



Date of Memo: February 06, 2024  
Current Meeting: February 15, 2024  
Board Meeting: February 22, 2024

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** Interim President/CEO Jennifer Pyrz  
**FROM:** Chief Information Officer Marcus Burnside  
**SUBJECT:** Consideration and approval of Microsoft Office 365 licensing

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**ACTION ITEM A – 5**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement award standards, it is requested that the Board authorize the Interim President/CEO to renew our annual Microsoft Office 365 Licensing for the final year of our three-year Microsoft Enterprise Agreement (EA) with Dell Marketing, LLC in an amount not to exceed \$119,690.

**BACKGROUND:**

IPTC utilizes a Microsoft EA for Microsoft products, including Microsoft Office (Word, Excel, PowerPoint, etc.), Visio, Project, SharePoint, Office 365 cloud-based email, Windows Server, and Azure Cloud Instance. The purpose of establishing a Microsoft EA for software licensing is to lock in the cost of subscription licenses over three years without inflation. The benefits are that IPTC would not pay for any license listed in the Microsoft EA for more than the stated price, and IPTC would benefit from decreases in subscription licenses during the term. If the costs decrease, so will our annual renewal.

**DISCUSSION:**

In January 2022, IPTC leveraged the State of Indiana Quantity Purchasing Agreement (QPA) pricing for a new 3-year EA contract with Dell Marketing, LLC. The purchase allowed IPTC to maintain fixed pricing through March 31, 2025. This Microsoft licensing renewal does not include Microsoft Dynamics 365 (D365). This is the final year of our current Microsoft EA. IPTC will enter into a new three-year Microsoft EA contract with the awarded Microsoft Licensing vendor through the State of Indiana QPA pricing incorporating the D365 licensing to leverage the least costs.

**ALTERNATIVES:**

The Board could choose not to renew the current Microsoft EA. However, IPTC will no longer have Microsoft-licensed products, including corporate email and Intranet, severely impacting the agency's operations.

**FISCAL IMPACT:**

The funding for this project will be from the Information Technology operating budget. Microsoft Office 365 licensing cost \$117,741 in FY2022 and \$118,095 in FY2023. The Microsoft licensing price for FY2024 is \$119,690 based on the fixed pricing negotiated in the current Microsoft EA. The reduction in costs for FY2024 is due to decreased licensing needs.

**DBE/XBE DECLARATION:**

There is no DBE goal associated with this procurement.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee on February 15, 2024 and will be recommended for the Consent Agenda.