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San Diego Housing Commission (SDHC) Amendment to Agreement with Insight Public Sector Inc. for Microsoft Enterprise Licensing Presentation to the SDHC Board of Commissioners March 15, 2024

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SDHC – Agreement for Microsoft Enterprise Licensing Introduction

- SDHC has been utilizing Microsoft Enterprise Licensing as its electronic business solution for many years.
- Insight Public Sector Inc. is an authorized reseller of Microsoft.
- In 2020, the County of Riverside entered into an agreement with Insight Public Sector Inc. through a competitive solicitation process.
- SDHC's Procurement Policy allows for cooperative purchasing.
- After conducting a due diligence review and consulting with legal counsel, SDHC staff determined that the County of Riverside's competitive solicitation met SDHC's requirements for cooperative purchasing.
- After negotiations, SDHC entered into an agreement with Insight Public Sector Inc. on March 19, 2023, for a one-year term with annual licensing costs of \$199,041.16, with two one-year renewal options for a maximum compensation amount of \$597,123.48.



SDHC – Agreement for Microsoft Enterprise Licensing Contract Amendment

- This year, SDHC upgraded its Microsoft licensing to assist with maintaining and compiling agency public records requests and to utilize Microsoft Teams phone functionality.
- The upgraded licensing supports enhanced integration to search for, identify and compile records across all platforms that may be responsive to public records requests SDHC receives.
- Additionally, the upgraded licensing includes the Teams phone integration, advance security, and compliance capabilities.
- SDHC will migrate to Power BI Pro, included with this license, to replace Tableau, as SDHC's visual analytics platform.
 - This will save SDHC more than \$100,000 per year.



SDHC – Agreement for Microsoft Enterprise Licensing Contract Amendment (Continued)

- To support the necessary licenses, staff recommends amending the current agreement for the remainder of the contract term.

Contract Term	Original	Amended	Variance
Year 1: May 1, 2023-April 30, 2024	\$ 199,041.16	\$ 287,986.96	\$ 88,945.80
Year 2: May 1, 2024-April 30, 2025	\$ 199,041.16	\$ 313,942.96	\$ 114,901.80
Year 3: May 1, 2025-April 30, 2026	\$ 199,041.16	\$ 313,942.96	\$ 114,901.80
TOTAL	\$ 597,123.48	\$ 915,872.88	\$ 318,749.40

- Proposed funding sources and uses were approved in SDHC’s Fiscal Year (FY) budget.
 - Approving this action will not change the FY2024 or FY2025 total budget.



SDHC – Agreement for Microsoft Enterprise Licensing Staff Recommendations

That the SDHC Board of Commissioners take the following actions:

- 1) Authorize an amendment to SDHC's agreement with Insight Public Sector Inc. for the Microsoft Enterprise License Agreement to increase the maximum allowable compensation in the amount of \$318,749.40 for a maximum total compensation amount of \$915,872.88
- 2) Authorize the President and Chief Executive Officer (President and CEO), or designee, to substitute the funding sources with other available funding sources so long as the total program/project budget amount after substitution does not exceed the approved total budget, and to increase compensation by not more than 20 percent of the total agreement amount, if necessary, should the operational need arise without further action by the Housing Commission Board.
- 3) Authorize the President & CEO, or designee to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and take such actions as are necessary and/or appropriate to implement these approvals, provided that a copy of the documents, signed as to form by General Counsel, are submitted to each Housing Commissioner.



Questions & Comments

