

CITY OF ALBUQUERQUE
ALBUQUERQUE, NEW MEXICO
PURCHASING DEPARTMENT

INTER-OFFICE CORRESPONDENCE

REF. NO.: SPD2005-009-CH

JULY 20, 2004

TO: JOHN VIGIL, ACTING PURCHASING OFFICER

FROM: CATHY HARTMAN, SENIOR BUYER

SUBJECT: SOFTWARE/MICROSOFT SELECT

DEPARTMENT: FAMILY & COMMUNITY SERVICES – HOUSING – **MASTER RESOLUTION**

PURSUANT TO THE AUTHORITY CONTAINED IN SECTION 10-G-1-a-2 AND APPROVAL PROCEDURES OUTLINED IN SECTION 19-C OF THE PUBLIC PURCHASES ORDINANCE, AUTHORIZATION IS HEREBY REQUESTED FOR THE FOLLOWING:

DESCRIPTION:

SOFTWARE/LICENSES/MAINTENANCE – MICROSOFT
SELECT – ASAP SOFTWARE – MASTER RESOLUTION

AMOUNT:

TOTAL PROCUREMENTS WITH THIS
VENDOR MAY EXCEED \$10,000 FOR
THE 2004 FISCAL YEAR. THE FIRST
REQUISITION AGAINST THIS MASTER
RESOLUTION IS 157432 FOR \$309.73

VENDOR: ASAP SOFTWARE
850 ASBURY DRIVE
BUFFALO GROVE, IL 60089-5229

UNDER SPD CONTRACT NO. SPD90-000-00-00079
EFFECTIVE 11/30/2003 THROUGH 11/30/2007.

2 SPD 42-000-00-00098

*← This spd expires 7-15-07
changed to 7*

CAH

JUSTIFICATION:

CITY ORDINANCE: SPD CONTRACT. ASAP SOFTWARE IS THE AWARDED CONTRACTOR ON THIS STATE CONTRACT. ALL LICENSES MUST BE PURCHASED FROM ASAP SOFTWARE.

APPROVED:


JOHN VIGIL (DATE) 7/21/04
ACTING PURCHASING OFFICER