

BOARD MEETING DATE: September 3, 2021

AGENDA NO. 11

PROPOSAL: Authorize Purchase of Microsoft Office 365

SYNOPSIS South Coast AQMD currently uses Office 365 for word processing, spreadsheets, email, and collaboration. The current Office 365 licensing expires on January 31, 2022. This action is to authorize the purchase of Microsoft Office 365 licenses for a period of three years in the amount not to exceed \$380,000 per year.

COMMITTEE: Administrative, August 13, 2021; Recommended for Approval

RECOMMENDED ACTIONS:

Authorize the Procurement Manager to purchase Microsoft Office 365 licenses for a period of three years at a cost not to exceed \$1,140,000 from Information Management's FY 2021-22 Budget, Services and Supplies Major Object, Office Expense account, and to execute all documents for this purchase.

Wayne Nastri
Executive Officer

RMM:MH;hp

Background

South Coast AQMD upgraded to Office 365 (word processing, spreadsheets, graphics, presentation, and desktop database management) in January of 2018. South Coast AQMD purchased Microsoft Office licenses through a three-year Microsoft Enterprise Agreement (EA), which expires on January 31, 2021. The Microsoft EA includes Microsoft Office 365 and related software licenses. Therefore, the Microsoft EA for Office 365 needs to be renewed.

Microsoft Office 365, 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 South Coast AQMD'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, and through vendor 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 7, 2020 and is in effect for a period ending February 7, 2022. Of the eight vendors on the list, one uses near zero emissions delivery vehicles; two are women-owned business enterprises; four are minority-owned business enterprises; six are local business enterprises; and three are 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 \$1,140,000 for a three-year contract. The Office 365 licenses will be configured to obtain the highest functional performance for South Coast AQMD staff within budgetary constraints at the time of purchase.

Resource Impacts

Sufficient funding will be available in Information Management's FY 2021-22 Budget. Funding for subsequent fiscal years will be requested and budgeted appropriately.