

**Date:** December 3, 2024

**To:** Governing Body, Finance Committee, and Quality of Life Committee

**From:** Jamie-Rae Diaz, Procurement Coordinator

**Via:** Eric Candelaria, ITT Department Director

  
  
Eric Candelaria (Dec 4, 2024 13:49 MST)

**Subject:** Microsoft Renewal Amendment #3

**Vendor Name:** Insight Public Sector

**Munis Vendor Number:** 4367

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#### ITEM AND ISSUE:

ITT respectfully requests your review and approval of a Amendment #3 to contract # 3202628 with Insight Public Sector for Products and Services detailed in Exhibit D for two thousand three hundred (2,300) users. Amendment #3 increases the amount of compensation or extends the term of/etc. This transition would take an estimated 9 months to complete with out any interruptions.in by \$1,032,885.48 – not to exceed or excluding tax for a total compensation of \$3,928,004.70– not to exceed or excluding tax] for a term of 12 months.

#### CONTRACT NUMBER:

The FY18 Munis contract number is 3202628

#### BACKGROUND AND SUMMARY:

This amendment will allow the city' s ITT Department the ability to make license changes and add needed security features. This extension also allows the city to continue daily usage of all Microsoft applications uninterrupted. The amendment was recommended because the ITT Security, Network Operations, and IT Director would like to make the change from the Government license version to a Commercial license. This transition would give the city access to several software resources that are currently unavailable in the government version.

**Prior Approvals and Supporting Information:**

**PROCUREMENT METHOD:**

The procurement method used was NMSA 1978, Section 13-1-129, Statewide Price Agreement

**Chief Procurement Officer (CPO) / Designee:** 

**Date:** Dec 16, 2024

**CPO Comment/Exceptions:** \_\_\_\_\_

**FUNDING SOURCE:**

**Fund Name/Number:** ITT EAS

**Munis Org Name/Number:** ITT EAS 6203600

**Munis Object Name/Number:** Software Subscriptions 530710

**Budget Officer / Designee:** 

**Date:** Dec 4, 2024

**Budget Officer Comment/Exceptions:** \_\_\_\_\_

**ASSOCIATED APPROVALS:**

**Does this purchase require any of the following associated approvals:** ☐ Yes | ☐ No  
(ITT, Vehicles/Fleet, Facilities, Asset, Grant Review)

**IT Components included?** ☒ Yes | ☐ No

**Approval:** 

**Title:** ITT Director

**Date:** 12/4/2024

**Comment/Exceptions:** \_\_\_\_\_

**Vehicles included?** ☐ Yes | ☒ No

**Approval:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Construction, Facilities, Furniture, Fixtures, Equipment included?** ☒ Yes | ☐ No

**Approval:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Capital Asset\* or Project\*\*** ☒ Yes | ☐ No

**Project Ledger #:** \_\_\_\_\_

(\*will this procurement result in a tangible item that costs more than \$5,000?)

(\*\*Capital Projects are new and improvement projects that are going to cost \$10,000 or more)

**Approval:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Is this a Grant Funded Purchase?** ☒ Yes | ☐ No

**Approval:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**ATTACHMENTS:**

Procurement Document: SWPA/Existing Contract

Vendor's Quote

Software Contract

Horizons declination

CPO Service Determination Email

Department approval email from ITT, Fleet, or Facilities [pick one or more or delete]

Certificate of Liability Insurance (COI) (add City as an additional insured, project specifics, contact person, and primary project location)

Federally required forms (list all. Examples: SAM.gov check, etc.)

Original contract packet with previous contract amendments (if applicable)

**Construction Contract Attachments:**

Non-Collusion Affidavit of Subcontractor

Statement of Intent to pay prevailing wages

Affidavit of Wages Paid

Weekly Payroll Form

Payroll Statement of Compliance

Performance bond

Payment bond

Item# 25-0026  
Munis Contract# 3202628  
Original Contract Item#  
18-1309 SWPA #:  
10-00000-20-00054\_

**CITY OF SANTA FE  
AMENDMENT No. 3 TO  
Insight Public Sector Reseller of Microsoft Office 365 Agreement  
ITEM# 18-1309**

This AMENDMENT No. 3 (the "Amendment") amends the CITY OF SANTA FE **Insight Public Sector** CONTRACT, dated November 14, 2018 (the "Agreement"), between the City of Santa Fe (the "City") and Insight Public Sector, Inc. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

