



# Monterey County

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

## Board Report

Legistar File Number: A 16-058

March 22, 2016

**Introduced:** 3/9/2016

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

- a. Authorize the Contracts/Purchasing Officer to execute a non-standard agreement with Project Leadership Associates (PLA), a Microsoft solutions partner, to migrate the current SharePoint environment to SharePoint Online for the period of April 1, 2016 to December 31, 2016, with Phase 1 of the migration paid for by Microsoft Inc., and Phase 2 of the migration paid for by the County in an amount not to exceed \$14,570.00;
- b. Accept non-standard contract provisions as recommended by the Director of the Information Technology Department; and
- c. Authorize the Director of Information Technology, upon satisfactory completion of implementation services, to complete and provide a proof of execution notice to Microsoft certifying completion of all work at the end of the engagement.

### RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Authorize the Contracts/Purchasing Officer to execute a non-standard agreement with Project Leadership Associates (PLA), a Microsoft solutions partner, to migrate the current SharePoint environment to SharePoint Online for the period of April 1, 2016 to December 31, 2016, with Phase 1 of the migration paid for by Microsoft Inc., and Phase 2 of the migration paid for by the County in an amount not to exceed \$14,570.00;
- b. Accept non-standard contract provisions as recommended by the Director of the Information Technology Department; and
- c. Authorize the Director of Information Technology, upon satisfactory completion of implementation services, to complete and provide a proof of execution notice to Microsoft certifying completion of all work at the end of the engagement.

### SUMMARY/ DISCUSSION:

It is requested that the Board of Supervisors authorize the Contracts/Purchasing Officer to sign a non-standard agreement with Project Leadership Associates (PLA), a Microsoft Corporation (Microsoft) solutions partner, for the provision of migrating the current SharePoint environment to SharePoint Online over the period of April 1, 2016 through December 31, 2016. Phase 1 of this project will be paid by Microsoft, and Phase 2 of the project will be paid by the County. It is also requested that the Board authorize the Director of the Information Technology Department (ITD) to complete and provide a proof of execution notice to Microsoft, certifying completion of all work at the end of the Phase 1 of this agreement.

In 2009, the County began the implementation of SharePoint Foundation and deployed the product at many Departments throughout the County. With the creation of an Enterprise Agreement with Microsoft for licensing of Office 365, in July 2015 the County licensed 3892 seats of the SharePoint 2013 application for use by the County Departments, enabling all of the

SharePoint Foundation SharePoint Sites to be upgraded to SharePoint Professional 2013, and to leverage the enhanced collaboration and workflow capabilities available in the new SharePoint platform to help them meet compliance requirements of the various programs it will support.

Through the use of Microsoft's Business Incentive (BIF) Funding program, the County is able to realize greatly reduced deployment costs and to deploy this powerful application rapidly, migrating from the current on-premise SharePoint 2010 Foundation to the SharePoint Professional 2013 application hosted in the Microsoft Government Cloud. This will enable the County not only realize the enhanced operational features of the new version, but will result in savings related to the maintenance of the hardware infrastructure by eliminating the need to host physical servers and data storage hardware that would be required to support an on-premise SharePoint environment. The County will realize reduced infrastructure costs while maintaining full management controls over the configuration, oversight and use of the SharePoint application.

Under the terms of the proposed agreement, the County will review the work provided by PLA to ensure that all components listed in the statement of work are completed to the County's standards. It will then provide a certification of execution to Microsoft, authorizing Microsoft to pay PLA directly for the delivery of the services to the County provided for by this Agreement for Phase 1 of the migration. The County will pay for Phase 2 of the migration in the amount of \$14,750.00.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the agreement as to form and cannot approve the following non-standard provisions: non-standard indemnity provisions; limitations on the type of damages and the amount of damages available to the County; shortened statute of limitations of six months; and non-standard warranty provisions. Risk does not approve non-standard indemnity provisions.

FINANCING:

Phase 1 of the migration will be paid in entirety by Microsoft. Phase 2 of the migration will be paid by the County. This expense is included in the approved ITD CIP for current year as part of Office 365. The funds for payment of this agreement have been included in the FY15-16 Approved Budget for the Information Technology Department (ITD), 1930, Unit 8435, Appropriations unit INF002. As ITD receives no General Fund contribution, reimbursement of expenditure will come from customers benefitting from this project. Customer departments have those funds built into their respective FY 2015-16 budgets as well.

Prepared by: Elizabeth Crooke, Management Analyst III, 755-5108

Approved by:

Dianah Neff, Director of Information Technology, 759-6923

Attachments:

- a. Agreement
- b. Exhibit A, Scope of Work

- c. Exhibit B, Changes to Monterey County Standard Agreement

Attachments are on file with the Clerk of the Board