

**WHITESTOWN, INDIANA**

**WRITTEN DETERMINATION FOR BASIS  
OF SPECIAL PURCHASE MADE UNDER I.C. 5-22-10**

**Date:** February 4<sup>th</sup> 2025

**Contractor Name:** MyIT Indy (“Contractor”)

**Amount of Contract:** \$ 45,042.00

**Description of Goods Purchased:**

This would be for the Purchase of Microsoft 365 Licenses. Specifically the purchased licenses would include:

- One Hundred Forty Seven (147) Premium Licenses for Microsoft Business;
- Eighty-One (81) Basic License for Microsoft Business;
- One (1) Audio conference license for Microsoft;
- One (1) Microsoft Visio Plan 2;
- Two (2) Microsoft Exchange online Plan 2


**Determination of Basis for Special Purchase:**

This special purchase was made pursuant to I.C. §§ 5-22-10-5, 5-22-10-7, and/or 5-22-10-8. The purchase was made through the Contractor because there exists a unique opportunity to obtain the licenses at a substantial savings to the Town. Likewise, as the Town contracts with MyIT Indy to provide services to the Town, the purchase relates to a license agreement for software programs to which the Contractor is the only source that meets the Town’s reasonable requirements and the compatibility of equipment, accessories, or replacement parts is a substantial consideration in the purchase and the Contractor is the only source that meets the Town’s reasonable requirements.

**Determination of the Basis for the Selection of the Contractor:**

MyIT Indy would be the contractor used because that is the current vendor used to purchase Microsoft licenses and the savings would come from taking a bulk of the Microsoft licenses from a monthly payment and converting them into a yearly payment method. Total savings would be around \$9,000 for the year 2025.

**Submitted by:**



Michael Kistner, IT-Manager  
Purchasing Agent for Town