

MOTION NO. M2016-36

Contract Amendment for Microsoft Products and Associated Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	04/07/2016	Final Action	Brian McCartan, Executive Director of Finance and Information Technology Jason Weiss, Chief Information Officer Garv Nayyar, IT Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with SoftwareOne, Inc. to provide Microsoft licensing and support services in the amount of \$1,700,000, for a total authorized contract amount not to exceed \$4,000,000.

KEY FEATURES SUMMARY

- Sound Transit currently has a “piggyback” contract through the State of Washington, Department of Enterprise Services Master Contract with SoftwareOne, Inc. for the following services:
 - Annual software maintenance support;
 - New licenses (including licenses for Microsoft Office, Windows, Windows Server, MS-SQL, hosted email, email archiving, and other Microsoft software products); and
 - Technical support.
- The requested additional funds would provide continued services through the expiration of the current State contract in April 2017.
- The State of Washington participates in the Western States Contracting Alliance to consolidate purchasing power and achieve significant discounts on various goods and services.
- Using the State contract allows Sound Transit to take advantage of a 15- to 40-percent discount afforded by this multi-agency procurement mechanism.
- Sound Transit has procured technology software and hardware through a similar method for the past four years, each with a “piggyback” contract that aligns with State contract terms.
- This contract ensures up-to-date licensing compliance and 24/7 technical support for Sound Transit’s software infrastructure.

BACKGROUND

In April 2014, Sound Transit executed a contract under the Washington State Department of Enterprise Services (DES) Master contract with CompuCom Systems, Inc. to procure new Microsoft software for employees and co-located consultants, as well as for additional positions expected to be filled throughout the contract term. This contract also includes funds for annual maintenance renewals on software required to support the Microsoft software in a state of good repair. The Washington State DES Master contract with CompuCom was amended in April 2015 to assign the contract to SoftwareOne, after the purchase of CompuCom.

The software is used to support a combined total of approximately 2,500 staff and consultants. 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 agencywide infrastructure relies on up-to-date support and licensing agreements with Microsoft Corporation.

FISCAL INFORMATION

The proposed action seeks to add \$1,700,000 in additional contract authority to purchase Microsoft products and associated services. Budget authority for the 2016 portion of the original SoftwareOne contract was budgeted in the Finance and Information Technology (FIT) budget and in the Information Technology Program budget. This request will use the FIT budget for all SoftwareOne Microsoft software purchases.

	Adopted 2016 Budget	Spent to date in 2016	2016 Contract Expenditures	Remaining 2016 Budget
Finance and Information Technology				
Services	14,411	1,586	870	11,955
Other Categories	28,349	3,254	-	25,095
Total FIT Budget	42,760	4,840	870	37,050

	Prior Year(s) Spending	2016 Spending	Future Spending	Total
Contract Spending Plan				
SoftwareOne, Inc.	700	870	2,430	4,000
Total SoftwareOne, Inc.	700	870	2,430	4,000

	Current Approved Contract Value		Proposed Action	Proposed Total Contract Value
Contract Budget				
SoftwareOne, Inc.	2,300		1,700	4,000
Contingency	-		-	-
Total	2,300		1,700	4,000
Percent Contingency	0%		0%	0%

Notes:

Finance and Information Technology budget can be found on page 31 of the 2016 Adopted Budget. Year-to-date spending as of February 29, 2016.

This action is within the adopted budget and sufficient monies remain after approval of this action to fund the remaining Microsoft software purchases. Future year expenses will be included in subsequent annual budgets submitted to the Board for adoption.

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Because this contract “piggybacks” onto the State contract with SoftwareOne, Inc., goals for participation were not established by Sound Transit.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one-month delay would impact support services from the vendor.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2014-19: Authorized the chief executive officer to execute a two year contract with CompuCom for Microsoft licensing and support services for a total authorized contract amount not to exceed \$2,300,000.

Motion No. M2013-54: Ratified a contract with the Washington State Department of Enterprise Services for Microsoft licensing and support services in the amount of \$159,688 and authorized 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.

ENVIRONMENTAL REVIEW

JI 3/8/2016

LEGAL REVIEW

LA 31 March 2016

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with SoftwareOne, Inc. to provide Microsoft licensing and support services in the amount of \$1,700,000, for a total authorized contract amount not to exceed \$4,000,000.

BACKGROUND:

In April 2014, Sound Transit executed a contract under the Washington State Department of Enterprise Services (DES) Master contract with CompuCom Systems, Inc. to procure new Microsoft software for employees and co-located consultants, as well as for additional positions expected to be filled throughout the contract term. This contract also includes funds for annual maintenance renewals on software required to support the Microsoft software in a state of good repair. The Washington State DES Master contract with CompuCom was amended in April 2015 to assign the contract to SoftwareOne, after the purchase of CompuCom.

The requested additional funds would provide continued services through the expiration of the current State contract in April 2017. Using the State contract allows Sound Transit to take advantage of a 15- to 40-percent discount afforded by this multi-agency procurement mechanism.

The software is used to support a combined total of approximately 2,500 staff and consultants. 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 agencywide infrastructure relies on up-to-date support and licensing agreements with Microsoft Corporation.

MOTION:

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract amendment with SoftwareOne, Inc. to provide Microsoft licensing and support services in the amount of \$1,700,000, for a total authorized contract amount not to exceed \$4,000,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 7, 2016.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator