



Legislation Text

File #: 24-924, Version: 1

Memorandum

**Date:** September 10, 2024

**To:** The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

**From:** Shane French, Information Technology Director

**Subject:** (a) Waive the formal bidding process, pursuant to Lake County Code Section 2-38.4, Cooperative Purchases, and (b) Authorize the IT Director to issue a purchase order to Dell Marketing L.P. for Microsoft 365 Apps for Enterprise licenses in the amount of \$127,677.72

**Executive Summary:**

The County of Lake utilizes Microsoft ‘Apps for Enterprise’ licenses for collaboration, word processing, presentations, and other functions. Our contract with Microsoft for these licenses is renewed on a yearly basis. This year’s installment is coming due at the end of September 2024. The County purchases all Microsoft licenses on the competitively bid (piggyback) Riverside Microsoft Contract.

We are requesting a waiving of the formal bidding requirement because this purchase will be made on the Riverside contract.

For awareness, a separate item will be coming to your Board requesting the purchase of upgrade licenses so that we can complete our migration to M365 Exchange Online and Microsoft Teams.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Purchasing Considerations** (check all that apply):  Not applicable

- Fully Article X. <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4\\_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in “Executive Summary”)
- Section 2-38 <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)> Exemption from Competitive Bidding (rationale in “Executive Summary,” attach documentation, as needed)
- For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> (“Yes,” if checked)
- Other (Please describe in Executive Summary)

**Consistency with Vision 2028** <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

- (check all that apply):
- Well-being of Residents
  - Public Safety
  - Not applicable
  - Disaster Prevention, Preparedness, Recovery

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Economic Development               | <input checked="" type="checkbox"/> Infrastructure              | <input type="checkbox"/> County Workforce |
| <input checked="" type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake       |

**Recommended Action: (a) Waive the formal bidding process, pursuant to Lake County Code Section 2-38.4, Cooperative Purchases, and (b) Authorize the IT Director to issue a purchase order to Dell Marketing L.P. for Microsoft 365 Apps for Enterprise licenses in the amount of \$127,677.72.**