



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Marc Shorr, Chief Information Officer  
Date: April 9, 2019

Subject: Microsoft Volume Licensing Enterprise Enrollment Renewal

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Chief Information Officer: (1) a Purchase Order with Insight Direct USA, Inc., in an amount not to exceed \$1,840,705; and (2) a Program Signature Form for a Microsoft volume licensing enterprise enrollment renewal for the period May 1, 2019 through April 30, 2022.

**FISCAL IMPACT:**

\$1,840,704.48 (100% User Fees); the whole cost is billed in three annual installments, and charged out to user departments on a per license basis.

**BACKGROUND:**

The Department of Information Technology (DoIT) initiates, on behalf of various County Departments, the purchase and renewal of the Microsoft Enterprise desktop licensing agreement. Each participating department is charged for its percentage of the licenses and fees, as applicable.

DoIT is receiving discounts from Microsoft authorized reseller Insight Direct USA, Inc., for the licensing of Microsoft products, such as Office 365. The purchased services included

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/09/2019** ☒ 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: April 9, 2019

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

By: Laura Cassell, Deputy

Contact: Marc Shorr (925)  
608-4071

cc:

Monthly Subscriptions-Volume license, Software Assurance, and Microsoft's cloud-hosted services for e-mail and other cloud-based

BACKGROUND: (CONT'D)

applications, such as Sharepoint.

In accordance with Administrative Bulletin No 611.0, County Departments are required to obtain Board approval for single item purchases over \$100,000. The County Administrator's Office has reviewed this request and recommends approval.

CONSEQUENCE OF NEGATIVE ACTION:

Renewal of enrollment is required by the Microsoft to continue use and remain compliant with the licensing agreement.