



Title: Authorization to Renew GIS Software Licenses and Maintenance

Resolution number: 20-028

Prepared by: Name: Alex Steele
Phone: 952-641-4581
asteele@minnehahacreek.org

Reviewed by: Name/Title: Becky Christopher – Policy Planning Manager

Recommended action: Staff seeks Board’s approval to renew geographic information system (GIS) software licenses and maintenance

Schedule: Date: 4/27/2020 to 4/26/2021 – ArcGIS Online license term
Date: 10/30/2020 to 4/26/2021 – ArcGIS Enterprise licenses and maintenance term

Budget considerations: Fund name and code: 100-1003 (Information Technology)
Fund budget: \$181,332.00 for IT Update and IT Consultant
Expenditures to date: \$60,827.50
Requested amount of funding: \$9,010.62

Past Board action:

| | |
|--------------|---|
| Res # 19-047 | Title: Approval of WSB as IT Consultant and Authorized District Administrator to Enter into Contract Negotiations |
| Res # 19-052 | Title: Approval of IT Consultant Contract |
| Res # 19-080 | Title: Approval of Phase II Amendment to IT Consultant Contract |
| Res # 19-090 | Title: Approval of Purchase of GIS Software Licenses and Maintenance Agreements |

Summary:

The District has prioritized investment in information technology (IT) to enhance internal workflows that support capital project and policy planning, and communication to the MCWD’s stakeholders. This need was identified in the District’s 2017 Strategic Alignment plan, which articulated the essential steps of eliminating disparate technology silos and seeking solutions which efficiently move data across the organization. Investing in, and deploying, linked systems allows the District to make better informed data-driven decisions. In short, the District can more effectively pursue its strategic goals by eliminating technology silos and leveraging capabilities provided through connected IT systems.

The IT Update initiative began in earnest in July 2018 with the establishment of a cross-functional IT team. Through the work of that team, WSB was selected as the District’s IT consultant to conduct discovery of organizational and program functional needs and present recommendations of budget, viable vendors and phasing. This Phase I work, presented to the Board on August 8, 2019, serves as a foundation to guide Phase II IT work – evaluating, selecting and implementing connected IT systems.

Geographic Information Systems (GIS) is a pivotal platform connecting all subsequent technology solutions, and will be the mechanism through which the data is shared and accessed across the organization. GIS provides tools for advanced data analysis to increase understanding of the natural and built environments, and is a medium that will enhance communication with external stakeholders. GIS is the central hub through which all information will flow.

As such, GIS was implemented first to set the foundation of the remaining Phase II work. In October 2019, the Board approved purchase of ESRI GIS software licenses, which included:

- *ArcGIS Enterprise* – the core platform, including the centralized spatial database, giving users access to GIS data, maps and applications through a web browser.
- *ArcGIS Enterprise Field Worker* – 10 user licenses providing tools, applications and functionality needed to collect and edit data in the field.
- *ArcGIS Desktop* – 2 licenses, basic and advanced – software utilized for spatial data creation, advanced analysis, map output. The Basic license provides functionality suitable for most GIS tasks, while the advanced license provides functionality need to administer the platform and central spatial database.
- *ArcGIS Spatial Analyst* – toolset for ArcGIS Desktop providing functionality to leverage continuous data, such as digital elevation models.
- *ArcGIS 3D Analyst* – toolset for ArcGIS Desktop providing functionality to leverage and analyze 3D spatial data, such as LiDAR.

One year of maintenance was provided in the purchase price, which provides benefits such as software updates, training and technical support. The included maintenance term ends on October 29, 2020.

The Enterprise and Desktop software complements the District’s existing ArcGIS Online licenses, which serves as the platform to share data, maps and applications with the public efficiently and securely. The maintenance term for ArcGIS Online ends on April 26, 2020.

ESRI aligns term dates for each account, so organizations receive one maintenance and license renewal quote per year. This is accomplished by prorating costs to sync term start and end dates. In this case, the District’s Enterprise and Desktop maintenance is prorated in order to align the term to the existing ArcGIS Online licenses. Specifically, the term for ArcGIS Online is April 27, 2020 to April 26, 2021, and ArcGIS Enterprise/Desktop is prorated to the adjusted term of October 30, 2020 to April 26, 2021.

The quote for maintenance and license renewal for ArcGIS Enterprise, ArcGIS Desktop and ArcGIS Online is summarized in the table below:

| Software License | Maintenance Term | Quantity | Unit Cost | Total Cost |
|--------------------------------|-------------------------|-----------------|------------------|-------------------|
| ArcGIS Online | 4/27/2020 to 4/26/2021 | 5 | \$494.00 | \$2,470.00 |
| ArcGIS Desktop Advanced | 10/30/2020 to 4/26/2021 | 1 | \$1,485.95 | \$1,485.95 |
| ArcGIS Desktop Basic | 10/30/2020 to 4/26/2021 | 1 | \$346.72 | \$346.72 |
| ArcGIS 3D Analyst | 10/30/2020 to 4/26/2021 | 1 | \$247.66 | \$247.66 |
| ArcGIS Spatial Analyst | 10/30/2020 to 4/26/2021 | 1 | \$247.66 | \$247.66 |
| ArcGIS Enterprise Standard | 10/30/2020 to 4/26/2021 | 1 | \$2,476.58 | \$2,476.58 |
| ArcGIS Enterprise Field Worker | 10/30/2020 to 4/26/2021 | 10 | \$173.63 | \$1,736.05 |
| Total | | | | \$9,010.62 |

The total cost for 2020 is \$9,010.62, which includes the 12-month (April 27, 2020 to April 26, 2021) renewal of ArcGIS Online licenses, and the prorated 6-month (October 30, 2020 to April 26, 2021) maintenance and license renewal for ArcGIS Enterprise and ArcGIS Desktop.

