



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
www.Hayward-CA.gov

## Cover Memo

---

**File #:** CONS 19-111, **Version:** 1

---

**DATE:** February 26, 2019

**TO:** Mayor and City Council

**FROM:** CIO/Director of Information Technology

### **SUBJECT**

Approval of Microsoft Enterprise License Agreement (ELA) for Microsoft Enterprise Renewal Licenses for a Three-Year Contract, in an Amount Not to Exceed \$725,075

### **RECOMMENDATION**

That the Council adopts the attached resolution (Attachment II) authorizing the City Manager to negotiate and execute a purchase order, payable annually for a total amount not to exceed \$219,722.84; and approves a contingency of 10%. The three-year contract will not exceed \$725,075 - \$659,168.52 plus a 10% contingency of \$65,905.85.

### **SUMMARY**

The City's current Microsoft Enterprise License Agreement (ELA) for Microsoft Enterprise Software Licenses will expire on February 26, 2019. This agreement includes licensing for Windows 10 and Office 365, which are critical to the daily operations of the City. Staff is in negotiations to continue these services and is requesting authorization to fund the contract at the conclusion of negotiations.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution