



SUNSHINE COAST REGIONAL DISTRICT

ADDENDUM NO.# 1

Request for Quotation No. 2211701

Microsoft 365 Licensing

Date: January 17, 2022

This addendum forms part of the contract documents and shall be read, interpreted, and coordinated with all other parts. The costs of all work contained herein shall be included in the tender submission. The following revisions, clarifications, changes, additions, or deletions supersede the information contained in the original documents to the extent referenced and shall become part thereof:

Number of pages including attachments: #1

Item No.1

Question: As you might be aware Microsoft is changing its licensing model as of March this year so we are simply looking for clarification on which specific license type you would require a quote for.

- Monthly license that can be cancelled at any time and will be paid for on a monthly basis
- Annual license that needs to be paid for annually with an annual commitment
- Annual license that can be paid for monthly but has an annual commitment

Answer:

The SCRD is primarily interested in the most cost-effective option, overall. We are able to commit to licenses for a year at a time; therefore, if annual licensing, paid annually, with annual commit offers the best pricing, the SCRD is comfortable with this option.

We would also accept a quote offering each of the identified options and the discrete pricing for each so long as it is clear in the response what each quote represents.

Item No.2

Question: Could you confirm that once you select the provider of licenses you will be OK to move your existing tenancy to the new provider for ongoing billing?

Answer:

Yes. Currently the SCRD's Microsoft tenancy has only a handful of paid product licences, attached to a credit card. We are OK to move our existing tenancy to the new provider for ongoing billing.

Addendum No.1 is issued prior to receipt of submission and shall form part of the contract documents. The revisions shall clarify the information contained in the original Proposal documents issued on January 11, 2022.

If you have any questions regarding the above, please contact the undersigned.

Andrew Jackson, Buyer and Risk Analyst
Sunshine Coast Regional District