



City of Broken Arrow

Request for Action

File #: 17-2520, Version: 1

**Broken Arrow City Council
Meeting of: 08-15-2017**

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

Background:

The City continues to use Microsoft Server and Office products and had 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 has provided 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 third year of the three-year agreement entered into on November 17, 2015. The cost of the renewal of existing licensing is \$181,329.40. The quote titled "Additions" is for the addition of 83 licenses purchased after the last renewal in September 2016. The cost for the additional licensing is \$23,493.00. 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 department's 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: \$204,822.40
Prepared By: Stephen Steward, Information Technology Director
Reviewed By: Finance Department
Legal Department
Russell M. Gale, Assistant City Manager

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

Attachments: **Additions Quote from SHI**
 Renewal Quote from SHI

Recommendation:

Approve and authorize Renewal of the Enterprise Enrollment Agreement with Microsoft Corporation for Microsoft.