

**M E M O R A N D U M**

**TO:** Honorable Chair and Members of the Board of County Commissioners

**FROM:** Joe Kerby, County Manager

**RE:** 2025 Pre-approval of Annual Agreements with Multiple Vendors – Business Innovation & Technology (BIT)

**Date:** 4/8/2025

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**Staff Recommendation:** The Jefferson County Board of County Commissioners pre-approves the annual agreement for Covendis, Insight and Workday, substantially in the amounts specified, and authorizes the Chairman to execute those renewals and documentation related to those renewals, if applicable, following approval as to form by the County Attorney’s Office and Business Innovation & Technology (BIT).

**Resolution CC25-096**

**Background:** BIT has several agreements that renew on an annual basis and require the approval of the Board of County Commissioners. Pre-approving them will streamline and enable efficient processing. An estimate of each renewal is listed, but the amount may differ at the time of processing the renewal.

Agreements to be renewed in 2025 by BIT are:

- |  |             |
|--|-------------|
| 1. Covendis: Annual staff augmentation services        | \$1,100,000 |
| 2. Insight: Annual support and licensing for Microsoft | \$1,442,868 |
| 3. Workday: Annual subscription for Workday            | \$1,088,400 |

**Fiscal Impact:** There is no fiscal impact, these contracts being renewed are included in the 2025 Adopted Budget. No additional appropriations are needed.

**BCC Briefing Presented on:** 4/1/2025

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