



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7a

Title: Microsoft Enterprise Agreement

Presenter: Steve Weishaar, Network Systems Manager

Meeting: Government Operations Committee

Date: February 6, 2017

Proposed Cost: \$133,923

Budgeted Amount: \$44,641 (FY 17)

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

The City uses Microsoft Office software (i.e. Word, Excel, Access and Outlook) for its office productivity application software. In order for the City to be fully licensed for the Microsoft Office software it uses, and to ensure that the software version can be upgraded as needed, the City has utilized an Enterprise Agreement with Microsoft. An Enterprise Agreement allows for the costs of both software purchases and upgrades to be averaged out over the three-year term of the agreement. This enables the City to stay current with its Microsoft software without having to make a single, one-time capital purchase.

With the current Microsoft Enterprise Agreement ending in February 2017, we are proposing that the City enter into a new three-year agreement with Microsoft. In addition to Microsoft Office, we are proposing adding licensing for both the Windows operating system and database software to the Enterprise Agreement. As in the past, the City will purchase the Enterprise Agreement utilizing a master contract with the State of Illinois. Through the master contract Microsoft provides discounted volume pricing on all Microsoft products to any state agency or local government.

Funding for the Microsoft Enterprise Agreement is budgeted for the current fiscal year, and is included in the proposed FY 18 budget. Following is the cost for the agreement:

Year 1 – FY 17	\$44,641
Year 2 – FY 18	\$44,641
Year 3 – FY 19	\$44,641
<b>Total</b>	<b>\$133,923</b>

The authorized reseller of Microsoft software volume pricing for the State of Illinois master contract is CDW-G, a provider of technology products and services for the public sector.

**Attachments** *(please list):*

None

**Recommendation/Suggested Action** *(briefly explain):*

Recommend approval of a Microsoft Enterprise Agreement through CDW-G for a not-to-exceed cost of \$133,923.