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COMMISSION**AGENDA MEMORANDUM** Item No. 8b**ACTION ITEM** Date of Meeting November 21, 2023**DATE:** November 10, 2023**TO:** Stephen P. Metruck, Executive Director**FROM:** Krista Sadler, Director Technology Delivery**SUBJECT:** Microsoft Enterprise Agreement Contract Authorization

Amount of this contract authorization request: \$14,000,000

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 \$14,000,000 for a term of five years.

SUMMARY

Approval of this request will provide continued access to several Microsoft, cloud-based applications such as Office365 and SharePoint, security patches and software upgrades for purchased Microsoft licenses such as server operating systems and database software, and elevated cyber-security protections. Microsoft products are used port-wide by almost every Port employee and are critical for communication and operations. This five-year agreement covers current products and approximately 25% growth beginning in January 2024 through December 2028.

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 are budgeted in the Information and Communication Technology Operating Budget.

There are no attachments to this memo.

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