SUBJECT

Microsoft Software Licensing Enterprise Agreement

RECOMMENDATION

To authorize the President and CEO to enter into a three-year contract with Insight Public Sector, Inc., for Microsoft Enterprise Software Licensing, which supports Long Beach Transit's daily computer operations, for a total authorization amount not to exceed $109,322 for year one of the contract.

BACKGROUND

Long Beach Transit (LBT) uses Microsoft Corporation's (Microsoft) software applications, servers and operating systems. LBT's day-to-day activities involve at least one aspect of Microsoft software such as word processing, email retrieval, presentations and data compilation. Microsoft software deployment includes LBT's Customer Relations Management system (CRMS), Project Management and Documents Collaboration.

LBT's current Enterprise Software licensing agreement will end on September 30, 2016. LBT needs to obtain a new Enterprise Software agreement for the next three years from October 2016 to September 2019.

Each year, the number of licenses are renewed and updated and the cost of each year's agreement is included in the fiscal year's budget. Staff brings forward a recommendation to the Board annually for budget authority.

PROCUREMENT

LBT issued a Request for Quotes (RFQ) to several qualified firms and three firms responded: Dell Computers, SoftwareOne and Insight Public Sector, Inc. LBT was eligible for participation with the County of Riverside on a statewide cooperative licensing purchase agreement for Microsoft enterprise software and services and thus participated. The County of Riverside has served as the lead negotiator in the procurement. LBT's lowest-priced proposal in the first year is in the amount of $109,322 from Insight Public Sector, Inc.
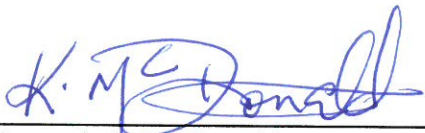
ALTERNATIVES CONSIDERED

The Board can decide not to approve the recommendation. However, that is not a viable alternative as LBT would have no software availability to conduct its daily operations.

BUDGETARY/FISCAL IMPACT

Staff is requesting authorization for the President and CEO to enter into a three-year contract with Insight Public Sector, Inc., for Microsoft Enterprise Software Licensing, which supports Long Beach Transit's daily computer operations, for a total authorization amount not to exceed $109,322 for year one of the contract.

Funds for this project have been identified in the previously approved Fiscal Year 2017 Operating Budget. For years two and three staff will return to the Board for budget authority.

Kenneth A. McDonald
President and Chief Executive Officer