



Date: February 08, 2022  
Current Meeting: February 17, 2022  
Board Meeting: February 24, 2022

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Chief Information Officer Marcus Burnside  
**SUBJECT:** Consideration and approval of Microsoft licensing renewal

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**ACTION ITEM A – 4**

**RECOMMENDATION:**

In a manner consistent with IPTC procurement award standards, it is requested that the Board authorize the President/CEO to enter into a contract agreement with Dell Marketing, LLC, to provide Microsoft 365 licensing for three years in an amount not to exceed \$117,711.

**BACKGROUND:**

IPTC utilizes a Microsoft Enterprise Agreement (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 entering into a Microsoft Enterprise Agreement (EA) for licensing is to lock in the cost of subscription licenses over three years without inflation. The benefits are 1) IPTC would not pay for any license listed in the EA for more than the stated price, and 2) IPTC would benefit from decreases in subscription licenses during the term (if the costs decrease, so will our annual renewal).

**DISCUSSION:**

IPTC’s current Microsoft Enterprise Agreement (EA) expires on March 31, 2022. IPTC will leverage the State of Indiana Quote Purchasing Agreement (QPA) pricing for a new EA contract with Dell Marketing. The purchase will allow IPTC to enter into a new EA starting April 1, 2022, through March 31, 2025.

**ALTERNATIVES:**

The Board could choose not to renew the current Microsoft Enterprise Agreement (EA). However, IPTC will no longer have Microsoft-licensed products, including corporate email and Intranet.

**FISCAL IMPACT:**

The cost of our Microsoft subscription licensing was \$160,680 in 2021. The decrease in prices is due to the removal of Microsoft Dynamics 365 (D365) licenses from the Microsoft Enterprise Agreement (EA). The D365 licenses will be procured with Crowe through the current D365 Migration Project. IPTC will be exploring the cost variance between pricing with our EA and the selected D365 Cloud Service Provider vendor (CSP), Crowe. If the CSP pricing is discounted more than our EA pricing, we will incorporate the D365 licensing with the selected CSP. The projected Microsoft licensing costs for FY2023 and FY2024 will be \$118,095 each year.

**DBE/XBE DECLARATION:**

There is no DBE goal associated with this contract award.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee on February 17, 2022.