source *(SS)* - A situation created due to the inability to obtain competition. This may result because only one vendor or supplier possesses the unique ability or capability to meet the particular requirements of the solicitation. The purchasing authority may require a justification from the requesting user explaining why this is the only source for the requirement.

State Use *(SU)* ***Statute KSA 75-3317 – 3322 and amendments thereto: Same; purchase of products or services by state or school district***
Unified school districts must purchase products on the list certified by the State's director of purchases from qualified vendors when those products meet the specifications identified by the unified school district.

Bid Exempt *(BE)* **–** KSA 72-1151 provides for exemptions from the solicitation of competitive bids and/or proposals.

Summary

It should be noted that industry standards dictate that volume shipments of certain products will be shipped plus or minus 15% from the quantity ordered to complete case or pallet. When additional products are shipped it will be billed at the per each bid price. This additional quantity is not returned to the Board for Review.

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Description of products/services	Amount	Responsible Party
1. Microsoft Premier Services	$ 87,170.00	Rob Dickson

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