

SINGLE / SOLE SOURCE JUSTIFICATION

Preparation Instructions:

The appropriate department representative must complete the single source form below and forward to their Department Head, or his designee, for approval. Upon approval, forward the sole source justification to the Purchasing Agent for review and final approval. Use additional sheets if necessary.

Vendor Name: Microsoft / Software One Department: Information Technology

A complete description of the purchase:

Microsoft 365 is a subscription service that includes the Microsoft Office applications, online business services included in Office 365, like Exchange Online and SharePoint Online, cloud storage, and other collaboration and productivity applications like Microsoft Teams, Microsoft Lists, and Planner. It also comes with optional features like a Windows 10 Enterprise license and a suite of security and management apps for enterprises called the Enterprise Mobility + Security (EMS).

1. Why is it necessary to contract in a non-competitive manner?

Unique - Patent, Trademark, Copyright, Secret Process

Detailed explanation:

All El Paso County employees have utilized Microsoft Office products for more than 15 years. A license is required to use Microsoft SaaS cloud offerings, such as Microsoft 365. Each license allows a user to install Microsoft 365 Apps on up to five desktops, five tablets, and five mobile devices. After ITD buys a subscription, we create accounts for each employee in the County and then assign a license to each person. After a user is assigned a license, ITD can then deploy Office to the user.

The Microsoft Enterprise Agreement (EA) enrollment is a three-year term, with the option to be renewed after each cycle. As part of the EA, the County is required to perform an annual True-up inventory to identify the number of qualified desktops and users, servers, CPUs, computers, and other devices running Microsoft software and take into account any licenses that may have been added during the previous 12 months. This inventory is required at the end of each of the three years of the agreement.

2. What research has been performed to ensure that no other source is capable of fulfilling the requirement? (For instance, list other products or services tested or used and indicate why they are not acceptable, include patent documentation, or market analysis)

No other publishers manufacture, distribute, or service the licensing of the M365 Applications except for Microsoft.

3. What are the exclusive features or capabilities the product or service offers the County?

Microsoft 365 is a subscription service that includes the Microsoft Office applications, online business services included in Office 365, like Exchange Online and SharePoint Online, cloud storage, and other collaboration and productivity applications like Microsoft Teams, Microsoft Lists, and Planner. It also comes with optional features like a Windows 10 Enterprise license and a

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suite of security and management apps for enterprises called the Enterprise Mobility + Security (EMS).

4. Why are these features or characteristics essential and necessary to meet the County's needs?

El Paso County employees rely on the M365 Suite of Applications to conduct their operational needs. On a daily basis, they use email, department files, Teams, Word, Excel, and a host of other applications, all from the Microsoft SaaS Cloud.

5. What steps are being taken to foster competition in future purchases of this product or service?

The County of El Paso has made a substantial investment in moving to Microsoft's SaaS Cloud offering. There are no other products and services that can integrate to provide us with such information. Further, switching to a new Cloud platform that can offer all of the products being offered by M365 may be more expensive as we will need to determine additional costs for configuration and implementation. Maintaining this vendor will allow the County to continue in its daily operational needs to better serve the constituents.

Approved:

Suzi Esquivel
Department Head or designee
[Signature]
Purchasing Agent or designee

11/22/2023
Date
11/27/2023
Date