

RESOLUTION NO. _____

AUTHORIZATION FOR RENEWAL OF COMPUTER SOFTWARE

Item No. 5C

WHEREAS, the Louisville Metro Housing Authority (LMHA) has determined that renewal of Microsoft Office software subscriptions are 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 2024 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 the 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 \$48,684.00.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

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.

Additional renewals included with Microsoft Office 365 are Microsoft Defender for Office 365, which is a cloud-based email filtering service that helps protect LMHA against advanced threats to email and collaboration tools like phishing, business email compromise, and malware attacks.

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 FY2024 Operating Budget.

II. ALTERNATIVES:

- A. Authorize renewal of the subscription of Microsoft Office 365 & Defender.
- B. Do not renew the Microsoft Office 365 Agreement at this time.

III. RECOMMENDATION:

Staff recommends Alternative "A."

IV. JUSTIFICATION:

By renewing the subscription for MS Office 365, Louisville Metro Housing Authority staff will have uninterrupted continuity use of MS Office 365 Software.

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V. BUDGET APPROVAL:

There is sufficient funding in the FY2024 Operating Budget for this renewal.

Jeffrey Ralph, Director of Finance

Date

VI. PROCUREMENT CERTIFICATION:

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

Steve Webb, Purchasing Agent

Date

Submitted by: Cheryl Butler, Director of Information Technology
Edward Mosaisi, Assistant Director of Information Technology
October 17, 2023