

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 17-164E – Microsoft Enrollment for Education Solutions (EES) Volume Licensing

Introduction

Responsible: Procurement and Warehousing Services (PWS)

This request is to approve the first renewal through May 31, 2021, and \$1,427,000 additional spending authority for Invitation to Bid (ITB) 17-164E – Microsoft Enrollment for Education Solutions (EES) Volume Licensing. The term of ITB 17-164E is three (3) years, commencing June 1, 2017 through May 31, 2020, with the option of two (2) additional one (1) year renewal periods per section five (5) of the ITB.

ITB 17-164E was awarded as item EE-12 on April 18, 2017 with \$3,500,000 in spending authority.

The additional spending authority requested is \$1,427,000, which will bring the new contract value to \$4,927,000.

This is a companion item to E-3 (Recommendation to Reject all Bids – FY20-196 – Microsoft Enrollment for Education Solutions (EES) Volume Licensing) being presented at today's meeting.

Goods/Services Description

Responsible: Information Technology (IT)

Microsoft Volume Licensing EES includes a school agreement which provides a subscription program that enables the District to purchase, at a reduced price, the use of the software District-wide for staff and students. Microsoft's Student Use Benefit program is also included, which provides free downloads of the full version of Microsoft Office for all active students and staff in the District, for use on their personal and mobile devices. The Student Use Benefit program helps students be college and career ready by providing industry and education standard tools that emulate real-world work or college environments.

The District uses the Microsoft Office Suite of tools as the standard for word processing, spreadsheets, presentations, collaborations, and other applications. This Agreement allows users to install the latest versions of Office applications as they become available on all District personal computers and to continue to install and use new operating systems. Office 365 is used for e-mail, OneDrive for personal cloud storage, and SharePoint for school and District collaboration and documentation repository. Continuing to implement a standard enables the District to operate effectively and efficiently while providing the necessary support services and training for the end-users.

Procurement Method

Responsible: PWS

ITB 17-164E ran from December 20, 2016 through February 15, 2017. There were five hundred eight (508) vendors notified, twenty-four (24) vendors downloaded the ITB, and five (5) bids were received before bid opening. The bid was awarded in its entirety to one (1) vendor, based on the lowest total price.

Procurement & Warehousing Services (PWS) and IT collaborated to release ITB FY20-196 for replacement of this bid with assistance from Microsoft for SKU numbers and item descriptions. After opening bids received for ITB FY20-196, SKU errors were discovered, requiring SBBC to Reject all Bids (see item E-3 being presented for School Board approval today). Staff will revise the specifications to correct the SKUs and bid again, necessitating renewal in the interim of this bid.

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Financial Impact
Responsible: PWS and IT

The initial price to renew was \$1,515,066, and PWS negotiated with Microsoft and CDW Government, resulting in an \$88,290 reduction.

The \$1,427,000 additional spending authority is funded by the IT operating budget.

Financial Impact Table

| Action | Date | Term (years) | Amount |
|-------------------------------------|------------|--------------|---------------------|
| Original award + Spending authority | 04/18/2017 | 3 | \$ 3,500,000 |
| 1st renewal + Spending authority | 04/21/2020 | 1 | \$ 1,427,000 |
| New Total Contract Amount | | 4 | \$ 4,927,000 |

The approval of this recommendation does not mean the authorized amount will be spent.