



**MEMORANDUM**  
**ADMINISTRATIVE SERVICES**  
**PROCUREMENT DIVISION**  
County of Placer

TO: Board of Supervisors DATE: January 24, 2017  
FROM: Brett Wood, Purchasing Manager  
SUBJECT: Three-Year Microsoft Enterprise Agreement – Insight Public Sector Inc.

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**ACTION REQUESTED**

Approve the award of a blanket purchase order for a three-year Microsoft Enterprise Software Licensing Agreement with Insight Public Sector Inc. of Tempe, AZ utilizing Riverside County's statewide competitively awarded Microsoft Enterprise Agreement in the total amount of \$1,753,879 for the period February 1, 2017 through January 31, 2020, funded by the Administrative Services Department's FY 2016-17 Final Budget and FY 2017-18 and FY 2018-19 Requested Budgets.

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

Placer County currently utilizes Microsoft software products on desktop computers and servers that reside on the County's Enterprise Data Network as well as standalone computers. These products include Windows Operating Systems, Office Pro Plus Suite, and Core Client Access Licenses. Maintaining an Enterprise Agreement provides Placer County with the flexibility to continue to efficiently manage its computing environment. On January 21, 2014, your Board approved the renewal of a three-year agreement for licensing and maintenance of the Microsoft products utilized by Placer County. The agreement will expire on January 31, 2017.

The Administrative Services Department (Department) has evaluated several cost-saving alternatives to procure the most cost-effective Enterprise Agreement for the County's needs and has determined that costs under Riverside County's Master Enterprise Agreement with Microsoft are significantly less than what Placer County would be able to secure under its own agreement. The Riverside County agreement is available to other public agencies and provides the option of purchasing Microsoft products and support from any of seven (7) authorized firms. The Department solicited competitive price quotes from all seven (7) firms. Pricing was requested for the total amount of licenses currently required by the County which includes approximately 155 more Windows desktop licenses, 160 more Office Professional licenses, and 122 more CoreCAL licenses than the last agreement.

The Department staff evaluated all quotes received and determined Insight Public Sector Inc. submitted the lowest responsive quote and is being recommended as the selected vendor. Purchasing Policy Manual Section 1.3(e)(3) permits the use of other government agencies' competitively awarded agreements without further bidding by Placer County. The Riverside County Master Enterprise Agreement meets this criterion.

Therefore, your Board's approval is required to award a new blanket purchase order to Insight Public Sector Inc. in the maximum amount of \$1,753,879 which is payable in annual installments of \$584,623 for the period February 1, 2017 through January 31, 2020.

**FISCAL IMPACT**

Funding for this three-year agreement is budgeted within the Administrative Services Department's FY 2016-17 Final Budget (Appropriation 11040) and will be included in future budget requests for FY 2017-18, and FY 2018-19.

CC: Jerry Gamez, Director of Administrative Services  
Jarrett Thiessen, Deputy Director of Information Technology  
Melissa Nunnink, Administrative & Fiscal Operations Manager  
James Importante, Management Analyst II