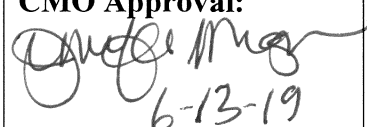


**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Finance	<b>CEQA:</b> Not a Project, File No. Public Project Number PP17-003,	<b>Coordination:</b> Library Department, City Attorney's Office, City Manager's Budget Office	<b>Dept. Approval:</b> /s/ Julia H. Cooper
<b>Council District(s):</b> Citywide	Agreements/Contracts (New or Amended) resulting in no physical changes to the environment		<b>CMO Approval:</b> 

**SUBJECT: ACTIONS RELATED TO PURCHASE ORDER AND ENROLLMENT DOCUMENTS FOR MICROSOFT ACADEMIC OFFICE AND WINDOWS ENTERPRISE LICENSES**

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to:

- a. Execute purchase orders and other required Microsoft Select Plus Agreement academic enrollment documentation for the purchase of Microsoft Academic Office and Windows Enterprise licenses from Crayon Software Experts, LLC (Dallas, TX) for an initial three-year term beginning on or about June 26, 2019 and ending on or about June 30, 2022 for an amount not to exceed \$317,601, subject to the appropriation of funds; and
- b. Execute purchase orders and required enrollment documents for up to two additional three-year options to extend the term through June 30, 2028, subject to the appropriation of funds; and
- c. Execute amendments, change orders, and additional enrollment documents as required to cover any unanticipated changes, including additional subscriptions at the academic discounted rates, subject to the appropriation of funds.

**Desired Outcome:** To provide employees and Library patrons with the current generation of office productivity tools.

**BASIS FOR RECOMMENDATION:**

The Library Department must purchase approximately 2,100 Windows licenses (for staff and public computers) and 1,200 Office licenses (for public computers) to ensure the long-term validity of its operating system licenses and to upgrade existing Office licenses that are currently six years out of date. The Library has historically purchased new computers with the Microsoft Windows operating system license pre-installed and Microsoft Office licenses through the same enterprise agreement as other City departments. However, staff recently discovered that the Library qualifies for deeply discounted educational rates (about half the cost of the City's current rates) through Microsoft's Academic Select Plus program.

In April 2019, the Finance Department issued a Request for Quotes (RFQ) to procure Microsoft Windows and Office licenses from an authorized Microsoft reseller through enrollment in an Academic Select Plus enterprise agreement. Four bids were received. Staff recommends award to Crayon Software Experts, LLC as the lowest-priced responsive and responsible bidder pursuant to the formal bidding procedures of the San José Municipal Code, Section 4.12.310B.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

This Council item is consistent with the City's 2018-2019 Adopted Operating Budget City Areas Delivery Framework: "To effectively develop, manage, and safeguard the City's fiscal, physical, technological, and human resources to enable and enhance the delivery of City Services and projects."

**COST AND FUNDING SOURCE:**

Fund #	Appn #	Appn. Name	Total Appn.	Amt. for Recommendation *	2018-2019 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No)
483	4083	Automation Projects and System Maintenance	\$1,280,000	\$105,867	V-258	10/16/18, Ord. No 30172

\*Reflects costs for the first year of the initial three-year term; Microsoft license costs are paid over three

**FOR QUESTIONS CONTACT:** Jennifer Cheng, Deputy Director of Finance, at (408) 535-7059