

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZATION FOR RENEWAL OF COMPUTER SOFTWARE**

Item No. **5b**

WHEREAS, the Louisville Metro Housing Authority (LMHA) has determined that renewal of Microsoft Office 365 subscription software is necessary; and

WHEREAS, this software is a critical business tool for Louisville Metro Housing Authority in the creation and editing of documents, spreadsheets, and email; and

WHEREAS, funds have been allocated within the 2022 Operating Budget for this plan; and

WHEREAS, the software that is recommended is available for renewal via State Government Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that Lisa Osanka, Executive Director and Contracting Officer is authorized to execute the renewal of Microsoft 365 Business Standard Agreement for (220) licenses, in an amount not to exceed \$33,000.00

## RESOLUTION BACKGROUND STATEMENT

### AUTHORIZATION FOR RENEWAL OF COMPUTER SOFTWARE

#### Item No. 5b

#### I. STATEMENT OF FACTS:

Microsoft Office is the standard business software used by most agencies that interact with Louisville Metro Housing Authority.

The Louisville Metro Housing Authority is currently using MS Office 365 which is a subscription that comes with premium apps like Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access.

Most outside vendors, including HUD, utilize this version of MS Office which makes it easy for LMHA staff to review documents and spreadsheets.

Funding is available from the 2022 Operating Budget.

The total amount spent in the prior year is \$31,500.00. The increase is due to additional licenses purchased for new employees.

#### II. ALTERNATIVES:

A. Authorize renewal of the subscription of Microsoft Office 365.

B. Do not renew the Microsoft 365 Business Standard Agreement at this time.

#### III. RECOMMENDATION:

Staff recommends Alternative "A".

#### IV. JUSTIFICATION:

By renewing the subscription MS Office 365, Louisville Metro Housing Authority staff will be able to continue use of MS Office 365 Software.

#### V. BUDGET APPROVAL:

There is sufficient funding in the 2022 Operating Budget for this renewal.

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Angela Larsson, Director of Finance

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Date

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**VI. PROCUREMENT CERTIFICATION:**

This renewal is in compliance with the Louisville Metro Housing Authority's Procurement Policy.

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Steve Webb, Purchasing Agent

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Date

Submitted by: Cheryl Butler, Director of Information Technology  
Edward Mosaisi, Assistant Director of Information Technology  
October 19, 2021