

Request for Decision

Title	Microsoft Enterprise Agreement Renewal
Proposed Motion	That Council authorize Administration to enter into a three-year renewal of the Microsoft Enterprise Agreement.
Administrative Recommendation	Administration recommends that Council approve the renewal of the Microsoft Enterprise Agreement for a three-year term.
Previous Council / Committee Direction	<u>December 13, 2022 - Regular Council Meeting</u> Motion 481/22: That Council approve the 2023 Operating Budget as amended by motions passed on November 23, and 24, 2022, which represents a 3.9% tax rate increase.
Report	<u>Background Information</u> <ul style="list-style-type: none"> Sturgeon County uses various Microsoft products in order to provide County programs and services, including: <ul style="list-style-type: none"> Desktop software – Windows, Word, Excel, PowerPoint, OneNote Cloud services – Outlook, OneDrive, Teams, Teams Voice, SharePoint, PowerApps, Azure Computer management – Anti-virus, security monitoring, workstation management, and training and consulting The County has an existing Microsoft Enterprise Agreement that reduces the cost of this software and services and fixes prices for the length of the agreement. The Enterprise Agreement must be renewed every three years. Costs are primarily based on the number of staff and their role (office worker, field worker) plus Azure usage. The price per user is fixed, but overall costs are anticipated to increase as additional users are added and/or additional capabilities are used. Using 2023 staff levels, costs are approximately \$285,000 per year, or \$855,000 over the life of the agreement assuming no license changes. Existing costs are funded through the annual operating budget. Growth requirements will be presented to Council annually through the budget process.

	<ul style="list-style-type: none"> Sturgeon County's Procurement Policy identifies that Council must approve procurements with a value of \$500,000 or more, and therefore Administration is presenting the agreement for Council's approval. <p><u>Relevant Policy/Legislation/Practices</u> Sturgeon County's Procurement Policy identifies that Council must approve procurements with a value of \$500,000 or more</p>
Implication of Administrative Recommendation	<p><u>Strategic Alignment</u> Operational Excellence – Approval of this Enterprise Agreement provides software and services essential to the operation of the County at an affordable cost.</p> <p><u>Organizational</u> Implementation of an Enterprise Agreement simplifies license acquisition, reducing ongoing procurement processes.</p> <p><u>Financial</u> The three-year estimated cost of this contract is \$855,000, to be funded from the Information Services operating budget.</p>
Alternatives Considered	Council could direct that the County transition to month-to-month licensing.
Implications of Alternatives	<p><u>Financial</u> Transitioning to month-to-month licensing would increase estimated costs by \$93,700 over the next three years, and does not include price protection, potentially increasing future costs over the next three years.</p>
Follow up Action	Finalize and prepare Enterprise Agreement for signing (Financial Services, February 2023).
Attachment(s)	None.
Report Reviewed by:	<p>Rob Schneider, Manager, Information Services</p> <p>Jesse Sopko, General Manager, Corporate Services</p> <p>Travis Peter, General Manager, Development & Strategic Services & Acting County Commissioner – CAO</p>

Strategic Alignment Checklist

Vision: *Offering a rich tapestry of historical, cultural, and natural experiences, Sturgeon County is a municipality that honours its rural roots and cultivates desirable communities. Uniquely situated to provide world-class agricultural, energy, and business investment opportunities, the County prioritizes responsible stewardship and dreaming big.*

Guiding Principles: Collaboration | Accountability | Flexibility | Excellence | Safety | Future Readiness | Affordability | Innovation

Community Outcome	Not consistent	Consistent	N/A
Planned Growth			
<ul style="list-style-type: none"> Internationally competitive to attract, grow and sustain diverse businesses; tenacious focus on new growth and innovation 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Modern broadband and digital capabilities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Low cost, minimal red-tape regulations 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Reliable and effective infrastructure planning; comprehensive land use and infrastructure planning 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thriving Communities			
<ul style="list-style-type: none"> Beautiful, surprising places with high standards; integrated natural spaces & trail systems; healthy and resilient 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Engaging cultural, historical, and civic amenities; strong community identity and pride 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Safe, welcoming, and diverse communities; small community feel and personal connection; commitment to high quality of life 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental Stewardship			
<ul style="list-style-type: none"> Clean air, land, and water; Carbon neutral municipal practices; circular economy opportunities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Conservation of natural areas and agricultural lands; enhanced greening and biodiversity; safekeeping ecosystems 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Sustainable development; partnerships with industry and others to drive emission reductions 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Collaborative Governance			
<ul style="list-style-type: none"> Predictable and stable external relationships; volunteer partnerships 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Meaningful connections with Indigenous communities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Ongoing community consultation and engagement; transparent and action-oriented decision making based on sound rationale 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Respectful and informed debate; clear and supportive governance processes 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operational Excellence			
<ul style="list-style-type: none"> Engaged and effective people – Council, Admin and Volunteers; continuous learning and improvement mindset; nimble and bold, with strong leadership 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Quality cost-effective service delivery; robust procurement and operational practices and policies; asset management and performance measurement; careful debt and reserve stewardship; long-term financial planning and sustainability 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Future focused thinking to proactively respond to emerging opportunities and challenges 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Alternative revenue generation and service delivery models integrated strategic and business planning 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>