



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.)

SIGNATURE: Angela Scott

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

TITLE: Info. Sys. Admin.

DATE: 4/26/2022

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

SIGNATURE: Keith A. Wolf

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

TITLE: Info. Sys. Admin.

DATE: 04/26/2022