

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

**AUTHORIZATION FOR RENEWAL OF MICROSOFT OFFICE 365  
COMPUTER SOFTWARE**

**Item No. 5d**

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 2021 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 purchase of Microsoft Open Office 365E Subscription Licenses, in an amount not to exceed \$31,500.00

## RESOLUTION BACKGROUND STATEMENT

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#### 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 2021 Operating Budget.

#### II. ALTERNATIVES:

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

B. Do not renew the Microsoft Office 365 subscription 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.

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**V. BUDGET APPROVAL:**

There is sufficient funding in the 2021 Operating Budget for this renewal.

\_\_\_\_\_  
Angela Larsson, Director of Finance

\_\_\_\_\_  
Date

**VI. PROCUREMENT CERTIFICATION:**

This purchase 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  
October 20, 2020