

BOARD MEETING DATE: September 6, 2024

AGENDA NO. 8

PROPOSAL: Authorize Purchase of Microsoft Office 365

SYNOPSIS South Coast AQMD uses Microsoft Office 365 for word processing, spreadsheets, email and collaboration. The current Office 365 licensing expires on January 31, 2025. This action is to authorize the purchase of Microsoft Office 365 licenses for a period of three years. Funds for the first year's purchase are included in Information Management's FY 2024-25 Budget and will be included in subsequent fiscal year budget requests.

COMMITTEE: Administrative, August 9, 2024; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Procurement Manager to purchase Microsoft Office 365 licenses and to execute all documents for this purchase for a period of three years, at a cost not to exceed \$1,200,000.

Wayne Nastri
Executive Officer

RMM:HL:mf

Background

South Coast AQMD has been utilizing Microsoft Office 365 (word processing, spreadsheets, graphics, presentation, and desktop database management) since 2018. In 2022, South Coast AQMD purchased Microsoft Office licenses through a three-year Microsoft Enterprise Agreement (EA), which expires on January 31, 2025. The Microsoft EA includes Microsoft Office 365 and related software licenses.

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

The Microsoft EA for Office 365 needs to be renewed. In accordance with South Coast AQMD's Administrative Policies and Procedures No. 35, bids were 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 2, 2024, and is in effect for a period ending February 2, 2026. Of the eight vendors on the list, one is near-zero compliant; two are women-owned business enterprises; three are minority-owned business enterprises; three are local business enterprises; and four 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 \$1,200,000 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 is available in Information Management's FY 2024-25 Budget. Funding for subsequent fiscal years will be requested and budgeted appropriately.