

# MEMORANDUM

To: Melissa Wendel  
From: Paul Alexander  
Date: May 29, 2014  
Subject: MS Annual Renewal

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Currently, there are two Enterprise Assurance (EA) agreements for our MicroSoft products having expiration dates of May 31, 2014 and June 30, 2014. To ensure no lapse in software assurance, both of these agreements would need to be renewed, and in accordance with the terms and conditions, a true-up performed to include growth in the product base that occurred over the last year.

Coincident with these renewals, a project has been approved and funded for the conversion from Lotus Notes to MicroSoft Exchange which will further add to our product base. The addition of the email system gave us an opportunity to look at our entire product base more holistically, and leverage a higher level of discount for both volume and product bundling.

After careful evaluation over the last several months, we were able to determine that the consolidation of our office products, servers, database, email, and others, did indeed provide advantage to the county for both recurring and one-time costs. In addition to having a financial benefit, the consolidation of existing disparate products will enable greater operational efficiencies and align with our entire Unified Communications strategy.

Based upon this evaluation, I am recommending that we proceed with the annual renewal as presented by SHI.

If you have any further questions, please let me know.

Paul

Information Technology  
Administration  
1112 Manatee Ave. W., Bradenton, FL 34205  
Phone number:(941)748-4501