



CITY OF HOUSTON
OFFICE
of
BUSINESS OPPORTUNITY

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2016
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**Goal Modification
Request Form**

1. Date: 11/4/2016 2. Requesting Department: HITS 3. Solicitation Number: 10224818

4. Solicitation Name: Microsoft Office 365 Migration 5. Estimated Dollar Amount: \$ 405,200

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

Assist the City of Houston with migrating to the Microsoft Office 365 platform utilizing Microsoft authorized resources.

PLEASE INDICATE WHETHER A PREVIOUS CONTRACT EXISTED FOR THIS SOLICITATION.

A. Previous contract (if any): Yes No B. Previous contract number: N/A

C. Goal on last contract N/A D. Was goal met? Yes No

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

F. Why wasn't goal achieved?

N/A

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:

This is a DIR vendor provided service. The migration to the Microsoft Office 365 platform requires entities that are Microsoft Certified Partners with specific certification in this platform. Additionally, we must completely migrate the City's email system to this environment by April 11, 2017 as Microsoft is ending all support for the currently used environment by that date, which creates security and other risks to the City.

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-1927

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:

A review with Microsoft was conducted regarding opportunities to sub any portion of the work effort. Microsoft noted that there are simply no opportunities for a subcontractor due to the limited and specialized scope in which we are requiring them to perform. Thus the goal will have to be 0%.



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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: DocuSigned by: Daniel S. Steeg 11/9/2016 | 7:32 CST DocuSigned by: Lisa Kent 11/9/2016 | 7:59 CST
989339AED1394F5... Requesting Department Initiator Date 98E8BB2B12EB474... Department Director or Designee Date

FOR OBO OFFICE USE ONLY:			
APPROVED:			
	11/17/16	non-divisible	W-689
OBO Assistant Director or Designee	Date	OBO Reason	Tracking #
DENIED:			
OBO Assistant Director or Designee	Date	OBO Reason	Tracking #