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Staff Report for a City of San Leandro City Council Resolution to Approve an Annual Subscription Payment with SoftChoice Corporation for the Microsoft Enterprise Agreement

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve a resolution that authorizes the City Manager to approve payment to SoftChoice Corporation, Inc. for the annual Microsoft Enterprise Agreement. The cost is \$144,666.14.

BACKGROUND

The City of San Leandro utilizes a Microsoft Enterprise Agreement plan for all Microsoft products, including Windows operating system and Office 365.

Analysis

The City of San Leandro is required to make an annual payment to maintain its Microsoft software infrastructure. This includes all Windows operating systems and City-owned desktops and laptops; all Windows server operating systems in the City's data centers; and the full suite of Office 365 for all City employees.

This annual contract covers all the licenses needed by the City for all Microsoft products, including new software upgrades, security patches, all cloud computing services from Office 365 (Word, Excel, PowerPoint, Outlook, SharePoint, and email communications) and includes 24/7/365 telephone and email technical support. Payment is made through a third-party value-added reseller (VAR). In 2016, the City selected SoftChoice Corporation as its Microsoft VAR, due to its low pricing, after using a competitive bidding process.

Legal Analysis

The City Attorney's office reviewed and approved the purchase agreements as to form.

Fiscal Impacts

The total annual Microsoft Enterprise Agreement cost is \$144,666.14.

Budget Authority

The Finance Director has determined there are sufficient funds in Account 688-13-001-5311 for the annual payment.

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