



# City of Broken Arrow

## Request for Action

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**File #: 16-1122, Version: 1**

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**Broken Arrow City Council  
Meeting of: 09-20-2016**

**To: Mayor and City Council**  
**From: Information Technology Department**  
**Title: Approval of and authorization to renew an Enterprise Enrollment Agreement and Amendment with Microsoft Corporation for Microsoft software, products, and licenses**

**Background:**

The City continues to use Microsoft Server and Office products and has been enrolled in the Microsoft Software Assurance program since it was established in 2002. On November 17, 2015 the City changed from the Software Assurance program to the Microsoft Enterprise program. The Enterprise Agreement allows Staff to simplify the Microsoft licensing process while providing city employees with the latest software products that Microsoft has to offer. In addition to moving email services to the Microsoft government cloud, this will provide for new services to all employees such as SharePoint Online, Skype for Business, OneDrive for Business and also Endpoint Protection.

The quotes to renew the City's Microsoft software are as follows. The quote titled "Renewal" renews the second year of the three-year agreement entered into on November 17, 2015. The cost of the renewal of existing licensing is \$172,665.40. The quote titled "Additions" is for the addition of 70 licenses purchased on May 1, 2015. Line items one and two are for a partial year of licensing from 5/1/2016 - 8/31/2016. Line items three and four are for a full year licensing from 9/1/2016 - 8/31/2017. Importantly, the Enterprise Agreement Registration Form, provides for the termination by either party with 60-days written notice. The Contract will not renew (or continue in effect) in any subsequent year that the City Council fails to appropriate and encumber funds for this specific purpose. Funds were budgeted in each departments operational budget for this expenditure.

Section 2-27 of the Broken Arrow Code of Ordinances provides for exceptions to formal competitive bidding. It provides for the purchase of supplies, materials, equipment or contractual services when purchased at a price not exceeding a price set by the state purchasing agency or any other state agency authorized to regulate prices for things purchased by the state or from purchasing consortiums. This purchase meets that criteria. Staff recommends that the Council approve the Enterprise Enrollment Agreement and the relevant Amendment and authorize its execution.

**Cost: \$184,089.40**  
**Prepared By: Stephen Steward, Information Technology Director**  
**Reviewed By: Finance Department**

**Legal Department**  
**Russell M. Gale, Assistant City Manager - Administration**

**Approved By:**      **Michael L. Spurgeon, City Manager**

**Attachments:**      **SHI Quote - License Renewal**  
                             **SHI Quote - License Additions**

**Recommendation:**

Approve and authorize Microsoft Licensing Annual Renewal and Additions