



# MEMORANDUM

## Town Manager's Office

TO: LAUREL PREVETTI, TOWN MANAGER

**MAYOR REVIEW 7/22/20**

FROM: CHRIS GJERDE, IT MANAGER

SUBJECT: **MICROSOFT SOFTWARE LICENSING**  
SOFTWAREONE

DATE: June 30, 2020

### RECOMMENDATION:

It is recommended that the Town Manager purchase Microsoft software licensing from SoftwareONE in an amount not to exceed \$63,872.56.

### BACKGROUND:

The Fiscal Year 2020/21 Operating Budget anticipated the annual renewal of Microsoft software licensing in the Town's Information Technology Budget Operating Expenditures line.

Generally, the Town Council does not review routine software licensing purchase requests; however, as software usage has increased and since the combined purchase price for these licenses exceeds the Town Manager's purchasing authority of \$50,000, this purchase requires Council approval pursuant to the Town Purchasing Policy.

### DISCUSSION:

This Microsoft software purchase includes annual licensing for server operating systems, server management, server applications, the Office suite, and security software on both staff desktops and in the cloud.

In accordance with the Town Purchasing Policy Section 7c regarding Cooperative Purchasing, the prices for Microsoft software license renewals are negotiated by the County of Riverside and sold by volume licensing partner SoftwareONE. Most California agencies, from large ones

PREPARED BY: Holly Zappala  
Management Analyst

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Reviewed as necessary: Town Manager, Assistant Town Manager, Town Attorney, Finance Director

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**DISCUSSION (continued):**

such as the Department of Motor Vehicles, to small cities and special districts, use this purchasing arrangement to obtain the best prices.

The Town's current Volume Licensing Agreement is valid through June 30, 2022. The agreement has no monetary value and is a means of securing pricing. SoftwareONE is the vendor the Town purchases the license through, and the agreement is with Microsoft.

An interruption in Microsoft licensing software would halt the daily computer operations of Town staff.

**CONCLUSION:**

Staff recommends that the Town Manager purchase Microsoft software licensing from SoftwareONE for FY 2020/21 in an amount not to exceed \$63,872.56.

**COORDINATION:**

The Finance Department, IT, and Town Manager's Office coordinated this report.

**ENVIRONMENTAL ASSESSMENT:**

This is not a project defined under CEQA and no further action is required.

**FISCAL IMPACT:**

There are sufficient funds available in the IT budget to purchase these software licenses.

**Attachments:**

1. SoftwareONE Invoice
2. Volume Licensing Agreement