

BOARD MEETING DATE: October 5, 2018

AGENDA NO. 11

PROPOSAL: Transfer and Appropriate Funds and Authorize Purchase of Microsoft Office 365

SYNOPSIS SCAQMD currently uses Microsoft 2013 suite. This software needs to be upgraded and replaced with Microsoft Office 365 for word processing, spreadsheets, email, and collaboration. This action is to transfer and appropriate funds from the General Fund Undesignated (Unassigned) Fund Balance to Information Management's FY 2018-19 Budget and authorize the purchase of Microsoft Office 365 licenses for a period of three years in the amount not to exceed \$350,000 per year.

COMMITTEE: Administrative, September 14, 2018; Recommended for Approval

RECOMMENDED ACTIONS:

1. Transfer and appropriate \$350,000 from the General Fund Undesignated (Unassigned) Fund Balance to Information Management's FY 2018-19 Budget, Services and Supplies Major Object, Office Expense account.
2. Authorize the Procurement Manager to purchase Microsoft Office 365 licenses for a period of three years at a cost not to exceed \$1,050,000 from Information Management's FY 2018-19 Budget, Services and Supplies Major Object, Office Expense account, and to execute all documents for this purchase.

Wayne Natri
Executive Officer

RMM:MH:cj

Background

Existing desktop and laptop computers at SCAQMD use Microsoft Office 2013 suite (word processing, spreadsheets, graphics, presentation, and desktop database management). Mainstream support for Microsoft Office 2013 ended in April 2018, and extended support will end in April 2023. Only security updates will be provided during this extended support period. Therefore, Microsoft Office 2013 needs to be replaced with the latest version of Microsoft Office.

Microsoft Office 365 is Microsoft's online Office services, first launched in 2009. Office 365 provides greater reliability, security, and productivity than on-premise server infrastructure or applications. Office 365 includes Word, Excel, PowerPoint, Outlook, Exchange Online, OneDrive and SharePoint. Exchange Online provides Business class email, calendar, and contacts with a 50GB (gigabyte) inbox per user. Office 365 provides access to Office from anywhere, anytime, using any type of device. Office 365 enables real-time document collaboration and includes facilities for electronic discovery of email and files. Microsoft provides Office 365 Government which includes enhanced security and privacy with a guaranteed uptime of 99.9 percent.

Proposal

In accordance with the SCAQMD's Administrative Policies and Procedures No. 35, bids will be solicited from firms on the List of Prequalified Vendors to Provide Computer, Network, Printer Hardware and Software, and Desktop Computer Hardware Upgrades. The vendor may use master agreements, cooperative agreements, and other interagency agreements with governmental entities in order to achieve the best available price. The prequalified vendor list was approved by the Board on February 2, 2018, and is in effect for a period ending February 2, 2020. Of the twelve vendors on the list, one was a disabled veteran-owned business enterprise; four were women owned business enterprises; seven were minority-owned business enterprises; eight were local business enterprises; and five were small business enterprises.

This action is to authorize the Procurement Manager to execute a purchase order for Microsoft Office 365 licenses with the vendor providing the lowest cost bid at a total cost not to exceed \$1,050,000 for a three-year contract. The Office 365 licenses will be configured to obtain the highest functional performance for all SCAQMD staff within budgetary constraints at the time of purchase.

Resource Impacts

Sufficient funding will be available in Information Management's FY 2018-19 Budget upon approval of the transfer and appropriation of \$350,000 from the General Fund Undesignated (Unassigned) Fund Balance. Funding for subsequent fiscal years will be requested and budgeted appropriately.