



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6b

ACTION ITEM

Date of Meeting October 27, 2020

DATE: October 16, 2020

TO: Stephen P. Metruck, Executive Director

FROM: Krista Sadler, Director Technology Delivery

SUBJECT: Microsoft Enterprise Agreement Contract Authorization (Short Form)

Contract Amount: \$4,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a contract to renew the Microsoft Enterprise Software License Agreement in an amount not-to-exceed \$4,000,000 for a term of three years.

SUMMARY

Approval of this request will provide continued access to several Microsoft, cloud-based applications such as Office365 and SharePoint, as well as security patches and software upgrades for purchased Microsoft licenses such as server operating systems and database software. Microsoft products are used port-wide by almost every Port employee and are critical for communication and operations. This three-year agreement covers current products and expected growth beginning in January 2021 through December 2023.

The contract will be executed with a Microsoft-qualified reseller from a Washington State intergovernmental cooperative agreement. These agreements are utilized in lieu of the Port's advertised competitive process for procurement which saves time for the Port and vendors for products and services that are common across government agencies. Prices in Washington State contracts are competitive, and solicitation of women and minority owned businesses are a priority in the process.

No funds are authorized as part of this request. Annual costs will be budgeted in the Information and Communication Technology Operating Budget.

There are no attachments to this memo.