



# CITY OF HOUSTON

Houston IT Services

## Interoffice

Correspondence

**To:** Monica Dennis  
Procurement Specialist  
Office of Business Opportunity

**From:** Jamil Whalen  
Contract Administrator

**Date:** 8/6/2014

**Subject:** Microsoft Enterprise License  
Agreement: MWBE Waiver Request –  
Additional Information

Good morning Monica-

Per your instructions, I am submitting this memo to include the information that could not fit on the MWBE Goal Modification Form sent earlier this week.

**Reason for waiver:**

- If the possible MWSBE participation level based on MWSBE availability would produce negligible MWSBE participation.

**Detailed Explanation of waiver reason:** "HITS negotiated and entered into a tiered, multi-year Microsoft Enterprise License Agreement to purchase licenses and software maintenance services for a fleet of 14,000 PCs. Since this agreement is to finance the purchase of licenses and software maintenance, there is no opportunity to distribute the work. Therefore, there is no opportunity for M/WBE subcontracting."

Should you need clarification or additional information, please call me at 832-393-0220

Thank you,

*Jamil Whalen*