

**OFFICE OF THE CITY MANAGER
LITTLE ROCK, ARKANSAS**

**BOARD OF DIRECTORS COMMUNICATION
JANUARY 17, 2023 AGENDA**

Subject:	Action Required:	Approved By:
<p>A resolution to renew the Microsoft Enterprise Agreements for Three (3) years.</p> <p>Submitted By:</p> <p>Information Technology Department</p>	<p>Ordinance √ Resolution</p>	<p>Bruce T. Moore City Manager</p>
SYNOPSIS	<p>A resolution to authorize the City Manager to enter into a contract with SHI, Inc., for a three (3)-year renewal for the current Microsoft Enterprise Agreement.</p>	
FISCAL IMPACT	<p>The amount of the three (3)-year Microsoft Enterprise Agreement is \$5,124,093.36, plus applicable taxes and fees. Based on each Department’s current number of licenses, \$443,493.36, plus applicable taxes and fees, will be the cost to renew the current 237 Microsoft 365 Licenses and will be taken from the individual Department’s General Funds Account. The remaining \$4,680,600.00, plus applicable taxes and fees, to convert the remaining end-users to Microsoft 365 Licenses will be taken from the Information Technology General Funds Account No. 103030-61350.</p>	
RECOMMENDATION	<p>Approval of the resolution.</p>	
BACKGROUND	<p>The current Microsoft Enterprise Agreement will expire at the end of January 2023 and requires renewal. The new subscription will provide Microsoft products, licensing, maintenance, services and support for City Systems and Staff.</p>	

**BACKGROUND
CONTINUED**

The major change to this contract involves converting the remaining City employees to Microsoft 365. Office 2013, the most widely used version of Microsoft by City employees, is set to expire in 2023. Once expired there will no longer be security updates for the product. Microsoft 365 is the most widely used replacement and provides timely, automated security updates, which will reduce the number of man-hours devoted to manual updates. The total three (3)-year cost to renew the Microsoft Enterprise Agreement is not to exceed \$5,124,093.36, plus applicable taxes and fees, with the City Manager authorized to approve additional expenditures up to \$50,000.00.

These products and services will be obtained through multiple Enterprise Agreements awarded to SHI under State Contract No. ADSP016-13065.