

SUBJECT: REQUEST FOR APPROVAL TO PURCHASE MICROSOFT OFFICE 2013 AND WINDOWS 8 LICENSING

SOURCE: Finance Department

COMMENT: The Finance Department – Information Technology Division would like to request approval to purchase 190 licenses of Microsoft Office 2013 and 190 licenses of Windows 8. The Office build we currently use is 2003 which is ten years old and the desktop operating system XP is twelve years old. We maximized the life of Office 2003 by deploying a compatibility patch that allowed us to read and convert newer versions of Office (i.e. Office 2007 and 2010). We are beginning to experience compatibility issues with files generated from Office 2013. Microsoft Office 2003 and Windows XP have reached the end of their life cycle and support for these products will end after the first quarter of 2014.

We currently standardize on Microsoft Office and Windows workstations. Acquiring the Office Suite and Operating System will allow us to be compatible with the industry standard and have the support needed from Microsoft or one of their partners.

Staff requested and received the following quotes for 190 licenses of Microsoft Office 2013 and 190 licenses of Windows 8:

		<u>Microsoft Office 2013</u>		<u>Windows 8</u>
Dell	\$	46,781.10	\$	23,052.70
Softchoice		48,996.50		24,143.30
CDW-G		49,400.00		24,700.00

Funds for the Windows 8 licenses are available in the Technology Enhancements project funded by carryover funds approved in the 2013 /2014 Annual Budget. The cost of Microsoft Office 2013 licenses will be allocated and charged to the departments in their 2013/2014 operating budget.

RECOMMENDATION: That City Council approve the purchase of 190 Licenses of Office 2013 and 190 Licenses of Windows 8 from Dell at a cost of \$69,838.80 plus the applicable sales tax and shipping.

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