**RECITALS:**

- A. Under the terms of the Contract, Contractor has agreed to provide the City Microsoft 0365 Products and Services as detailed in Exhibit D of Microsoft Renewal Quote 1024-City of Santa Fe-V2-MSEA-DSG.
- B. Pursuant to Article 14(e) of the Contract, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. SCOPE OF SERVICES

The Products and Services have been deleted in its entirety and replaced with the following:

Insight Public Sector shall provide the Products and services as detailed in attached Exhibit D Quote 1024-City of Santa Fe-V2-MESEA-DSG for two thousand three hundred (2,300) users.

2. COMPENSATION.

The compensation of the Original Microsoft Agreement E5623598, City item #18-1309 is amended to

increase the amount of compensation by a total of one million thirty-two thousand eight hundred eighty five dollars and forty eight cents (\$1,032,885.48) including gross receipts tax so that the total compensation for the contract is as follows:

The total compensation including GRT is not to exceed three million nine hundred twenty-eight and four dollars and seventy cents (\$ 3,928,004.70).

3. TERM:

Article 6 (a) of the Contract is hereby deleted in its entirety and substituted with the following:


This Contract shall be effective when signed by the City and shall terminate on December 31, 2025.

4. CONTRACT IN FULL FORCE.

Except as specifically provided in this Amendment, the Contract remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 3 to the Contract as of the dates set forth below.

CITY OF SANTA FE:

  
Alan Webber (Jan 24, 2025 17:53 MST)

ALAN WEBBER, MAYOR

DATE: Jan 24, 2025

CONTRACTOR:

**Insight Public Sector**



Lisanne Steinheiser, Global Compliance Officer

DATE: 12/2/2024

CRS#

ATTEST:

  
ANDREA SALAZAR (Jan 6, 2025 21:10 MST)

ANDREA SALAZAR, CITY CLERK *XIV*

GB MTG 01/15/2025

CITY ATTORNEY'S OFFICE:

  
Marcos Martinez (Dec 2, 2024 09:35 MST)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



EMILY OSTER, FINANCE DIRECTOR



City of Santa Fe PRELIMINARY

Exhibit D

Quotation: 1024-City of Santa Fe-V2-MSEA-DSG  
Date: October 17, 2024  
Enrollment: 81524089  
Contract: CTR060025 / 10-000000-20-00054AD

Subscription Start Date: 1/1/2025  
Subscription End Date: 12/31/2025

Part Number	Item Name	Program	Offering	Level	Purchase Unit	Purchase Period	Pool	Product Type	Product Family	Quantity	Unit Price	Extended Price
Additional Products												
6VC-01254	Win Remote Desktop Services CAL Along SA UCAL	Enterprise 6	Additional Product	D	1 Year(s)	Added at Signing	Servers	Software Assurance	Win Remote	5	\$	
										Annual Subtotal:		\$ 118,95

Upfront: 12 Months

Part Number	Item Name	Program	Offering	Level	Purchase Unit	Purchase Period	Pool	Product Type	Product Family	Quantity	Term Price	Extended Price
Enterprise Products												
AAD-34704	M365 G3 Unified FUSL GCC Sub Per User	Enterprise 6	Enterprise	D	1 Month(s)	Non-Specific	Servers	Monthly Subscriptions-Volum	M365 G3 Un	2300	\$386.43	\$ 888,789.00
Additional Products												
35U-00004	AzureprepaymenG ShrdSvr ALNG SubSVL MVL Com	Enterprise 6	Additional Product	D	1 Month(s)	Non-Specific	Servers	Monthly Subscriptions-Volum	Azure Monet	1	\$0.00	\$ -
3GU-00001	Defender O365 P1 GCC Sub Per User	Enterprise 6	Additional Product	D	1 Month(s)	Non-Specific	Applications	Monthly Subscriptions-Volum	Defender O3	2300	\$18.30	\$ 42,090.00
7MS-00001	Planner & Protect P3 GCC Sub Per User	Enterprise 6	Additional Product	D	1 Month(s)	Non-Specific	Servers	Monthly Subscriptions-Volum	Planner & Pr	40	\$273.72	\$ 10,948.80
DDJ-00001	Power BI Pro GCC Sub Per User	Enterprise 6	Additional Product	D	1 Month(s)	Non-Specific	Servers	Monthly Subscriptions-Volum	Power BI Pr	20	\$91.12	\$ 1,822.40
NYH-00001	Teams AC with Dial Out US/CA GCC Sub Add-on	Enterprise 6	Additional Product	D	1 Month(s)	Non-Specific	Servers	Monthly Subscriptions-Volum	Teams AC w	2300	\$0.00	\$ -
P3U-00001	Visio P2 GCC Sub Per User	Enterprise 6	Additional Product	D	1 Month(s)	Non-Specific	Applications	Monthly Subscriptions-Volum	Visio P2 GC	80	\$136.86	\$ 10,948.80
										12 Month Subtotal:		\$ 954,599.00
										Year One Total:		\$ 954,717.95
										Sales Tax 8.1875%:		\$ 78,167.53
										Year One Total w/Tax:		\$ 1,032,885.48



