

M E M O R A N D U M

TO: Governing Board Members

FROM: Sandra Close Turnquest, Deputy Executive Director, Corporate Resources

DATE: April 14, 2011

SUBJECT: Microsoft Enterprise Agreement

Background:

The Microsoft Enterprise Agreement will allow for the continuation of software licensing and support for Microsoft desktop and Windows server licenses for the time period June 1, 2011 through May 31, 2014. The total amount for the three year period is \$2,394,262. The agreement will be procured through Software House International, Inc., an authorized Microsoft reseller, utilizing the State of Florida Contract #252-001-09-1. By using the State of Florida Contract, the District will save \$803K during the three year period. \$37K is a one-time, five percent discount off of the first year if the purchase order is issued by April 20, 2011. The additional \$766K savings represents a 15% discount for software installed on the existing 2,500 desktop computers over the three year period of the Enterprise Agreement.

The District's desktop standard load set (currently 2,500 licenses) includes the following Microsoft software: Office Professional Plus (Word, Excel, PowerPoint, Publisher, and Outlook Email), Core Client Access License, Windows Terminal Services, Exchange Enterprise, and Windows Vista Business. All District Windows servers use the Windows Server Enterprise or Server Standard. In addition to the standard load set and server licenses, the District also utilizes other Microsoft software as required for an employee's job function. The Microsoft Enterprise Agreement provides the following:

- Discounted pricing (\$803K savings for three year period)
- Fixed per desktop price for the three year period
- Software Upgrades
- Ensures that we are compliant with all Microsoft software licensing
- Home Use Program
- Technical Support (24 x 7 problem resolution)
- Training
- Technical Consulting
- Annual true-up (The District can load software as needed and make one payment annually for any licenses added during the year)

How this helps meet the District's 10-year Strategic Plan:

The Microsoft software is the part of the District's standard load set and is required for all desktop computers and Windows servers. Staff who work on the District's Strategic Plan use this software to perform their daily tasks.

Funding Source:

The total amount for the three year period is \$2,394,262, for which ad valorem funds in the amount of \$706,627 are budgeted in FY11 and the remainder is subject to Governing Board approval of the FY12 through FY14 budgets.

This Board item impacts what areas of the District, both resource areas and geography:
This item impacts the entire District.

What concerns could this Board item raise?

This item was not procured through a formal solicitation; however, we are purchasing the Microsoft Enterprise Agreement using the State of Florida Contract under the provisions of Special Procurement and are in compliance with the District Procurement and Contracting Policy.

Why should the Governing Board approve this item?

If the Governing Board does not approve this item, the District's costs for Microsoft licensing will significantly increase and the District would lose all of the benefits of the Microsoft Enterprise Agreement. In addition, the District would have to purchase software upgrades as they are released by Microsoft, pay additional fees for technical support, and track each license individually.

If you have any questions, please do not hesitate to call me at ext. 6351 or Sharon Trost at ext. 6814.

SCT/st