

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: October 26, 2026

Agenda Item: K.3b

Board Goal: N/A

Subject: Consideration and possible approval of the purchase of Microsoft Products and Licenses – Software House International

Administrator Responsible/Position: Alan Duerr, Chief Technology Officer

A. Purpose of Agenda Item:

☒ Action needed ☐ Information only ☐ Receive input

B. Authority for This Action:

☒ Local Policy: CH – Purchasing and Acquisition ☐ Law or Rule: ☐ N/A

C. Goal or Need Addressed: The purpose of this agenda item is to purchase Microsoft licenses/products, which are necessary to ensure our organization remains compliant with software licensing requirements while providing staff and students with secure, reliable, and up-to-date tools. This investment supports daily operations, enhances collaboration, and maintains standardization across our environment. This includes essential licensing for servers, SQL databases, and other core infrastructure that support critical business operations.

D. Summary:

- ☒ **Previous board action relating to this item:** Board previously approved the purchase of our Microsoft Enterprise Software Agreement from Software House International (SHI).
- ☒ **Future action anticipated:** Annual renewal is anticipated.
- ☒ **Background information:** Our organization depends on Microsoft technologies for both daily operations and backend infrastructure. Core systems such as servers, SQL databases, and Office 365 tools are essential for communication, collaboration, and business applications. Proper licensing ensures compliance, access to security updates, and vendor support, while reducing risks of downtime, vulnerabilities, and penalties.

E. Comments Received:

☒ Cabinet ☐ DLT ☐ FBOC ☐ Teacher Org. Reps. ☐ Other:

F. Administrative Recommendation: Administration recommends approval of the procurement request.

Advantages and benefits of this proposal: This investment supports daily operations, enhances collaboration, and maintains standardization across our environment. This includes essential licensing for servers, SQL databases, and other core infrastructure that supports critical business operations.

Expected results in terms of student benefit/achievement: Approving this purchase ensures that our instructional application systems run smoothly and securely, while providing students and teachers with reliable access to learning tools and resources.

Effect of this action on other parts of the system: Proper Microsoft licensing ensures the reliable operation of servers, SQL databases, and Microsoft 365 applications that students depend on daily. This reduces the risk of downtime or service interruptions, giving students consistent access to learning platforms, communication tools, and digital resources. The result is a more stable and secure technology environment that directly supports uninterrupted learning and achievement.

Consequences of not approving this recommendation: Failing to approve this purchase risks system downtime, security vulnerabilities, and non-compliance. Students will not be able to access learning platforms and digital resources. This will impact their overall achievement.

G. Fiscal Impact and Cost: \$109,259.68

☒ **Budget**

☐ **Bond**

☐ **Grant/Special Funds:**

☐ **Other:**

☐ **Budget Amendment Needed**

Prior Year Spending for this item/service: \$109,259.68

Bid / Contract Information: DIR-CPO-5237, Coverage Term: 11/01/26 through 10/31/27

Reasons for rejecting alternatives: The selected vendor, Software House International, or SHI, has a strong focus on providing excellent customer service and value to K-12 Education.

Future/Ongoing: This agreement is anticipated to be renewed annually.

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action: Alan Duerr, Ray Gonzales

Evaluation method and timeline: Ongoing daily evaluation to ensure functionality and enhanced services.

Next report to the Board: Fall 2027

I. Suggested Motion:

I move that the Hays CISD Board of Trustees approve the purchase of Microsoft products and licenses from Software House International for an amount not to exceed \$109,259.68, as presented.