



MICROSOFT SOFTWARE LICENSES

Innovation & Technology Department

City Council
January 14, 2025

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BACKGROUND



For 18 years, the City of Riverside has utilized various Microsoft Enterprise License Agreements (ELA) for Microsoft software products. This allows for volume pricing and simplifies mandatory licensing by only requiring a single transaction to acquire licenses across the City for City-owned computers.

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BACKGROUND



ELA pricing includes upgrades to the most up-to-date software versions, allows the IT Department to automate security patches and upgrades, and allows for seamless integrations across multiple platforms.



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FISCAL IMPACT

The 3-year term has fixed annual fees of \$1,278,308.45.

Change order authority will allow staff to purchase additional licenses as needed throughout the term of the agreement.

Year	Annual Subscription
FY 2024-25	\$1,278,308.45
FY 2025-26	\$1,278,308.45
FY 2026-27	\$1,278,308.45
TOTAL	\$3,834,925.35



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STRATEGIC PLAN ALIGNMENT

Strategic Priority 6, Infrastructure, Mobility & Connectivity

- Goal 5.2. Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

Cross-Cutting Threads



Community Trust



Fiscal Responsibility



Sustainability & Resiliency



Equity



Innovation



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RECOMMENDATIONS

That the City Council:

1. Approve the purchase of Microsoft software licenses, products and services through Dell Marketing, L.P., for a three-year term in the amount of \$3,834,925.35;
2. Authorize staff to issue change orders in an amount not to exceed 15% of the total contract amount, allowing for additional purchases not exceeding \$575,239 for a total contract amount of \$4,410,165; and
3. Authorize the City Manager, or designee, to execute all documents necessary to effectuate this Addendum, optional extensions, and amendments to add-on additional licenses, as well as making minor and non-substantive changes.



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