



**TO:** Maryann Berchiolli, Purchasing Agent, Sr., Purchasing Division  
**FROM:** Angela Scott, Information Systems Administrator, Aviation Department  
**FROM:** Keith Wolf, Information Systems Administrator, Enterprise Technology Services (ETS)  
**SUBJECT:** Solicitation No.: TEC2124576G1, Microsoft Software Products (Sourcewell 081419)

Recommended Vendor: SHI International Corp.

Recommended Group(s)/Line Item(s): Group 1, Items 1-22 - Aviation; Group 2, Items 1-58, ETS

Aviation - Initial Annual Award Amount \$ 313,292.66 Potential 5-Year Estimated Amount: \$ 1,566,463.30

ETS - Initial Annual Award Amount \$2,240,657.42 Potential 5-Year Estimated Amount: \$11,203,287.10

**CONCURRENCE:**

The agency has reviewed Vendor’s response(s) for specification compliance and Vendor responsibility, which includes license requirements (if applicable). I have reviewed all documents and after careful evaluation, I concur with recommendation for award to the Vendor.

**FINANCIAL BACKGROUND/D & B REPORT: (check one)**

I am satisfied with the Vendor’s financial background and/or rating and payment performance.  
 Not applicable Provide explanation if choosing this option

**LITIGATION HISTORY: (check one)**

I have reviewed the Litigation History Form and there is no issue of concern.  
 Refer to additional information from the Office of the County Attorney to address an issue/concern.  
 Not applicable Provide explanation if choosing this option

**PAST PERFORMANCE: (check all that apply)**

I have reviewed the Vendor’s past Performance Evaluations in ContractsCentral and:

Vendor received an overall rating ≥ 2.59 on all evaluations.  
 No evaluations within the past three years contained any items rated a score of 2 or less.  
 Vendor received a rating ≤ 2.59 on an evaluation(s). Refer to additional information.  
 Vendor received a score of ≤ 2 on an individual item(s). Refer to additional information.  
 Past evaluations are not relevant to the scope of this contract.  
 No past Performance Evaluations exist in Contract Central  
 And  Reference Verification Forms are attached  
 Or  Not applicable Provide explanation if choosing this option

**NON-CONCURRENCE:**

I do not concur. Detailed reason for non-concurrence is attached, including the reference to any bid requirement.

TYPED NAME OF SIGNER: (Aviation)  
 (Individual authorized to administer the contract.)

TITLE: Info. Sys. Admin.

SIGNATURE: Angela Scott Digitally signed by Angela Scott  
Date: 2022.04.26 15:28:22 -04'00'

DATE: 4/26/2022

TYPED NAME OF SIGNER: (ETS) Keith A. Wolf  
 (Individual authorized to administer the contract.)

TITLE: Info. Sys. Admin.

SIGNATURE: Keith A. Wolf Digitally signed by Keith A. Wolf  
Date: 2022.04.26 15:13:41 -04'00'

DATE: 04/26/2022