



CITY OF HOUSTON
OFFICE
of
BUSINESS OPPORTUNITY

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**Goal Modification
Request Form**

1. Date: May 19, 2016 2. Requesting Department: HITS 3. Solicitation Number: N/A

4. Solicitation Name: Microsoft Enterprise License Agreement 5. Estimated Dollar Amount: \$ \$916,239.85

6. Description of Solicitation (attach specifications/supporting documents):

2016 Purchase of Microsoft Licenses and payment of software maintenance for current Microsoft Enterprise Licenses.

PLEASE INDICATE WHETHER A PREVIOUS CONTRACT EXISTED FOR THIS SOLICITATION.

A. Previous contract (if any): Yes ☒ No ☐ B. Previous contract number: 4600013555

C. Goal on last contract 0% D. Was goal met? Yes ☐ No ☐

E. If goal was not met, what percentage did the vendor achieve? _____%

F. Why wasn't goal achieved?

SELECT ONE TYPE OF GOAL MODIFICATION REQUEST FROM THE FOUR OPTIONS BELOW.

1. WAIVER

A. I am requesting a waiver of the MWSBE Goal: Yes ☒ No ☐

B. Reason for waiver: (Check one)

- ☐ A public or administrative emergency exists which requires the goods or services to be provided with unusual immediacy
- ☒ If goods and services are specialized, technical, or unique nature as to require the City department to select its contractor without application of MWSBE provisions (such as contracts for expert witnesses, certain financial advisors or technical consultants)
- ☐ MWSBE provisions impose an unwarranted economic burden or risk on the City or unduly delay acquisition of the goods or services, or is not in the best interest of the City; or
- ☐ Level of MWSBE availability would produce minimal MWSBE participation.
- ☐ Other:

C. Detailed explanation for Waiver Reason:

HITS negotiated and entered into a tiered, multi-year Microsoft Enterprise License Agreement to purchase licenses and software maintenance services for City of Houston PCs. The purpose of this agreement was to update the City's technology to current software standards and remain in compliance with software licensing requirements. Since this agreement was for the purchase of licenses and payment of software maintenance, there is no opportunity to distribute the work.

2. COOPERATIVE OR INTER-LOCAL AGREEMENT

A. Is this a Cooperative/Inter-Local agreement? Yes ☒ No ☐

B. If yes, please specify the name of the agreement: DIR SDD 2503

C. Did the Department explore opportunities for using certified firms? Yes ☐ No ☒

D. Please explain how the department explored opportunities for using certified firms:

E. Please explain why the Department did not explore opportunities for using certified firms:

Since this agreement for the purchase of licenses and payment of software maintenance, there is no opportunity to distribute the work. Therefore, this contract is not divisible and there is no opportunity for MWBE subcontracting.



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3. REDUCED GOAL (to be completed by the department prior to advertisement)

A. I am requesting a MWSBE contract-specific goal below the following city wide goals:

Construction (34%) Professional Services (24%) Purchasing (11%)

Yes ☐ No ☒ If yes, please complete a Contract-Specific Goal Request Form and submit with this form.

4. GOAL REVISION AFTER ADVERTISEMENT

A. I am requesting a revision of the MWSBE Goal that has already been advertised: Yes ☐ No ☒

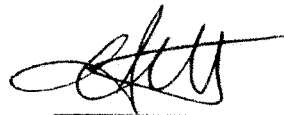
B. Original goal: _____ C. Proposed new goal: _____ D. Advertisement date: _____

E. Will the project be re-advertised? Yes ☐ No ☐ F. Estimated dollar amount: \$ _____

G. Detailed reason for request: _____

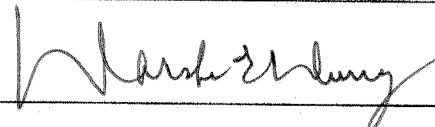
Concurrence:


Requesting Department Initiator Date 5/23/16


Department Director or Designee Date 5/23/16

FOR OBO OFFICE USE ONLY:

APPROVED:

	<u>5/26/16</u>	<u>NON-DIVISIBLE DIR Agreement</u>	<u>W-592</u>
OBO Assistant Director or Designee	Date	OBO Reason	Tracking #

DENIED:

OBO Assistant Director or Designee	Date	OBO Reason	Tracking #