

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** December 8, 2025

SUBJECT: Consider authorizing the City Manager to execute a three-year Microsoft Enterprise Agreement purchased from SoftwareONE, Inc. in an annual amount not to exceed \$300,000 and total contract price not to exceed \$900,000 utilizing The Interlocal Purchasing System (TIPS) Cooperative Agreement 210101.

PRESENTER: Amy Stephens, Director of Information Technology

SUMMARY:

Staff requests the City Council to consider approving the three-year Microsoft Enterprise Agreement purchase from SoftwareONE, Inc. using TIPS contract 210101 with annual payments not exceeding \$300,000.

GENERAL DESCRIPTION:

The Microsoft Enterprise Agreement (EA) is an annual volume licensing agreement that provides access to a wide range of Microsoft products and services, including Windows operating system, Office suite, Exchange, SQL database, and security tools. It allows the City to license software and cloud services at a discounted rate based on our size and needs. On October 10, 2022, City Council approved a three-year Microsoft Enterprise Agreement. This agreement expired on November 30, 2025.

SoftwareONE, Inc. participates in The Interlocal Purchasing System (TIPS) cooperative purchasing program and is an authorized reseller of Microsoft Enterprise Licenses. By participating in the TIPS cooperative purchasing program, the City meets all state competitive bidding requirements. The TIPS contract covering this purchase is TIPS contract 210101 and expires on May 31, 2026 with optional automatic renewals extending the contract through May 31, 3032.

Funding for this purchase was included as part of the FY 2026 Adopted Operating Budget. As long as funds are appropriated in the city's annual budget each year, North Richland Hills would be able to take advantage of the available pricing, plus the standard percentage increases. Provided that the terms and conditions of the contracts do not change, the remaining renewals will not require additional City Council approval.

RECOMMENDATION:

Authorize the City Manager to execute a three-year Microsoft Enterprise Agreement purchased from SoftwareONE, Inc. in an annual amount not to exceed \$300,000 and total contract price not to exceed \$900,000 utilizing The Interlocal Purchasing System (TIPS) Cooperative Agreement 210101.