To: Chairman Skinner and the VRE Operations Board  
From: Doug Allen  
Date: January 15, 2016  
Re: Authorization to Execute the Microsoft Volume Licensing Agreement  

**Recommendation:**

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute an Agreement with Microsoft, Inc. of Redmond, WA for Microsoft Volume Licensing in the amount of $360,000, plus a 10% contingency of $36,000, for a total amount not to exceed $396,000 for a period of three years.

**Background:**

VRE currently uses Microsoft software for servers, workstations, as well as other applications and services. The Microsoft Volume Licensing Agreement provides multiple Microsoft product licenses and software assurances for VRE without the need to purchase multiple copies of software media and documentation that is provided with the software. The Microsoft Volume Licensing Agreement allows the VRE to maintain proper licensing for all Microsoft products.

Additionally, the Microsoft Volume Licensing Agreement will provide the mechanism required to utilize Microsoft Azure cloud based services as VRE moves towards a hybrid cloud infrastructure to provide increased innovation, resiliency, and disaster preparedness.
In accordance with VRE Public Procurement Policies and Procedures, the Microsoft Volume Licensing Agreement is being procured through the VITA contract (VA-131017-SHI) with the Commonwealth of Virginia.

The Agreement will be for thirty-six months. This authorization allows the VRE to proceed with the Agreement.

**Fiscal Impact:**

Initial funding for this project will be provided through the use of one-time surplus from the FY 2015 operating budget. This use of funds is included in the amendment to the FY 2016 budget. Additional funding is provided for in the projected FY 2017 operating budget for Communications and Information Technology.
Virginia Railway Express
Operations Board

Resolution
9B-01-2016

Authorization to Execute the Microsoft Volume Licensing Agreement

WHEREAS, the VRE requires Microsoft Software Licensing; and,

WHEREAS, the Microsoft Volume Licensing Agreement will provide the mechanism that is required to utilize Microsoft software products and Azure cloud based services; and,

WHEREAS, staff has determined that Microsoft software products and a hybrid cloud infrastructure are necessary for increased innovation, resiliency, and disaster preparedness; and,

WHEREAS, the VRE Operations Board relies upon staff to have complied with all applicable laws, regulations, policies and procurement procedures that pertain to this action in the development of its recommendation to the VRE Operations Board;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an agreement with Microsoft Corporation, Inc. of Redmond, WA for Microsoft Volume licensing in the amount of $360,000, plus a 10% contingency of $36,000, for a total amount not to exceed $396,000 for a period of three years.

Approved this 15th day of January 2016

______________________________
Gary Skinner
Chairman

______________________________
Maureen Caddigan
Secretary