



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: REGULAR MEETING, JUNE 25, 2025

AGENDA CATEGORY: CONSENT AGENDA

Item:	Renewal of Microsoft Enterprise Agreement
Department:	Information Technology Department
Date of Meeting:	Wednesday, June 25, 2025
Fiscal Impact:	Approx \$197,087.46 per year
Presented By:	Kyle Parker, Information Technology Director
Action Requested:	Approval to renew the City's Microsoft Enterprise Agreement for a three-year term, and authorization for the Mayor or City Manager to execute the contracts, subject to approval by the City Attorney.

Summary: The Microsoft Enterprise Agreement (EA) is a volume licensing program that provides the City of Lawrenceville with access to Microsoft software and cloud services, including Microsoft 365, Windows licensing, and various security and compliance tools. This agreement covers both user licenses (for productivity and collaboration tools such as Outlook, Teams, SharePoint, OneDrive, and Office applications) and device licenses, including Windows Server and workstation operating system licenses.

The EA allows for predictable annual budgeting, discounted pricing through consolidated purchasing, and scalable license management as the City's needs evolve. It also provides critical enterprise-grade security, device management, and compliance capabilities aligned with CJIS and NIST standards.

Background: The City of Lawrenceville has participated in the Microsoft Enterprise Agreement program through multiple three-year terms. This agreement centralizes the licensing of key Microsoft technologies used throughout City departments, enabling a unified and secure technology environment. Through this agreement, the City receives software updates, cloud-based collaboration tools, and essential cybersecurity features that support daily operations and remote work capabilities.

The current agreement is set to expire, and renewal is required to ensure continued access to Microsoft services without disruption. The IT Department has reviewed the licensing needs for users, servers, and workstations across the organization and recommends renewal under the updated three-year agreement terms.

Fiscal Impact: The renewal cost is included in the IT Department's annual budget. The Microsoft Enterprise Agreement is structured as a three-year term with annual payments. Licensing is based on the number of users and devices. A true-up process will occur at the end of each year to reconcile any over- or under-licensing for the current year. The following year's payment will then be adjusted separately to reflect the anticipated user and device counts for that year.

Attachments/Exhibits:

- Dell Quote - MS EA Renewal - 2025-06-04.pdf