



STAFF REPORT

DATE: April 12, 2021

TO: Sacramento Regional Transit Board of Directors

FROM: Shelly Valenton, VP, Integrated Services and Strategic Initiatives/Chief of Staff

SUBJ: DELEGATING AUTHORITY TO THE GENERAL MANAGE/CEO TO EXECUTE SOLE BRAND PROCUREMENT OF MICROSOFT PRODUCT LICENSES FROM SHI INTERNATIONAL CORP. UNDER THE EXISTING MICROSOFT ENTERPRISE ENROLLMENT AGREEMENT AND VOLUME LICENSING AGREEMENT

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Approving the recommended action will allow SacRT to acquire further Microsoft product licenses needed for SacRT operations.

FISCAL IMPACT

The licenses may be purchased for a period extending until March 31, 2023, which is the remaining term of the existing Enterprise Enrollment Agreement.

The fiscal impact is dependent on the product licenses and quantities purchased, although some level of savings is expected due to government discounts provided under the existing Agreement for product licenses. The annualized cost for additional Microsoft product licenses for SacRT is estimated to be \$225,000 per fiscal year, which is included in the approved FY 2020-2021 budget and the preliminary budget for FY 2021-2022.

DISCUSSION

By Resolution No. 20-03-0022, the Board delegated authority to the General Manager/CEO to approve and execute procurement contracts over \$150,000 to the extent necessary to address the pandemic. As explained in greater detail in the January 25, 2021 Staff Report, acting pursuant to that authority, staff swiftly identified a purchasing cooperative agreement executed by the County of Riverside after a competitive solicitation through which SacRT could quickly obtain the necessary productivity software to continue SacRT's operations during remote working. Staff determined that only the Microsoft product suite would meet SacRT's needs.

SacRT selected SHI International Corp. as its Microsoft Licensing Solution Provider (LSP) and executed an Enterprise Enrollment Agreement and Volume Licensing Agreement that incorporates the terms of the County of Riverside contract.

Once an LSP is selected, all other Microsoft products purchased under the Enterprise Enrollment Agreement must be acquired through that LSP for the term of the Enterprise Enrollment Agreement with Microsoft unless all products are transferred to a new LSP.

The Enterprise Enrollment Agreement sets a baseline requirement for SacRT to purchase a minimum of 500 Office 365 licenses for the three-year term extending until March 31, 2023. In January, the Board approved the acquisition of an additional 1000 Exchange Only licenses.

There are a number of other critical Microsoft products and services needed for SacRT to maintain business operations, including supporting transit operations for both bus and light rail, customer service, safety, security and administrative staff with tools such as electronic mail, Windows applications, collaboration tools, and servers that enable applications to run on the network.

Because the needed licenses fluctuate over time in both number and type, it is impractical to seek Board approval for each individual acquisition.

Therefore, Staff recommends authorizing the General Manager/CEO to execute the documents necessary to procure additional product licenses for servers, applications, and other software products from Microsoft through SHI International Corp. until expiration of the Enterprise Enrollment Agreement.

RESOLUTION NO. 21-04-0029

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

April 12, 2021

DELEGATING AUTHORITY TO THE GENERAL MANAGE/CEO TO EXECUTE SOLE BRAND PROCUREMENT OF MICROSOFT PRODUCT LICENSES FROM SHI INTERNATIONAL CORP. UNDER THE EXISTING MICROSOFT ENTERPRISE ENROLLMENT AGREEMENT AND VOLUME LICENSING AGREEMENT

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the General Manager/CEO is hereby authorized to acquire additional Microsoft products and services from SHI, International Corp. pursuant to SacRT's existing Microsoft Enterprise Enrollment Agreement, Volume Licensing Agreement, and Licensing Solution Provider Agreement No. PSA-001528, for a term from January 1, 2021 to March 31, 2023 as needed to support SacRT's business operations.

THAT, the General Manager/CEO or his designee is hereby authorized to execute any and all documents necessary to complete the acquisitions pursuant to the foregoing delegation of authority.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary