SAN DIEGO
HOUSING
COMMISSION

We're About People

San Diego Housing Commission (SDHC) Amendment to Agreement with Insight Public Sector Inc. for Microsoft Enterprise Licensing

Presentation to the SDHC Board of Commissioners

March 4, 2022

Beto Juarez
Senior Vice President & Chief Information Officer
Information Technology Department

SDHC – Agreement for Microsoft Enterprise Licensing
Introduction

- SDHC has been utilizing Microsoft Enterprise Licensing as its electronic business solution for many years.

- Insight Public Sector Inc. is an authorized reseller of Microsoft.

- In 2020, the County of Riverside entered into an agreement with Insight Public Sector Inc. through a competitive solicitation process.

- SDHC's Procurement Policy allows for cooperative purchasing.

- After conducting a due diligence review and consulting with legal counsel, SDHC staff determined that the County of Riverside's competitive solicitation met SDHC's requirements for cooperative purchasing.

- After negotiations, SDHC entered into an agreement with Insight Public Sector Inc. on April 17, 2020, for a one-year term with two one-year renewal options for a maximum compensation amount of $536,367.76.

SDHC – Agreement for Microsoft Enterprise Licensing
Contract Amendment

- The agreement allows SDHC to obtain additional licenses throughout the year to address the agency's needs.
  - SDHC reports inventory of ongoing licenses at the conclusion of the contract year through a "true up" process.
    - Higher cost for more licenses
    - Lower cost for if licenses decrease

- The proposed contract amendment will include a provision that addresses the requirement to invoice SDHC solely for the number of licenses requested to ensure charges are not incurred and payments are not made for services not rendered.

SDHC – Agreement for Microsoft Enterprise Licensing
Contract Amendment (Continued)

- SDHC has obtained more licenses to support the agency's operations:
  - Staff for homelessness programs
  - Staff for COVID-19 Housing Stability Assistance Program
  - Accommodating ongoing remote work for SDHC employees

- To support the necessary additional licenses, staff recommends amending the current agreement for the remainder of the contract term.
  - Anticipated total increase for years two and three (May 1, 2021 – April 30, 2023): $310,562.95
  - Total contract amount over three years: $846,930.71

- Proposed funding sources and uses were approved in SDHC's Fiscal Year (FY) budget.
  - Approving this action will not change the FY2022 or FY2023 total budget.

That the SDHC Board of Commissioners:

1) Authorize the third amendment to SDHC's agreement with Insight Public Sector Inc. for the Microsoft Enterprise License Agreement to increase the maximum allowable compensation in the amount of $310,562.62 for a maximum total compensation amount of $846,930.71 due to the increase in licenses obtained for SDHC operations, such as additional staff hired for the COVID-19 Housing Stability Assistance Program and accommodating ongoing remote work for SDHC employees.

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, and to increase compensation by not more than 20 percent of the total agreement amount, if necessary, should the operational need arise without further action by the SDHC Board.

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, provided that a copy of the documents, signed as to form by General Counsel, are submitted to each SDHC Commissioner in advance of approval for the designee to sign.

Questions & Comments