

MOTION NO. M2013-54

**Contract for Software Licensing and Support Services**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	7/18/13	Final Action	Jason Weiss, CIO <b>Garv Nayyar, IT Manager</b>	206-398-5293 206-398-5492

PROPOSED ACTION

Ratifies a contract with the Washington State Department of Enterprise Services for Microsoft licensing and support services in the amount of \$159,688 and authorizes the chief executive officer to execute a four year contract with the Washington State Department of Enterprise Services for Microsoft licensing and support services in the amount of \$2,140,312, for a total authorized contract amount not to exceed \$2,300,000.

KEY FEATURES SUMMARY

- The contract will cover Sound Transit's Microsoft licensing and support related needs until February 2017 including anticipated growth for new employees, contractors, and overall Agency's growth.
- Sound Transit is using a piggy back contract with the Washington State Department of Enterprise Services for these services.
- The licensing and support contract will include software support, new licenses (examples include Microsoft Office, Windows, Windows Server, MS-SQL, hosted email, email archiving, and other Microsoft software products), and technical support.
- This contract ensures up-to-date licensing compliance and 24/7 technical support for Sound Transit's software infrastructure.
- Ratification is needed to cover services provided by Microsoft beginning in February 21 2013.

BACKGROUND

Sound Transit maintains a Microsoft Enterprise Licensing Agreement and procures new licenses and services to support Agency needs and ongoing operations. Previously the enterprise licensing agreement was procured on an annual basis. This procurement will provide licensing and support services for four years.

Microsoft software used at Sound Transit includes Microsoft Office, Windows, Windows Server, MS-SQL, hosted email and email archiving. The Microsoft suite of office products are essential to the Agency's operational needs to conduct business in a seamless and efficient manner. Software that Sound Transit uses to maintain its internal website and other agency-wide infrastructure relies on up-to-date support and licensing agreements with Microsoft Corporation.

FISCAL IMPACT

Summary for Board Action (X \$1,000)

Action Item: Microsoft through DES piggy back

	Adopted 2013 Budget	Spent to date in 2013	Contract Expenditures 2013	Remaining 2013 Budget
Current Year Budget				
Software Maintenance	1,630	408	383	839
Total Account Category	1,630	408	383	839

Contract Spending Plan	Prior Year(s) Spending	2013 Spending	Future Expenditures	Total
Software Maintenance	-	383	1,917	2,300
Administration Capital-IT Hardware/Software	-			-
Total Account Category	-	383	1,917	2,300

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Corporate Services & Agency Operations	-	-	2,300	2,300
Contingency	-	-		-
Total	-	-	2,300	2,300
Percent Contingency	-	-	0%	0%

Notes:

Budget for this item is included in the 2013 Transit Improvement Plan and 2013 Adopted Budget. Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru May 31, 2013.

SMALL BUSINESS PARTICIPATION

This contract “piggy-backs” onto the Department of Enterprise Services (DES) contract for Microsoft. As such, goals for participation were not established by Sound Transit.

EQUAL EMPLOYMENT WORKFORCE PROFILE

94,000 employees; 23.7% women.

PUBLIC INVOLVEMENT

Not applicable to this action.

## TIME CONSTRAINTS

A one month delay would not create a significant impact to the project schedule.

## PRIOR BOARD/COMMITTEE ACTIONS

None.

## ENVIRONMENTAL REVIEW

JI 7/2/2013

## LEGAL REVIEW

JW 7/12/2013

**MOTION NO. M2013-54**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority ratifying a contract with the Washington State Department of Enterprise Services for Microsoft licensing and support services in the amount of \$159,688 and authorizing the chief executive officer to execute a four year contract with the Washington State Department of Enterprise Services for Microsoft licensing and support services in the amount of \$2,140,312, for a total authorized contract amount not to exceed \$2,300,000.

**BACKGROUND:**

Sound Transit maintains a Microsoft Enterprise Licensing Agreement and procures new licenses and services to support Agency needs and ongoing operations. Previously the enterprise licensing agreement was procured on an annual basis. This procurement will provide licensing and support services through February 2017. The contract includes anticipated growth for new employees, contractors, and overall Agency's growth.

The licensing and support contract will include software support, new licenses (examples include Microsoft Office, Windows, Windows Server, MS-SQL, hosted email, email archiving, and other Microsoft software products), and technical support. This contract ensures up-to-date licensing compliance and 24/7 technical support for Sound Transit's software infrastructure. The Microsoft suite of office products are essential to the Agency's operational needs to conduct business in a seamless and efficient manner. Software that Sound Transit uses to maintain its internal website and other agency-wide infrastructure relies on up-to-date support and licensing agreements with Microsoft Corporation.

Sound Transit is using a piggy back contract with the Washington State Department of Enterprise Services for these services.

**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the contract with the Washington State Department of Enterprise Services for Microsoft licensing and support services in the amount of \$159,688 is ratified and the chief executive officer is authorized to execute a four year contract with the Washington State Department of Enterprise Services for Microsoft licensing and support services in the amount of \$2,140,312, for a total authorized contract amount not to exceed \$2,300,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 18, 2013.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator