



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: October 25, 2022

Subject: Purchase order with Software One, Inc., for the purchase of Microsoft Licenses

RECOMMENDATION(S):

APPROVE and AUTHORIZE (1) the Purchasing Agent to execute, on behalf of the Department of Conservation and Development, a purchase order with Software One, Inc., in an amount not to exceed \$466,471.44 for the Departmental Enterprise Agreement with Microsoft for licensing renewal, and (2) the Conservation and Development Director, or designee, to execute the Enterprise Enrollment Amendment and associated contract documents with Microsoft for Microsoft software licenses for the period November 1, 2022 through October 31, 2025.

FISCAL IMPACT:

No impact on General Fund. 100% of costs to be covered from land development application and building permit fees.

BACKGROUND:

The Department of Conservation and Development (DCD), Information Technology Unit (IT), purchases the licenses to use Microsoft software to operate department computer systems. This renewal is necessary for DCD to legally continue using Microsoft software.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/25/2022** ☒ 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: October 25, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Antonia Welty, Deputy

Contact: Patricia Zaragoza
925-655-2789

cc:

The Departmental Enterprise Agreement with Microsoft provides for an annual verification of the total number of users and licenses used/needed at the end of each year (a true-up) to adjust for any additions to the original number of licenses purchased.

Currently DCD is utilizing G3 licenses which lack specific security, active directory and business intelligence tools that are now required to secure the County's intellectual assets and promote collaboration in the Microsoft government cloud. DCD is upgrading their licensing to G5 after consulting with the Department of Information Technology (DoIT,) which manages DCD's Microsoft 365 (M365) licenses.

DCD worked with Software One, a Microsoft authorized reseller, for the licensing and software maintenance of Microsoft products, such as M365 G5. The purchased services included Monthly Subscriptions-Volume Licenses, Software Assurance and Microsoft's cloud-based hosted services for e-mail and other cloud-based applications such as SharePoint and OneDrive.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to secure Board approval will jeopardize DCD's ability to secure Microsoft licenses

that are legally required to be able to use Microsoft software in DCD's daily business operations. If this agreement is not approved, the County will be out of compliance with Microsoft.