



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Cover Memo

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**File #:** CONS 22-024, **Version:** 1

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**DATE:** January 18, 2022

**TO:** Mayor and City Council

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

### **SUBJECT**

Adopt a Resolution Authorizing the City Manager to Negotiate and Execute a Cooperative Procurement Contract with Dell Technologies for Microsoft Software, Subscriptions, and Services for a Three-Year Contract in an Amount Not-to-Exceed \$328,114.40 Annually, for a Total Contract Amount of \$984,343.21

That Council adopts the attached resolution (Attachment II) authorizing the City Manager to negotiate and execute a three-year cooperative procurement contract between the City and Dell Technologies for the acquisition of Microsoft Software, Subscriptions, and Services for an amount not-to-exceed \$984,343.21, which a 10% contingency of \$89,485.75, for a term of three years, effective February 28, 2022 through February 28, 2025 under the terms of the contract.

### **SUMMARY**

The City's current Microsoft Enterprise License Agreement (ELA) for Microsoft Enterprise Software Licenses will expire February 28, 2022. This agreement includes licensing for Windows 10, Office 365, servers, other Microsoft applications, and professional services that 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.

The City's core software infrastructure is based on Microsoft desktop, server, collaboration, and development products. The execution of this contract will ensure continuity of current services provided by Microsoft, primarily the annual licenses necessary for Office 365 that provides the city-wide email services, SharePoint, a cloud infrastructure that helps the City share and organize content and applications, and critical applications, such as Teams, Word, Excel and PowerPoint.

### **ATTACHMENTS**

Attachment I Staff Report

Attachment II Resolution

