



SCHOOL BOARD ACTION REPORT

DATE: March 16, 2017
FROM: Dr. Larry Nyland, Superintendent
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For Introduction: April 19, 2017

For Action: May 3, 2017

1. TITLE

Renewal of Microsoft Software Agreement

2. PURPOSE

This action approves a 3-year contract for the Microsoft software license agreement with software reseller ScholarBuys in the amount of \$380,876.78 paid annually for a total amount of \$1,142,630.34 with a Not-To-Exceed clause of (NTE) \$1,500,000.00 to cover increases during the 3-year period.

3. RECOMMENDED MOTION

I move the Board of Directors to authorize the Superintendent to execute a 3-year contract with ScholarBuys to provide Microsoft Enrollment for Education Solutions (EES) from June 1, 2017 to May 31, 2020, in the amount annually of \$380,876.78, plus Washington State Sales Tax, in the form of the Purchase Order dated April 10, 2017 and presented to the School Board, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

4. BACKGROUND INFORMATION

- a. **Background** – Seattle Public Schools (SPS) has been renewing the Microsoft EES Agreement each year with Board approval for over 15 years.

The agreement:

- Ensures that all Seattle Public School staff and students have access to the most current desktop software applications (Word, Excel, PowerPoint, etc.), operating systems, and access licenses from Microsoft and have maintenance and support for the products. This agreement covers approximately 10,000 staff/instructors and 53,000 students.
- Provides Systems Operations with enterprise software for managing servers and devices along with enterprise software such as SQL Server, Exchange, and Office 365.
- Enables testing and development of new tools for productivity and instructional needs.

- Enables the District to take advantage of Microsoft educational initiatives such as DreamSpark, Live EDU, Kinect for Education, Unified Communications, etc.
- Offers District staff the opportunity to purchase for home use the most current version of Microsoft Office at greatly reduced pricing and take advantage of Microsoft’s online training resources.
- Enables staff and students to install Microsoft Office on up to 15 devices.
- Enables staff to be more efficient with their time collaborate better with Skype and SharePoint tools.
- Enables disaster recovery and business continuity capabilities with the cloud service Microsoft Azure.
- Ensures the management of all district PCs through System Center for compliance and faster imaging and deployment of software.

The following statistics detail the usage of Microsoft tools by SPS users over the last six months:

1. 4,450 active home users with Office 365 downloaded on desktops or mobile devices
2. 27,000 computers in the district are licensed to run the latest version of windows
3. 10,660 users with email
4. 19,338 active users with Email
5. 2,129 active users on SharePoint
6. 479 active users on Skype for Business
7. 800+ servers running windows operating systems (700 are virtualized servers)

b. **Alternatives** – Given our current infrastructure and investments, there are no credible alternatives to the renewal of this software license. If we do not renew this licensing agreement the following would happen:

- Our software, including both desktop and critical enterprise applications, will not be properly licensed or supported.
- There would be no security upgrades of Microsoft applications and operating systems for students and staff.
- There would be no new application development using the Microsoft stack of development tools, and no enhancements to existing software.

c. **Research** – Not Applicable

5. FISCAL IMPACT/REVENUE SOURCE

The fiscal impact to this action will be \$380,876.78 paid annually for 3 years for a total of \$1,142,630.34 not-to-exceed \$1,500,000.00 during the 3 year term.

The revenue source for this motion is general fund account 08097721C0.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

- Not applicable
- Tier 1: Inform
- Tier 2: Consult/Involve
- Tier 3: Collaborate

Staff has sent communication about Microsoft tools via the Leadership Communicator and News Brief to all staff along with posting fliers in schools during rollout. This communication will continue.

7. EQUITY ANALYSIS

The District will continue to license Microsoft Office (Word, Excel, and PowerPoint desktop applications) and Office 365 for **all staff and students** on Windows and Apple operating systems including the latest version of Office for use on personal computers and devices. **All students** can make their own choice to use the online tools on their personal devices. **All schools** are able to run the latest Windows operating system on district computers.

All Windows tools have Language Packs to address languages needed by English Language Learner students.

8. STUDENT BENEFIT

Renewal ensures a uniform Microsoft software and services to all students that provides for continual upgrades to the most current versions of software for school and home use for student.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item

Other: _____

10. POLICY IMPLICATION

Per Policy No. 6220, Procurement, any contract over \$250,000 must be brought before the Board for approval.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on March 16, 2017. The Committee reviewed the motion and moved the item forward to the full Board with a recommendation for consideration.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the Microsoft Enrollment for Education Solutions agreement will be extended for 3 years payable annually to ScholarBuys before the deadline of May 31, 2017.

13. ATTACHMENTS

- Bid Tab #B02759 Invitation
- Draft Purchase Order No.8100006470
- Enrollment for Education Solutions (EES) Licensing Guide
- Quote Tabulation # B02759