

**Metropolitan Transportation Commission
Administration Committee**

February 11, 2026

Agenda Item 2c-26-0108

**Purchase Order Contract - Microsoft Volume Enterprise Licensing Agreement:
Crayon Software Experts LLC (\$2,100,000)**

Subject:

Authorization to negotiate and enter into a Purchase Order Contract in an amount not to exceed \$2,100,000 over three years with Crayon Software Experts LLC, for renewal of the Microsoft Volume Enterprise Licensing Agreement for Microsoft software products. As a matter of practice, MTC executes a new Purchase Order annually at the beginning of each year of a new multi-year period covered in the renewal of the license.

Background:

In March 2023, the Administration Committee approved a contract with SoftwareOne, Inc, a third-party reseller, to provide Microsoft's Enterprise Software Licensing Agreement for desktop, data center, and cloud subscription software, with the option to renew for an additional three-year term. MTC has used Microsoft desktop and data center software since the early 1990s with the addition of Microsoft's cloud services in 2013. Since 2006, this Committee has authorized the Executive Director to enter into a series of multi-year enterprise agreements for Microsoft products through the method described below. SoftwareOne Inc. was recently acquired by Crayon Software Experts LLC (Crayon). Crayon, participates in a cooperative purchasing agreement administered by Riverside County, California, that satisfies MTC's competitive procurement requirements and enables public agencies to benefit from substantial volume-based discounts. MTC's use of Microsoft services has increased significantly since the previous renewal period and is expected to continue as the agency grows. The increased license count reflects staff growth, AI capabilities, increased cloud storage usage and adoption.

The proposed Purchase Order Contract of \$2,100,000 serves as the continuation of the agency's annual procurement of Microsoft licensing, AI enablement, and cloud storage to ensure operational support, scalability, and alignment with the agency's strategic technology goals. A new Purchase Order will be executed at the beginning of each year within the multi-year

procurement cycle. Crayon Software Experts LLC, is not a small business and has no subcontractors.

Issues:

None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to issue a Purchase Order to Crayon Software Experts LLC., in an amount not to exceed \$2,100,000 over three-year term; subject to annual approval of the Agency Budget, with the option to extend for three additional years, subject to subsequent annual operating budgets approvals.

Attachments:

- Request for Committee Approval – Summary of Proposed Purchase Order Contract



Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Purchase Order Contract

Work Item No.:	1161
Consultant:	Crayon Software Experts LLC Waukesha, WI
Work Project Title:	Microsoft Volume Enterprise Licensing Agreement
Purpose of Project:	License Microsoft enterprise software
Brief Scope of Work:	Provide Microsoft Enterprise Licensing for all Microsoft desktop, data center, and cloud subscription software, including version upgrades, software maintenance, and technical support.
Project Cost Not to Exceed:	\$2,100,000
Funding Source:	General Funds
Fiscal Impact:	\$660,000 is included in the FY 25-26 Agency Budget \$690,000 is subject to the approval of the FY 26-27 Agency Budget \$750,000 is subject to the approval of the FY 27-28 Agency Budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a purchase order contract with Crayon Software Experts LLC, for enterprise software licenses through a Microsoft Volume Enterprise Licensing Agreement from May 2026 through April 2029, as described above and in the Administration Committee Summary Sheet dated February 11th, 2026, and that the Chief Financial Officer is authorized to set aside \$660,000 for the purchase order contract in FY 2025-26, and future funding of \$1,440,000, subject to future annual budget approvals.
Administration Committee:	<hr/> Gina Papan, Chair
Approved:	February 11, 2026