



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

To: Terrence D. McCracken, Secretary to the Authority

From: Dave W. Aubertine, Director of Cybersecurity and IT *DWA*

Subject: Request for Execution

The Erie County Water Authority recently renewed the licenses the Microsoft Office suite of products, including Microsoft Office 365 and Microsoft Office Professional Plus. The software has already been purchased as part of the 2022 budget. Microsoft now requires that organizations purchasing these licenses products sign an Enterprise Agreement every three years.

The Legal team reviewed and determined that this will require execution/signature by the Chairman. The IT department has also reviewed the agreement and recommends signature to ensure no disruption in the continued use of our Microsoft products.

Budget Information:

Unit: 8525

O&M Line 45 Software Licensing Expense

DWA:dwa
Attachment
cc:
R.Stoll
J. Tomaka
L.Kowalski
L.Lester,
T.McCracken
M.Carney

ERIE COUNTY WATER AUTHORITY
 AUTHORIZATION FORM
 For Approval/Execution of Documents
 (check which apply)

Contract: 73600/22802	Project No.: PO GJL22-0143
Project Description: Request for execution/signature on Microsoft Enterprise agreement for Office 365 (O365) renewal	

Item Description:

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input checked="" type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input type="checkbox"/> Other _____			

Action Requested:

<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input checked="" type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input type="checkbox"/> Other _____	

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Other (if Applicable)	<u>David Aubertine</u>	Date: <u>1/4/2023</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u>Russell Abel</u>	Date: <u>1/4/2023</u>
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input checked="" type="checkbox"/> Director of Administration	<u>Savanya Justice</u>	Date: <u>01/09/2023</u>
<input checked="" type="checkbox"/> Risk Manager	<u>Molly Jo Musarra</u>	Date: <u>01/04/2023</u>
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Oppe Indira</u>	Date: <u>01/04/2023</u>
<input checked="" type="checkbox"/> Legal	<u>[Signature]</u>	Date: <u>1/4/2023</u>

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>1/9/2023</u>
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Remarks: The PO has already been approved and closed. These are new additional contract documents from Microsoft

Resolution Date: _____ **Item No:** _____

Program Signature Form

MBA/MBSA number

U6809250

5-0000009386906

Agreement number

5267864

Note: Enter the applicable active numbers associated with the documents below. Microsoft requires the associated active number be indicated here, or listed below as new.

For the purposes of this form, "Customer" can mean the signing entity, Enrolled Affiliate, Government Partner, Institution, or other party entering into a volume licensing program agreement.

This signature form and all contract documents identified in the table below are entered into between the Customer and the Microsoft Affiliate signing, as of the effective date identified below.

Contract Document	Number or Code
<Choose Agreement>	Document Number or Code
<Choose Agreement>	Document Number or Code
<Choose Agreement>	Document Number or Code
<Choose Agreement>	Document Number or Code
<Choose Agreement>	Document Number or Code
<Choose Enrollment/Registration>	Document Number or Code
<Choose Enrollment/Registration>	Document Number or Code
<Choose Enrollment/Registration>	Document Number or Code
<Choose Enrollment/Registration>	Document Number or Code
Enterprise Enrollment	CTM (NYS001)
Enrollment Product Selection Form	1260281.004 (new)
Amendment	M97 (new)
Document Description	Document Number or Code
Document Description	Document Number or Code

By signing below, Customer and the Microsoft Affiliate agree that both parties (1) have received, read and understand the above contract documents, including any websites or documents incorporated by reference and any amendments and (2) agree to be bound by the terms of all such documents.

Customer
Name of Entity (must be legal entity name)* Erie County Water Authority Signature* _____ Printed First and Last Name* Jerome D. Schad Printed Title Chairman Signature Date* _____
Tax ID _____

* indicates required field

Microsoft Affiliate
Microsoft Corporation
Signature _____ Printed First and Last Name _____ Printed Title _____ Signature Date (date Microsoft Affiliate countersigns)
Agreement Effective Date (may be different than Microsoft's signature date)

Optional 2nd Customer signature or Outsourcer signature (if applicable)

Customer
Name of Entity (must be legal entity name)* Signature* _____ Printed First and Last Name* _____ Printed Title _____ Signature Date* _____

** indicates required field*

Outsourcer
Name of Entity (must be legal entity name)* Signature* _____ Printed First and Last Name* _____ Printed Title _____ Signature Date* _____

** indicates required field*

If Customer requires additional contacts or is reporting multiple previous Enrollments, include the appropriate form(s) with this signature form.

After this signature form is signed by the Customer, send it and the Contract Documents to Customer's channel partner or Microsoft account manager, who must submit them to the following address. When the signature form is fully executed by Microsoft, Customer will receive a confirmation copy.

Microsoft Corporation
 Dept. 551, Volume Licensing
 6880 Sierra Center Parkway
 Reno, Nevada 89511
 USA