



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org**

Legislative File No: 2008-0491

TO: Mayor and City Council Members
FROM: Bob Grace, Director of MIS (248.841.2477)
DATE: October 6, 2008
SUBJECT: Purchase Microsoft Office 2007

REQUEST:

Request for Purchase Authorization - MIS: Microsoft Office Professional Plus 2007 in the amount not-to-exceed \$80,794.00.

REASON FOR PURCHASE:

Support for our current Microsoft Office Product – Office 2000 will expire in 2009. We depend on this support not only for software bug corrections but for corrections to security flaws as well. This is an application that is used every day by most of our employees and should not be left vulnerable to outside intervention.

We spent 160 hours testing various ‘Open Office’ packages and Microsoft Office Professional Plus 2007 with user documents and determined that the Microsoft Office package would be a better fit for our organization. I also posted a question on a governmental list serve that I belong to and all responses stated that no one has installed an ‘Open Office’ product on a organization wide basis. These communities all noted many of the same issues, problems and frustrations that we found in our testing.

PROCESS:

Vendor Name and Address:

Electronic Data Systems Corporation
5400 Legacy Drive (H1-4A-66)
Plano, TX 75024

Reason for Selection:

Best Value; Mi-Deal Program (Cooperative Program with State of Michigan)

Method of Purchase:

Purchase Order

BUDGET:

The line item used to pay for this is account number 636.998000, which is in the MIS 2008 capital outlay IS-10D budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Capital Outlay	636.980000	IS-10D – Office Suite Upgrade	\$100,000	\$80,794	\$19,206

RECOMMENDATION:

In order for us to continue to use office software that best meets the needs of the city, I recommend that City Council authorize payment for the purchase of MS Office Professional Plus 2007 in the amount not to exceed \$80,794.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Coordinator		