



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services Director  
Date: May 23, 2017

Subject: Purchase Order with Software ONE Inc., for Microsoft License Upgrades

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**RECOMMENDATION(S):**

Approve and authorize the Purchasing Agent, on behalf of the Health Services Department, to execute (1) a Change Order to existing Purchase Order F007029 with Software ONE Inc., to increase the amount by \$300,000 to a total of \$305,284 for the purchase of Microsoft Office License upgrades for the period of April 1, 2017 through December 31, 2017, and (2) Program Signature Form Amendment to the Microsoft Enterprise Agreement.

**FISCAL IMPACT:**

100% Funding is included in the Hospital Enterprise Fund I Budget.

**BACKGROUND:**

Health Services plans to (1) consolidate and simplify license renewals and acquisitions for Microsoft products with one vendor, and (2) migrate off of the Lotus Notes platform to Office 365 for the Office 365 Transition Project, thereby creating centralized user management of multiple email and office systems, eliminate maintenance cost of physical hardware within our Data Center, and reduce cost on backup and storage infrastructure. During a recent migration audit, it was discovered numerous county machines are unlicensed on Microsoft products supportive of the migration. In addition to serving as the

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☒ APPROVE
 ☐ OTHER  
☒ RECOMMENDATION OF CNTY ADMINISTRATOR
 ☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/23/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
 Candace Andersen, District II Supervisor  
 Diane Burgis, District III Supervisor  
 Karen Mitchoff, District IV Supervisor  
 Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 23, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Rolanda Hartfield, Deputy

Contact: David Runt,  
925-313-6228

migration catalyst, this purchase is an upgrade in lieu of paying the licensing true-up fee, and will save the Department 85% of the actual cost.

CONSEQUENCE OF NEGATIVE ACTION:

Health Services would be required to pay an 85% greater true-up fee to avoid a situation for being out of compliance for licensed machines. Furthermore, failure to upgrade licensing would perpetuate obsolete and inefficient systems, and postpone the planned Office 365 Transition Project.