

# Committee Report

Management Committee



**Committee Meeting Date:** March 12, 2025

**For the Metropolitan Council:** March 26, 2025

## Business Item: 2025-76

Microsoft Unified Support, Contract 23P027 - Amendment 2

### Proposed action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute an amendment to contract 23P027 with Microsoft that will add \$258,000 for unified support services for a total contract amount not to exceed \$769,264.

### Summary of Management Committee discussion/questions

Information Services Chief Information Officer Gretchen White presented the item with background information on how Microsoft provides support and resources to Information Services' staff members. Positive feedback was provided by Committee Chair Johnson.

Moved by Cederberg, seconded by Osman; Motion Carried



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<b>District(s), Member(s):</b>	All
<b>Policy/Legal Reference:</b>	FM 14-2, Expenditures for the Procurement of Goods, Services, and Real Estate Policy
<b>Staff Prepared/Presented:</b>	Gretchen White, Chief Information Officer, Information Services (IS), 651-602-1443
<b>Division/Department:</b>	Regional Administration/Information Services

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute an amendment to contract 23P027 with Microsoft that will add \$258,000 for unified support services for a total contract amount not to exceed \$769,264.

### Background

In February 2023, the IS Department executed contract 23P027 with Microsoft to receive unified support services for Microsoft software and cloud-related products. The original three-year technical support contract value was set at \$497,653.

The fee structure was calculated as a percentage of the Microsoft related expenses of the Council. For the contract's final year, Microsoft recalculated the support fee based on 2024 spend and determined an additional \$258,000 must be added to the contract to cover the support agreement for 2025.

### Rationale

Council Policy requires amendments exceeding 10% of the original authorized contract value be approved by the Council if the cumulative value exceeds \$500,000. Amendments to contracts that exceed 10% of the original value constitute sole source procurements requiring Council approval.

### Thrive Lens Analysis

This action advances the Thrive outcome of Stewardship and Sustainability by ensuring reliability, resilience, security and cost-effectiveness of the Council's computers, servers and cloud services.

### Funding

Funding for this enterprise agreement is included in the Information Services operating budget.

## Small Business Inclusion

This contract was initially procured through a sole source. Therefore, the Office of Equity and Equal Opportunity did not assign a Metropolitan Council Underutilized Business (MCUB) goal.

