



31 October 2016

Angela Calvillo, Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

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Dear Ms. Calvillo:

Attached please find an original and two black and white copies of the proposed resolution for Board of Supervisors approval to amend two Agreements between the City and En Pointe Technologies Sales, LLC, increasing the maximum contract amounts: one for Microsoft Online 365 (O365) Agreement up to an amount not to exceed \$13,909,873, and the other for Microsoft EA Products up to an amount not to exceed \$14,719,597.

The following is a list of accompanying documents (one set):

- Proposed Resolution authorizing the Department of Technology (DT) to amend two Agreements between the City and En Pointe Technologies Sales, LLC
- Proposed First Amendment to the O365 Agreement and proposed First Amendment to the Microsoft EA Products Agreement
- Existing Agreements: O365 Agreement and Microsoft EA Products Agreement
- Summary - Calculation of New Contract Limits for each Agreement

The timeline for this resolution is urgent, as the existing Agreements executed in FY2014 are almost exhausted. The O365 Agreement requires an additional \$4,335,418 for a new not to exceed of \$13,909,873. The Microsoft EA Products Agreement requires an additional \$4,850,304 for a new not to exceed of \$14,719,597. The requested replenishment covers the remaining seven months of the contract term.

When the City first decided to adopt a more uniform email system, more than five years ago, departments were permitted and encouraged to adopt the Microsoft Outlook (now O365) system at their own pace. The additional contract authority is necessary because the popularity of the products and the growth in demand for the Microsoft products and services has been much greater than what was expected in 2014.

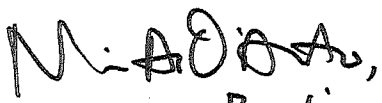
DT is seeking approval from the Board of Supervisors because Charter section 9.118, "Contract and Lease Limitations," subsection (b), requires Board of Supervisors approval of any contract estimated to exceed \$10 million in expenditures.

The following person may be contacted regarding this matter:

Leo Levenson  
Deputy Director, Finance & Administration, CFO/CAO  
Department of Technology  
[Leo.Levenson@sfgov.org](mailto:Leo.Levenson@sfgov.org)  
415-760-0579

Thank you very much for your attention to this request for legislation.

Best regards,

  
By direction

Miguel A. Gamiño  
City Chief Information Officer (City CIO) | Office of Mayor Edwin M. Lee  
Executive Director | Department of Technology  
City and County of San Francisco