



### AGENDA ITEM REPORT

**DATE:** January 21, 2020  
**DEPARTMENT:** Innovation and Technology  
**REQUESTER:** Ashley Mason  
**TITLE:** Approve Piggyback Purchase for Microsoft Office 365 Licenses

#### I. MOTION REQUESTED

A) Authorize purchases under Piggyback No. PB160540 utilizing pricing on the State of Florida Contract No. 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services with SHI International Corp, for the purchase of Microsoft Office 365 Licenses, in the amount of \$1,199,371.84 (annually for three years). Authorize future expenditures for the addition of new services, servers, computers and other services or commodities available on the State of Florida Contract to accommodate planned growth, through the contract expiration date of January 31, 2020, and any renewals or extensions approved by the State of Florida. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.

B) Authorize the County Manager or designee to execute any documents necessary for participation in the Florida Contract No. 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services contract, upon approval by the County Attorney.

#### II. ITEM SUMMARY

Renewal of the County's Microsoft agreement and upgrade to the Microsoft Office 365 Government Cloud suite. This upgrade will provide enhanced security and additional feature sets not included in the current licensing model. This Enterprise Agreement is for a term of three years ending on September 30, 2022. A market analysis was completed comparing the available procurement options for this item and it was determined this piggyback is the best option for Lee County.

#### III. BACKGROUND AND IMPLICATIONS OF ACTION

##### A) Board Action and Other History

On September 6, 2016, the BoCC authorized the PB160540 to utilize pricing on the State of Florida Contract No. 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services with SHI International Corp, for the purchase of Microsoft Office Licenses. The current Microsoft Enterprise Agreement (EA) ended September 30, 2019. The County is moving to the Microsoft Office 365 (MSO) platform to update all County computers to meet current and future needs.

##### B) Policy Issues

##### C) BoCC Goals

##### D) Analysis

This is a 3-year agreement. The annual cost is \$1,199,371.84. The total cost of the agreement is \$3,598,115.52.

##### E) Options

#### IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$1,199,371.84
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: 515 ITG Program: Project: Account Strings: KC5162851500	
G)	Fund Type?	
H)	Comments: This is a 3-year agreement. The annual cost is \$1,199,371.84. The total cost of the agreement is \$3,598,115.52.	

#### V. RECOMMENDATION

Approve

**VI. TIMING/IMPLEMENTATION****VII. FOLLOW UP****ATTACHMENTS:**

Description	Upload Date	Type
<u>State Contract</u>	1/10/2020	Backup Material
<u>Proposed Enrollment Agreement</u>	1/10/2020	Agreement

**REVIEWERS:**

Department	Reviewer	Action	Date
Innovation and Technology	Turner, Nicole	Approved	1/10/2020 - 9:02 AM
Innovation and Technology	Mason, Ashley	Approved	1/10/2020 - 2:03 PM
Budget Services	Guttry, Angela	Approved	1/10/2020 - 2:37 PM
Budget Services	Winton, Peter	Approved	1/13/2020 - 8:52 AM
County Attorney	Lira, Louis C.	Approved	1/13/2020 - 3:53 PM
County Manager	Brady, Christine	Approved	1/14/2020 - 12:13 PM