



# Microsoft Enterprise License Agreement

Presented to: Organizational, Services &  
Performance Monitoring Committee

August 9, 2025

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# History

- **In late 2019:** strategic decision was made to standardize on Microsoft as preferred platform.
- **In 2020:** A second Enterprise Agreement with Microsoft added Office 365 subscriptions; Migration from GroupWise to Microsoft Outlook was completed.
- **Since 2021:** Adoption of M365 cloud applications completed; New collaboration technology introduced. On-prem applications and operating systems upgraded to the latest possible versions.

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# Background

- Microsoft Enterprise License agreements are three-year terms.
- Latest agreement was entered into in 2022
- Agreement includes the M365 suite of applications (formerly O365):
  - MS Office, Outlook,
  - MS Teams, Server Applications,
  - Windows Operating Systems, etc.

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# Project Overview

## **This procurement allows the Authority to:**

- Continue to use Microsoft's M365 applications
- Utilize enhanced security features and functionality
- Increase the quantity of licenses to accommodate employee turn-over & add licenses for new products
- Take advantage of new software updates as they are released
- Maintain access to MS technical support

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## Procurement Overview

Section 306.43 (H)(4) of the Ohio Revised Code provides political subdivisions, within the State of Ohio, the opportunity to participate in contracts executed by the State of Ohio, Department of Administrative Services

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## Procurement Overview

Microsoft Enterprise Licenses will be purchased from Dell Marketing L.P. through the State of Ohio Department of Administrative Services, Cooperative Purchasing Program under State Contact No. CSP029109.

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# Procurement Overview

## License Cost Breakdown by Year:

Year 1	\$1,174,444.25**
Year 2	\$1,115,100.05
Year 3	\$1,115,100.05
Contingency (\$20k/yr)	\$60,000.00
Three Year Total	\$3,464,644.35

\*\*Volume Licensing additions totaling \$59,344.20

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# Procurement Overview

## Recommendation:

- Staff requests that the Organizational, Services & Performance Monitoring Committee recommend to the Board of Trustees an award of a contract to Dell Marketing L.P. for Microsoft Enterprise Licenses in an amount not to exceed \$3,464,644.35 for a period of three years.

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# Questions?

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