



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: <i>[Signature]</i> 10/5/21		GENERAL MANAGER ACTION REQ'D:		
DATE: 9/14/2021		BOARD INITIATED ITEM: No		
Originator/Prepared by: Angie West Dept: CIO Administration <i>[Signature]</i> Signature/Date: 10/4/21	General Counsel <i>[Signature]</i> 10/4/2021 []	Controller/Treasurer <i>[Signature]</i> 10/4/2021 []	District Secretary []	BARC <i>[Signature]</i> 10/4/21 []
Status: Approved		Date Created: 9/14/2021		

Change Order No. 1 to Computer Software Agreement with Dell Technologies for Microsoft Enterprise Software

PURPOSE:

To obtain Board authorization for the General Manager to execute Change Order No. 1 to the Microsoft Enterprise License Agreement with Dell Marketing, LLP, for an amount not to exceed \$982,986.55.

DISCUSSION:

On September 10, 2020, the Board authorized the award of the District's Microsoft Enterprise License Agreement to Dell Marketing, LP, utilizing the County of Riverside's competitively awarded agreement, for a three-year term for \$1,628,051.85. This fiscal year, the District will increase the usage of Microsoft licenses more than initially projected due to the continued requirements of remote work and the continued expansion of digital communications and collaboration for the BART workforce. Therefore, an adjustment to the number of purchased licenses is required. Over the next two years, the District will increase the usage of Microsoft Office 365 from 2,300 to over 4,900 licensed technology workers.

- FY22: Full client licenses from 2,100 to roughly 2,950 licenses and web-only licenses from 200 to just over 400 licenses.
- FY23: Full client licenses from roughly 2,950 to just over 3,200 licenses and web-only licenses from roughly 400 to just over 1,700 licenses.

This increase in licensing will position the District to provide access to employees not

currently licensed to use the Microsoft Office software suite, including Microsoft Outlook (email, calendaring, and task managing), Microsoft Teams (workspace chat, videoconferencing, and file sharing), and Districtwide collaboration platform SharePoint. In addition, FY23 includes forecast contingency for a growing workforce.

Change Order No. 1 supports the expansion of digital collaboration and communication technology in FY22 and FY23 within District operations and includes the following:

- An increase in Microsoft Office licenses and required Windows OS licenses
- An increase for a Microsoft Office license allocation adjustment to move licenses previously reserved by the District into use by the workforce.
- An increase in Microsoft Teams base server license
- An increase in SQL Server licenses; and
- An increase in Project Server Online licenses.

The Office of the General Counsel will approve this Change Order as to form prior to execution. The Procurement Department will review this Change Order for compliance with procurement guidelines prior to execution.

FISCAL IMPACT:

The subject EDD proposes additional funding in the amount of \$393,631.58 for Fiscal Year 2022. Funds will be absorbed by the Office of the Chief Information Officer operating budget (Dept 0504460, Account 681355). Funding for Fiscal Year 2023 in the amount of \$589,354.97 will be requested as part of the Office of the Chief Information Officer Operating budget and will be subject to Board approval. The proposed funding is as follows:

	Current Agreement	License True-Up (FY22)	License True-Up (FY23)	Total Increase
FY22	\$542,683.95	\$393,631.58		\$393,631.58
FY23	\$542,683.95		\$589,354.97	\$589,354.97
	\$1,085,367.90	\$393,631.58	\$589,354.97	\$982,986.55

This action is not anticipated to have any Fiscal Impact on un-programmed District reserves in the current Fiscal Year. The license cost are consistent with the government discounts achieved with the original agreement.

ALTERNATIVES:

Decline to extend the Agreement and seek alternative, independent proposals. The District would experience substantial interruptions to daily operations and the inability to extend the usage of Microsoft Office 365 services to the remaining BART Workforce.

RECOMMENDATION:

Approve the following motion.

MOTION:

The General Manager or his designee is authorized to execute Change Order No. 1 to the Microsoft Enterprise License Agreement with Dell Marketing LLP for an amount not to exceed \$982,986.55.