



SAN FRANCISCO  
DEPARTMENT OF  
TECHNOLOGY

One South Van Ness Ave., 2nd Floor  
San Francisco, CA 94103-0948  
Office: 415-581-4000

May 23, 2017

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

Dear Ms. Calvillo:

Attached please find an original and two black and white copies of the proposed resolution for Board of Supervisors approval to enter an Agreement between the City and the lowest bidding authorized reseller of Microsoft products. The Agreement is for an amount not to exceed \$30,328,541, and it covers the period of June 1, 2017 through May 31, 2020.

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

- Proposed Resolution authorizing the Department of Technology and the Office of Contract Administration to enter an Agreement between the City and the lowest bidding authorized reseller
- Proposed Agreement between the City and the lowest bidding authorized reseller
- Solicitation No\_ 17001529 from CCSF
- Outcome of Solicitation No\_ 17001529 from CCSF

The timeline for this resolution is urgent because the existing agreements for 27 City Departments to purchase Microsoft products will expire on May 31, 2017. The execution of the new agreement in a timely manner will ensure the City can continue to use the Microsoft Outlook email system, MS Office applications, Windows Servers, as well as many other critical software products used in the City's daily operations.

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.

If you have additional questions regarding this agreement and the related Resolution, please contact Leo Levenson, DT Deputy Director, Finance & Administration, at (415) 760-0579 or at [Leo.Levenson@sfgov.org](mailto:Leo.Levenson@sfgov.org).

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

Best regards,

A handwritten signature in blue ink that reads "Kenneth A. Bukowski".

Kenneth A. Bukowski  
Interim Director, Department of Technology