



MEMORANDUM

To: Mayor and City Council

From: Josh Littrell, Director of Enterprise Solutions

Date: April 28, 2026

Reference: Consider approval to purchase Microsoft Enterprise Licensing from SHI, DIR Contract # DIR CPO-5237 as provided in the Enterprise Solutions Budget in the amount of \$297,245.13; and authorizing the City Manager to sign any necessary documents.

2040: Apply “Smart City” Approach to Resource Management

Introduction:

This item is presented for Council consideration and approval to purchase Microsoft Licenses through the State of Texas Department of Information Resources purchasing contract (DIR CPO-5237). The City of Coppel has been using a Microsoft Enterprise Agreement since 2014 and is required to execute a new agreement every three years.

Background:

The Microsoft suite of applications are essential pieces of software used by all departments to perform their daily jobs that provide our community with a well-maintained city infrastructure. The Microsoft Enterprise Agreement (EA) allows the City of Coppel to use a defined number of licenses for all Microsoft products and perform a true-up at the end of each year. Per this agreement, Enterprise Solutions orders new software licenses for each new installation and then completes a mass update at the end of the year. This facilitates the deployment process and reduces the amount of paperwork required to keep track of licenses for compliance purposes.

Benefit to the Community:

Extending the City’s Microsoft EA allows the City of Coppel to save a significant amount when compared to purchasing individual licenses for all the Microsoft products that are currently being used at retail prices.

Procurement Review:

The Procurement division has reviewed the documents and determined that this is an appropriate method of contracting with the vendor.

Fiscal Impact:

The fiscal impact of this purchase is \$297,245.13 and is available in the Enterprise Solutions Operating Budget.

Recommendation:

The Enterprise Solutions Department recommends approval.