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/12/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> MARSH USA LLC, 2325 E. Camelback Road Suite 600 Phoenix, AZ 85016 Attn: Phoenix.CertRequest@marsh.com CN101234622-STND-GAUW-24-25	<b>CONTACT</b> NAME: Kenneth Chau PHONE (A/C, No. Ext): 213-346-5000 FAX (A/C, No): 213-346-5935 E-MAIL ADDRESS: Phoenix.CertRequest@Marsh.com														
<b>INSURED</b> Insight Enterprises, Inc. Insight Public Sector, Inc. 2701 E. Insight Way Chandler, AZ 85286	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Great Northern Insurance Company</td><td>20303</td></tr><tr><td>INSURER B : N/A</td><td>N/A</td></tr><tr><td>INSURER C : Sentry Insurance Company</td><td>24988</td></tr><tr><td>INSURER D : Sentry Casualty Company</td><td>28460</td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Great Northern Insurance Company	20303	INSURER B : N/A	N/A	INSURER C : Sentry Insurance Company	24988	INSURER D : Sentry Casualty Company	28460	INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Great Northern Insurance Company	20303														
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INSURER C : Sentry Insurance Company	24988														
INSURER D : Sentry Casualty Company	28460														
INSURER E :															
INSURER F :															

## COVERAGES

CERTIFICATE NUMBER:

LOS-002588559-19

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3606-77-62	04/15/2024	04/15/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7362-08-62	04/15/2024	04/15/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90-05749-001 (AOS) 90-05749-002 (MA,WI,HI)	04/15/2024 04/15/2024	04/15/2025 04/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

## CERTIFICATE HOLDER

## CANCELLATION

Insight Public Sector, Inc  
2701 E. Insight Way  
Chandler, AZ 85286

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Marsh USA LLC*

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# 25-0026 Insight Public Sector

Final Audit Report

2025-01-25

Created:	2025-01-25
By:	XAVIER VIGIL (xivigil@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAj3inXvR2h1pAlaH883Zzibc_Hok2W7I

## "25-0026 Insight Public Sector" History

-  Document created by XAVIER VIGIL (xivigil@santafenm.gov)  
2025-01-25 - 0:38:09 AM GMT- IP address: 63.232.20.2
-  Document emailed to Alan Webber (amwebber@santafenm.gov) for signature  
2025-01-25 - 0:38:44 AM GMT
-  Email viewed by Alan Webber (amwebber@santafenm.gov)  
2025-01-25 - 0:53:11 AM GMT- IP address: 172.226.137.5
-  Document e-signed by Alan Webber (amwebber@santafenm.gov)  
Signature Date: 2025-01-25 - 0:53:34 AM GMT - Time Source: server- IP address: 73.242.252.236
-  Document emailed to ANDREA SALAZAR (asalazar@santafenm.gov) for signature  
2025-01-25 - 0:53:36 AM GMT
-  Email viewed by ANDREA SALAZAR (asalazar@santafenm.gov)  
2025-01-25 - 4:10:27 AM GMT- IP address: 76.26.101.206
-  Document e-signed by ANDREA SALAZAR (asalazar@santafenm.gov)  
Signature Date: 2025-01-25 - 4:10:38 AM GMT - Time Source: server- IP address: 76.26.101.206
-  Agreement completed.  
2025-01-25 - 4:10:38 AM GMT