

MOTION NO. M2014-19

Contract for Software Licensing and Support Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	04/03/2014	Final Action	Jason Weiss, Chief Information Officer Garv Nayyar, Information Technology Manager

PROPOSED ACTION

Authorizes 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.

KEY FEATURES SUMMARY

- The contract will cover Sound Transit's Microsoft licensing and support related needs until May 2016 including anticipated growth for new employees, contractors, and overall Agency growth. The contract will cover new licenses for Customer Relationship Management, Windows, Azure cloud services for backing up data for offsite retention, and web services.
- 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 (including licenses for 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.

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 awarded to Department of Enterprise Services (DES). Sound Transit was notified that DES will not be processing these orders, instead each agency is now required to work directly with the selected contractor who has completed the state master contract amendments. In this case, that contractor is CompuCom. CompuCom was selected by DES via a competitive bid process.

This motion will replace Motion No. M2013-54 approved by the Board in July 2013 for Microsoft licensing and support services with DES.

Microsoft software used at Sound Transit includes Microsoft Office, Windows Desktop OS, Windows Server OS, MS-SQL, hosted email, email archiving and cloud services. 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 agency-wide infrastructure relies on up-to-date support and licensing agreements with Microsoft Corporation.

FISCAL INFORMATION

The proposed action will be funded from the Finance and Information Technology (FIT) budget. In 2014, the total FIT budget is \$27 million. Within that amount, \$2.5 million is allocated for Information Technology software maintenance needs. This amount is sufficient to cover estimated costs for 2014. Spending for future years during the lifetime of the contract will be included in future annual budgeting processes.

Summary for Board Action (in thousands)

Finance and Information Technology Services Budget	2014 Budget	Spent to date in 2014	Contract Expenditures 2014	Remaining 2014 Budget
Software/Hardware Maintenance	2,465	294	640	1,531
All Other Services Budget	5,787	759	-	4,094
Total Finance and Information Technology Services Budget	8,252	1,053	640	6,559

Spending Plan	Prior Year(s) Spending	2014 Spending	Future Expenditures	Total
CompuCom for Microsoft	-	640	1,660	2,300

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
CompuCom for Microsoft	-	-	2,300	2,300
Contingency	-	-	-	-
Total	-	-	2,300	2,300
Percent Contingency	-	-	0%	0%

Notes:

Budget for this item is located on page 82 of the 2014 Budget, under the Services category. Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru February 28, 2014.

SMALL BUSINESS/DBE PARTICIPATION

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

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

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 3/24/2014

LEGAL REVIEW

JW 3/28/2014

MOTION NO. M2014-19

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing 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.

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 awarded to Department of Enterprise Services (DES). Sound Transit was notified that DES will not be processing these orders, instead each agency is now required to work directly with the selected contractor who has completed the state master contract amendments. In this case, that contractor is CompuCom. CompuCom was selected by DES via a competitive bid process. This motion will replace Motion No. M2013-54 approved by the Board in July 2013 for Microsoft licensing and support services with DES.

Microsoft software used at Sound Transit includes Microsoft Office, Windows Desktop OS, Windows Server OS, MS-SQL, hosted email, email archiving and cloud services. 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 agency-wide infrastructure relies on up-to-date support and licensing agreements with Microsoft Corporation.

The contract will cover Sound Transit's Microsoft licensing and support related needs until May 2016 including anticipated growth for new employees, contractors, and overall Agency growth. The contract will cover new licenses for Customer Relationship Management, Windows, Azure cloud services for backing up data for offsite retention, and web services. The contract ensures up-to-date licensing compliance and 24/7 technical support for Sound Transit's software infrastructure.

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 two year contract with CompuCom for Microsoft licensing and support services 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 April 3, 2014.



Paul Roberts

Operations and Administration Committee Chair

ATTEST:



Marcia Walker

Board Administrator