

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

September 24, 2024

FROM

MELANIE OROSCO, County Librarian, Library

SUBJECT

Delegation of Authority for Contract with OC Tech Innovations for Microsoft Licensing

RECOMMENDATION(S)

Authorize the County Librarian, or the Library Regional Manager for Library Services, to electronically sign and submit, on behalf of the County, the School Subscription Enrollment Form required for the continuation of services for Contract No. 24-319 with OC Tech Innovations for Microsoft licensing, subject to review by County Counsel.

(Presenter: Kristin Stevens, Assistant County Librarian, 387-2220)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). Approval of this item delegates authority to electronically sign and submit the School Subscription Enrollment Form required for the continuation of services for Contract No. 24-319 (Contract) with OC Tech Innovations (OC Tech). The Contract amount is not to exceed \$100,000 and is funded by Property Tax Revenue. Adequate appropriation has been included in the County Library's (Library) 2024-25 budget and will be included in subsequent recommended budgets.

BACKGROUND INFORMATION

On April 9, 2024 (Item No. 31), the Board of Supervisors (Board) approved the Contract with OC Tech to provide Microsoft licensing to all public Library computers and devices, in an amount not to exceed \$100,000 over the two-year contract term of February 1, 2024 to January 31, 2026. The original recommendation did not authorize the County Librarian or the Library Regional Manager for Library Services to electronically sign and submit the School Subscription Enrollment Form required for continuation of Contract services.

The Library has utilized OC Tech to maintain Microsoft licenses for over 1,200 public Library computers since 2020. The Microsoft licenses allow Library patrons to use Microsoft Word, Excel, PowerPoint, and other Microsoft applications free of charge at the Library's 32 branch locations. As these Microsoft licenses are utilized for public computers within the Library's branch locations, Library procures these separately from the Countywide licenses provided for County staff and departments through the Innovation and Technology Department. OC Tech requires an authorized signatory to sign the School Subscription Enrollment Form required to

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run Microsoft software on the public computers at all Library branch locations. This form is required to be completed annually during the Contract period and does not change the terms of the Contract.

In order to avoid disruption of its staff and customer services at its Library branch locations, Library recommends approving the designation of the County Librarian or Library Regional Manager for Library Services, as authorized to electronically sign and submit the School Subscription Enrollment Form required by OC Tech for continuation of Contract services, subject to review by County Counsel.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniella Hernandez, Deputy County Counsel, 387-5455) on August 22, 2024; Purchasing (Jessica Barajas, Supervising Buyer, 387-2065) on August 26, 2024; Finance (Elias Duenas, Administrative Analyst, 387-4052) on September 3, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on September 9, 2024.

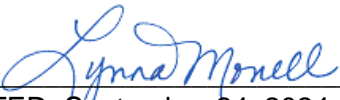
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Curt Hagman, Joe Baca, Jr.
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 24, 2024



cc: File - w/agree
CCM 09/30/2024