



## CONSENT CALENDAR

### City of San Bernardino Request for Council Action

**Date:** September 18, 2024

**To:** Honorable Mayor and City Council Members

**From:** Rochelle Clayton, Acting City Manager;  
Rolland Kornblau, Director of Information Technology

**Department:** Information Technology

**Subject:** **Renewal of all necessary contracts associated with Microsoft O365 Enterprise License Subscription and Services (All Wards)**

#### **Recommendation:**

It is recommended that the Mayor and City Council of the City of San Bernardino, California authorize the City Manager to execute the Microsoft Volume Licensing Enterprise Enrollment; and the Professional Software Service Agreement with Insight Public Sector Inc., for a term of 36-months.

#### **Executive Summary**

The City's Mayor and Council passed Resolution No. 2021-229 authorizing a contract with Insight Public Sector, Inc. for Microsoft Office 365 cloud-based licenses. This move has enhanced document collaboration and resolved compatibility issues. The staff is now seeking approval to renew this contract due to the management benefits of enterprise volume licensing. Renewal promises continued access to the government cloud unavailable with individual license purchases, increasing security and simplifying software management while ensuring licensing compliance. Additionally, it supports flexible software deployment, essential for the city's operational adaptability.

#### **Background**

On September 15, 2021, the Mayor and City Council approved Resolution No. 2021-229, which granted the city authorization to engage in a professional software service agreement with Insight Public Sector, Inc. By leveraging the County of Riverside's volume licensing agreement, through this contract, the city was able to achieve significant cost reductions for Microsoft Subscriptions and Services. Additionally, this agreement facilitated the standardization of software versions throughout the city's departments, resolving compatibility issues and enhancing collaborative efforts on document editing, which in turn improved overall workflow efficiency.

## **Discussion**

Staff is requesting authorization to renew the professional software service agreement with Insight Public Sector Inc., The renewal terms include a rate of \$234.06 per user per year, with a 10% contingency allowance for potential price adjustments due to the onboarding of new staff, ensuring the total does not surpass our annual IT software support budget. Current license count is 938. Additionally, the execution of the enterprise volume licensing agreement with Microsoft for their Subscriptions and Services. Enterprise volume licensing offers cost savings from \$265 Business Pricing. Continuing our agreement will enable us to maintain access to discounts and management that are not offered with the purchase of single licenses. This approach not only reduces overall expenses but also streamlines software management and allows for flexibility in software deployment, which is crucial for adapting to the evolving needs of the city.

## **2021-2025 Strategic Targets and Goals**

Authorization of the ongoing purchase orders aligns with Key Target No. 2: Focused, Aligned, Leadership and Unified Community. Software and hardware applications are maintained to achieve operational efficiencies and supports operational efficiency and long-term technological growth.

## **Fiscal Impact**

There is no fiscal impact associated with the recommended action of this item. Budget has been allocated in FY 2024/2025.

## **Conclusion**

It is recommended that the Mayor and City Council of the City of San Bernardino, California authorize the City Manager to execute the Microsoft Volume Licensing Enterprise Enrollment; and the Professional Software Service Agreement with Insight Public Sector Inc., for a term of 36-months.

## **Attachments**

Attachment 1      Microsoft Volume Licensing  
Attachment 2      Insight Public Sector - PSSA 2024

## **Ward:**

All Wards

## **Synopsis of Previous Council Actions:**

September 15, 2021	Mayor and City Council adopted Resolution No. 2021-229, authorizing a professional software service agreement with Insight Public Sector, Inc., for Microsoft O365 software services.
August 17, 2022	Mayor and City Council approved additional Microsoft Licenses as needed for new employees.