



Midpeninsula Regional
Open Space District

R-22-18
Meeting 22-04
February 9, 2022

AGENDA ITEM 9

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Renewal of Enterprise Agreement with Microsoft Corporation

GENERAL MANAGER'S RECOMMENDATION *dlw*

Authorize the General Manager to renew a five-year Microsoft Enterprise Agreement with Microsoft Corporation via license service provider Crayon Software Experts LLC through a cooperative purchasing agreement with the California Department of Technology for an amount not-to-exceed \$526,000.

SUMMARY

The Midpeninsula Regional Open Space District's (District) current three-year Microsoft Enterprise Agreement expires April 2022. Renewing this agreement will allow the District to continue using the Microsoft platform to deliver cloud-based email, document management services, enterprise systems, and desktop computing (e.g., Exchange, Windows OS, Word, Excel, SQL Server, and PowerPoint). The General Manager recommends renewing the five-year Microsoft Enterprise Agreement with Microsoft Corporation using license service provider (software reseller) Crayon Software Experts LLC and the California Department of Technology for an amount not to exceed \$526,000. There are sufficient funds in the Fiscal Year 2021-22 (FY22) budget to cover the first-year expenses. Additional funds would be budgeted for upcoming fiscal years FY23 through FY26.

DISCUSSION

The District's current three-year Microsoft Enterprise Agreement expires April 2022. Consistent with the recommendations in the District's 2015 Information Technology Master Plan, the District has implemented a variety of functionality from the Microsoft Suite. The primary Microsoft products the District depends on to meet daily operational needs include:

- Windows 10 Enterprise
- Microsoft Office 365 Suite
- Exchange Online (email)
- Sharepoint/OneDrive (document management and cloud storage)
- Microsoft Teams (online/remote enterprise communication platform)
- Microsoft Teams Phone System (Office phone & Conference Calling)
- Microsoft Intune device management platform
- Numerous Microsoft security features

In addition to the core office tools and security features, Microsoft SQL Service Database software provide the backbone to the District's enterprise systems (i.e., Cityworks, Enterprise GIS, New

World Systems) and to maintaining the on-premises servers. Renewing the Microsoft Enterprise Agreement will allow the District to meet critical computing needs, support business continuity, and provide organizational efficiencies.

The Microsoft Enterprise Agreement is a volume licensing agreement that allows the District to streamline the software ordering process. California Department of Technology (CDT) conducted a full procurement through a Request for Offer (RFO) process and awarded the contract for Microsoft Enterprise Agreement to software reseller Crayon Software Experts, LLC, negotiating pricing for five years. This contract and negotiated pricing are available to state and local agencies within California. Section IV.C of Board Purchasing Policy 3.03, *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy* provides that the District may "join in cooperative purchasing agreements with other public agencies (e.g., the State of California, counties, cities, schools, or other special districts) to purchase goods or services at a price established by that agency through a competitive bidding process."

FISCAL IMPACT

There are sufficient funds in the adopted FY22 budget to cover the cost of the recommendation in FY22. Funds for subsequent fiscal years would be recommended as part of future budgets during the annual Budget and Action Plan process. The discounted pricing negotiated by CDT includes a 40% overall discount for the first year and a 10% discount in year five.

Agreement Year	Fiscal Year	Cost
Year 1	FY22	\$ 15,000*
Year 2	FY23	\$ 118,000
Year 3	FY24	\$ 118,000
Year 4	FY25	\$ 133,000
Year 5	FY26	\$ 142,000
	Total Costs	\$ 526,000

*Please note this is only for two months of services.

PRIOR BOARD AND COMMITTEE REVIEW

On March 27, 2019, the Board of Directors approved the General Manager's recommendation to enter into a prior three-year agreement with Microsoft and CDW-G for services, including email, SharePoint, Windows 10, for a not-to-exceed amount of \$211,000. ([R-19-34](#), [Meeting Minutes](#)). This agreement ends in April 2022.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Upon Board approval, the General Manager will enter into a contract with Crayon Software Experts LLC and the CDT for a five-year enterprise agreement for Microsoft services.

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