

COUNCIL AUTHORITY FOR CONTRACT AWARDS

<p>Project Award</p>	<p>Delegated Authority to award a tender for the Purchasing of Microsoft Enterprise Licenses.</p>
<p>Recommendation</p>	<p>Staff are requesting the delegated authority to proceed with the award of a tender for the acquisition of Microsoft software licenses as part of a new 3 year Enterprise Agreement with an estimated contract amount of \$400,000 (\$1,200,000 for the three years). Staff will report the award results back to Council for information.</p>
<p>Purpose of Report</p>	<p>As per Section 4.1.1 of Purchasing By-law No. 061-2018, Council approval is required.</p>
<p>Background information</p>	<p>The Town relies on client and server-oriented software products from Microsoft Corporation for a wide-range of internal and external technology needs. In order to maximize the benefits of previously acquired (and future-planned) Microsoft products and ensure optimal value for software licensing, the Town has previously enrolled in an Enterprise Agreement (EA) for its Microsoft suite of licensing. An EA, paired with appropriate Software Assurance (SA) rights for owned products, allows the Town the flexibility continually deploy the latest cloud or on-premises versions of select Microsoft products (ensuring continued vendor support/compliance), provides 24x7 technical support, deployment planning services as well as unique license conversion and upgrade options as the Town continues to grow and software needs evolve.</p> <p>Since the start of the Town’s current EA (July 2019) the organization has continued to grow and expand its technology offerings and in turn, its reliance on Microsoft software products. Microsoft Windows, Server, Office, Exchange, SharePoint and SQL software products have become critical to the day-to-day operations of the organization. In early 2022, in anticipation of an upcoming EA renewal, the Information Technology division performed a thorough audit of existing Microsoft software products in use at the Town. The results of this audit will ensure the Town is renewing and/or purchasing a Microsoft software package purpose fit for the organization and its continued growth pattern.</p> <p>The Town’s current 3-year EA expires on July 31, 2022. In order to retain future version upgrade rights for currently owned Microsoft products, the Town is required to enter into a new EA no more than 30 days after expiry of its outgoing EA. Failure to enter into a new EA prior to August 31st may result in the Town losing the ability to renew and extend existing licensing benefits and would require the organization to repurchase previously-owned licensing rights at additional cost.</p>

CORS-054-21 - Schedule A

	Delegated authority for the tender award is being requested to allow staff to enter into a new 3-year EA in advance of the August 31 st deadline. The Town's licensing requirements will be posted online and awarded to the lowest compliant bid. The award will be reported back to Council for information.
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	2216-3445	C24200317	C24200318	C24200319	C24200320
Account Description	Software Licensing	Network Licensing	Network Licensing	Enterprise Licensing & Compliance	Enterprise Licensing & Compliance
Contract Budget (Note 2)	\$139,670	\$53,719	\$66,870	\$61,106	\$61,106
Funding Source	Operating Budget	Project Variance Account	Project Variance Account/ Reserves, Reserve Funds	Project Variance Account/ Reserves, Reserve Funds	Project Variance Account/ Reserves, Reserve Funds

Note 1: Financial impact includes any non-refundable portion of HST

Note 2: Actual costs will be confirmed once the software licensing tender is closed, with the financial impact reported back at the Council meeting following award.