

STAFF REPORT REGULAR MEETING

AGENDA DATE: October 17, 2023

DEPARTMENT: Information Technology

TITLE:

Microsoft Enterprise Agreement Contract Renewal

SUMMARY:

Approve and authorize signature for the renewal of a three-year enterprise agreement between Microsoft Corporation and the City of Lake Worth Beach for Microsoft Office 365, SQL software licensing, Visio Pro licensing, and Microsoft Azure Subscription for cloud backup, through CDW-Government, supplier for Microsoft Software under State of Florida contract number 43230000-NASPO-23-ACS-SVAR.

BACKGROUND AND JUSTIFICATION:

The City of Lake Worth Beach is currently using Office 365 for word processing, spreadsheets, databases, and general automation, Visio Pro used to conceptualize ideas visually, Office 365 and Exchange Server for email services, SQL for database server services and Microsoft Azure for cloud backup.

The renewal of our enterprise agreement guarantees the maintenance of our current licenses through software assurance which provides 24x7 support, the latest software releases, deployment planning services, enhanced technical capabilities, end-user and technical training, and home use. Furthermore, it will continue to help standardize IT and simplify license management.

Annual cost for the EAL of Office 365, Exchange Server, Visio Pro and SQL is \$92,736.41 excluding additional license purchases required to remain in compliance, estimated additional cost \$10,000 per year. The cost for Microsoft Azure subscription is based on the amount of storage used and, therefore, varies. The estimated Azure cost for FY 2024 is \$42,000, FY 2025 is \$45,000 and FY 2026 is \$48,000.

MOTION:

Move to approve/disapprove the renewal of a three-year agreement with Microsoft Corporation for an amount not to exceed \$443,209.23.

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement FY2023-FY2025 including various forms
Quote

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$144,736.41	\$147,736.41	\$150,736.41	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact <i>(If not budgeted)</i>	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Information Technology
Division	
GL Description	Operating Supplies / Computer Software
GL Account Number	510-1520-519.52-65
Project Number	N/A
Requested Funds	\$144,736.41
Remaining Balance	\$767,588.59
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Current Revenues