



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Bonnette and Members of Council

FROM: Murray Colquhoun, Director of Information Services
Technology

DATE: December 2, 2021

REPORT NO.: CORPSERV-2021-0047

SUBJECT: Microsoft Select Plus Agreement Renewal

RECOMMENDATION:

THAT Report No. CORPSERV-2021-0047, dated December 02, 2021, regarding the Microsoft Select Plus Agreement renewal be received;

AND FURTHER THAT Council authorize the extension of the existing agreement with the Large Account Reseller (LAR), Softchoice LP, 173 Dufferin St. Suite 200, Toronto, Ontario for the supply of Microsoft Licences for various Town of Halton Hills programs as required until September 30, 2022, under MGS Microsoft Master Business Agreement #U8364444;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue purchase order(s) to Softchoice LP, 173 Dufferin St. Suite 200, Toronto, Ontario for Microsoft Licences for a one (1) year period in the total upset limit of \$100,000.00 plus applicable taxes.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The Town signed a Microsoft Select Plus Agreement in 2017 with Council approval to utilize this agreement until September 30, 2020.
- The Province of Ontario's, Ministry of Government Services (MGS) extended the Microsoft Select Plus Agreement with Softchoice LP until September 30, 2022.
- It is recommended that the Town also extend the use of this agreement until the September 30, 2022 end date.

- It is recommended that Council approve an upset spend limit of \$100,000 plus applicable taxes for the period of this extension.

BACKGROUND AND DISCUSSION:

The Town of Halton Hills signed a previous contract in 2018 for the supply of Microsoft licences as part of the Microsoft Master Business Agreement #U8364444 existing with the Province of Ontario's, Ministry of Government Services (MGS). This contract with Softchoice LP expired on September 30, 2020. MGS extended the contract with Softchoice LP as its Large Account Reseller for an additional two (2) years for the supply of software products included within the Microsoft Select Plus Agreement up to a new ending period of September 30, 2022.

The Agreement that the MGS has established with Softchoice LP offers a discount off the list price known as the "Select Plus Agreement Level D" (the highest discount level) offered by Microsoft Inc. The agreement is available to the Broader Public Sector organizations. This agreement resulting from the MGS competitive process enables the Town to leverage the volume licence and benefit from the discount that is established with no volume commitments required.

The Agreement covers all standard Microsoft server-based software products including:

- Windows server operating system
- SQL Server license

The Agreement also includes the following value-added services:

- Account management
- Product and licensing education and strategic advice
- Online transaction and support services
- Custom reporting and invoicing
- Software asset management advice
- Audit assistance

Purchase of Microsoft software for all server software requirements will utilize this contract upon acquisition requests through the Information Technology Services section. This contract will be used for the supply of server lifecycle replacement software funded through the capital budgeting process. This lifecycle replacement ensures that the Town is using supported versions of Microsoft software and is compliant with software licensing requirements.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Information Technology Services and Purchasing and Risk Management sections of the Corporate Services department have communicated regarding this contract.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Laura Lancaster, Acting Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer