



REPORT

DATE ISSUED: June 9, 2016

REPORT NO: HCR16-052

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of June 17, 2016

SUBJECT: Amendment to Agreement with Softchoice for Microsoft Licensing

REQUESTED ACTION

Approve an amendment to the existing agreement with Softchoice for ongoing software licensing through April 30, 2017.

STAFF RECOMMENDATION

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Approve an amendment to the agreement with Softchoice in an amount not to exceed \$110,000 for the final year of the agreement, which expires on April 30, 2017;
- 2) Authorize the President & Chief Executive Officer (President & 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, should the operational need arise, or should such actions be to the benefit of the Housing Commission and its mission. Funding substitutions will be memorialized in an Information Report at the next scheduled Housing Commission Board meeting; and
- 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.

SUMMARY

The Housing Commission has been utilizing Microsoft Licensing as its electronic business solution for many years. The current agreement with Softchoice, an authorized reseller for Microsoft, was executed in May 2014, for \$84,892. The agreement was for one year, with two one-year renewal options. The Housing Commission is currently in the final year of the agreement and has experienced an increase in the licensing needs of its business lines, which has increased the cost to an amount requiring the approval of the Housing Commission Board of Commissioners (Board). The Housing Commission has added 11 categories of software licenses, which are listed in the table on Page 2.

<u>Contract Term</u>	<u>Dollar Amount</u>	<u>Note</u>
Year 1 (May 1, 2014– April 30, 2015)	\$ 84, 892	
1 st Option (May 1, 2015- April 30, 2016)	\$ 89,108	
2 nd Option (May 1, 2016-April 30, 2017)	\$110,000	Additional licensing requirements

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The additional license categories included in the agreement are:

Additional License Categories
Exchange Hosted Encryption
Project
Project Pro
Visio Pro
SharePoint Server
SQL Server Enterprise Core Edition
SQL Server Standard Core Edition
Windows RDS User CAL
Windows Datacenter
Windows Standard
Project Online (per user)

The Housing Commission anticipates entering into a new agreement for Fiscal Years (FY) 2018 through 2020 before the current agreement expires. Housing Commission staff will bring a new agreement forward for Housing Commission Board approval as necessary.

FISCAL CONSIDERATIONS

Approving this action will not change the FY2016 or FY2017 proposed total budget.

EQUAL OPPORTUNITY/CONTRACTING

Softchoice is a multi-national corporation with a branch office in La Jolla, California. The required EOC forms and Workforce Report will be obtained from Softchoice.

KEY STAKEHOLDERS and PROJECTED IMPACTS

Key stakeholders include Housing Commission staff and their internal and external customers.

ENVIRONMENTAL REVIEW

This activity is not a project as defined by the California Environmental Quality Act Section 21065 and State CEQA Guidelines Section 15378(b)(5), as it is an administrative activity of government that will not result in direct or indirect physical changes in the environment. The determination that this activity is not subject to CEQA, pursuant to Section 15060(c)(3), is not appealable and a Notice of Right to appeal the Environmental Determination (NORA) is not required. This activity is categorically excluded from the National Environmental Policy Act pursuant to Part 58.35(b)(3) of Title 24 of the Code of Federal Regulations as operating or maintenance related.

Respectfully submitted,

Kary Clements

Kary Clements
Vice President, Information Technology
& Chief Information Officer

Approved by,

Jeff Davis

Jeff Davis
Executive Vice President & Chief Operating Officer
San Diego Housing Commission

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Hard copies are available for review during business hours at the security information desk in the main lobby of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials in the “Public Meetings” section of the San Diego Housing Commission website at www.sdhc.org.