

STAFF REPORT

City of Lancaster

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6/25/2024
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Date: June 25, 2024

To: Mayor Parris and City Council Members

From: George N. Harris II, Finance Director

Subject: Microsoft Enterprise Agreement with SHI International Corp.- Approval of Year Three – Quote 24488021

Recommendation:

1. Approve year three of the Microsoft Enterprise Agreement with SHI International Corp. to provide the licenses for the City's necessary Microsoft Software functionality, which includes the use of Outlook, Office 365, Microsoft Teams, Exchange email, SQL Server, Visual Studio Pro, Microsoft Project, Windows Client and Server operating systems.
2. Authorize the City Manager and his designee, with the approval of the City Attorney, to execute the Agreement and any other related documents or addendums.

G.C. Section 84308: No

Fiscal Impact:

The fiscal impact will be in the annual amount of \$197,935.615, to be paid from account 11218000.5361, and will be budgeted annually in the annual budget adoption process.

Background:

The City of Lancaster utilizes Microsoft (MS) software to operate desktop computers, servers, databases, office applications, integrated development environment tools, and cloud products to support the City's computing environment. The contractual agreement between the City and MS, known as an Enterprise Agreement (EA), grants the City licenses to use the aforementioned Microsoft products. A typical EA is for a term of three years, at which time the agreement is re-entered to allow the continued use and support of MS products.

For over 21 years, the City has utilized an MS Enterprise Agreement to ensure proper licensing of MS software and flexibility for growth as the organization expands. Through the Enterprise Agreement, City computers are licensed to connect to Windows servers both on-premises and in

the cloud to share network resources, including storage, email, and printers, as well as a centralized repository for managing user access and computer configurations.

Attachment:

SHI Microsoft EA Quote #24488021