



**Northwest Fire District
Governing Board**
13535 North Marana Main Street
Marana, Arizona

SCHEDULED

MEMORANDUM NO. {{item.tracking_number}}

Date: August 27, 2024
To: Governing Board
From: Raymond Thibault, Procurement & Contract Specialist
Division: Business Services
Type of Action: Formal Action/Motion
Strategic Plan Goals: Develop consistent functionality and security of all IT systems
Maximize collaboration with outside partners and stakeholders
Support and reinforce the critical functions of personnel related services
Agenda Item: Approval of the Microsoft Office 365 Enterprise Three-Year Agreement with CDW Government, LLC in the Amount of \$323,160.47

RECOMMENDATION:

Staff recommends approval of the Microsoft Office 365 Enterprise Three-Year Agreement with CDW Government, LLC (CDWG) in the amount of \$323,160.47, including tax.

MOTION:

Move to approve the Microsoft Office 365 Enterprise 3-Year Agreement through reseller CDWG in the amount of \$323,160.47, including tax.

DISCUSSION:

This is a three-year contract with reseller CDWG for Microsoft Office 365 licenses currently in use by the District. The yearly cost will be \$107,720.16 which includes 6.1% tax. The three-year total for the agreement is \$323,160.47, including tax. Microsoft recommends three-year agreements so that the customer has consistent pricing over the term of the agreement. The following is a summary of the line items on the Microsoft agreement:

- The 350-license quantity is used for staff and system accounts and includes an increase of 25 licenses for anticipated growth.
- Microsoft Intune licenses are for Mobile Device Management (MDM) software used to manage and secure District mobile devices.
- Enterprise Mobility + Security E3 provides advanced security features to help protect District digital assets housed in the Microsoft Office 365 environment.
- Microsoft SQL Server and Microsoft Server licenses are for the on-premise virtual server operating systems.

The suite of applications offered with Microsoft Office 365 has facilitated collaboration within teams and between Divisions in the District. Availability of the Microsoft Office 365 applications has been outstanding with minimal unplanned downtime. The hosted Microsoft

Office 365 platform requires little system maintenance which allows the Technical Services Team to focus on other District needs. The District will continue to build out the Microsoft Office 365 environment where applicable, seeking solutions that foster collaboration, increase efficiencies, and provide system uptime while meeting security requirements. Attached documents include the Microsoft Enterprise Agreement quote and the three-year Microsoft Enterprise Agreement. The attached agreement is based on the OMNIA Cooperative contract.

ALTERNATIVES:

Cancellation of the Microsoft Office 365 subscription is not an option supported by staff given the successful implementation and features included in this package.

Fiscal Impact

FISCAL YEAR: FY24/25 - FY26/27

BUDGETED Y/N: Yes

AMOUNT REQUESTED: \$323,160.47

FISCAL IMPACT: The yearly cost will be \$107,720.16 which includes 6.1% tax. The three-year total for the agreement will be \$323,160.47, including tax. The amount budgeted for FY24/25 is \$89,506 and the remaining unbudgeted amount of \$18,214.16 will be covered by anticipated cost savings through other software subscriptions. The remaining annual amounts will be budgeted accordingly in FY25/26 and FY26/27.

Attachments

Northwest Fire District - EA Renewal
Northwest Fire District - EA Package