Beginning in 2021, maintenance and license renewal for all the District's GIS software will be due in April, which extends support for an additional 12-months. Maintenance and license renewal for the April 27, 2021 to April 26, 2022 term is estimated to be approximately \$15,800.

Supporting documents (list attachments):

1. Quote from ESRI for annual GIS software licenses and maintenance



RESOLUTION

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WHEREAS, in February of 2017 the Minnehaha Creek Watershed District adopted a strategic plan to achieve its mission of protecting and improving land and water by building green infrastructure, and changing local, regional and state policy to further integrate land and water planning; and

WHEREAS, a critical component in operationalizing this strategy is the effective deployment of technology; and

WHEREAS, on May 9, 2019 the Board approved the Information Technology (IT) Consultant contract with WSB for Phase I of the IT update; and

WHEREAS, on August 8, 2019 the IT Team and WSB presented Phase I findings, recommendations, and budget estimates for Phase II of the IT update to the Operations and Programs Committee; and

WHEREAS, Phase I recommended implementing geographic information system (GIS) in 2019 as the foundation of the IT update; and

WHEREAS, on September 12, 2019 the Board approved the IT Consultant contract amendment with WSB for Phase II of the IT update; and

WHEREAS, as part of Phase II work, a detailed review and final selection of GIS software licenses was conducted; and

WHEREAS, on October 24, 2019 the Board approved the purchase of ArcGIS Enterprise and Desktop software; and

WHEREAS, a quote for license renewal and maintenance was obtained from Environmental Systems Research Institute (ESRI); and

WHEREAS, staff recommends licenses be renewed and maintenance extended to continue the benefits and build out of the District’s GIS; and

WHEREAS, the cost of GIS license renewal and maintenance through April 26, 2021 is \$9,010.62;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby approves the renewal of GIS software maintenance and licenses for an amount of \$9,010.62.

Resolution Number 20-028 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 4/9/2020

Secretary Date: _____



Esri Inc
380 New York Street
Redlands CA 92373

Subject: Renewal Quotation

Date: 03/27/2020
To: Alex Steele
Organization: Minnehaha Creek Watershed District
Fax #: **Phone #:** 952-641-4581

From: Pete Bennett
Fax #: 909-307-3083 **Phone #:** 888-377-4575 Ext. 2063
Email: pbennett@esri.com

Number of pages transmitted
(including this cover sheet): 5

Quotation #25944358
Document Date: 01/27/2020

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.



esri[®] 380 New York Street
 Redlands, CA 92373
 Phone: 888-377-45752063
 Fax #: 909-307-3083

Quotation

Date: 01/27/2020

Quotation Number: 25944358

Contract Number: 31574.0

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
 380 New York Street
 Redlands, CA 92373-8100
 Attn: Pete Bennett

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
 P.O. Box 741076
 Los Angeles, CA 90074-1076

Minnehaha Creek Watershed District
 15320 Minnetonka Blvd
 Minnetonka MN 55345
Attn: Alex Steele

Phone: 952-471-0590

Customer Number: 137144

For questions regarding this document, please contact Customer Service at 888-377-4575.

| Item | Qty | Material# | Unit Price | Extended Price |
|------|-----|--|------------|----------------|
| 10 | 1 | 52384 ArcGIS Desktop Advanced Concurrent Use Primary Maintenance Start Date: 10/30/2020 End Date: 04/26/2021 | 1,485.95 | 1,485.95 |
| 1010 | 1 | 87194 ArcGIS Desktop Basic Concurrent Use Primary Maintenance Start Date: 10/30/2020 End Date: 04/26/2021 | 346.72 | 346.72 |
| 2010 | 1 | 87232 ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 10/30/2020 End Date: 04/26/2021 | 247.66 | 247.66 |
| 3010 | 1 | 87198 ArcGIS 3D Analyst for Desktop Concurrent Use Primary Maintenance Start Date: 10/30/2020 End Date: 04/26/2021 | 247.66 | 247.66 |
| 4010 | 5 | 154321 | 494.00 | 2,470.00 |

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

Issued By: Pete Bennett

Ext: 2063

[CSBATCHDOM]

To expedite your order, please reference your customer number and this quotation number on your purchase order.



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380 New York Street
Redlands, CA 92373
Phone: 888-377-45752063
Fax #: 909-307-3083

Quotation

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Date: 01/27/2020

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| Item | Qty | Material# | Unit Price | Extended Price |
|------|-----|--|------------|----------------|
| | | ArcGIS Online Creator (Formerly Level 2 Named User) Term License (Pre 4.4 Pricing) | | |
| | | Start Date: 04/27/2020 | | |
| | | End Date: 04/26/2021 | | |
| 5010 | 1 | 161328 | 2,476.58 | 2,476.58 |
| | | ArcGIS Enterprise Standard Up to Four Cores Maintenance | | |
| | | Start Date: 10/30/2020 | | |
| | | End Date: 04/26/2021 | | |
| 6010 | 10 | 166894 | 173.61 | 1,736.05 |
| | | ArcGIS Enterprise Field Worker Term License | | |
| | | Start Date: 10/30/2020 | | |
| | | End Date: 04/26/2021 | | |

| | |
|----------------------|---------------------|
| Item Subtotal | 9,010.62 |
| Estimated Tax | 0.00 |
| Total | USD 9,010.62 |

DUNS/CEC: 06-313-4175 CAGE: 0AMS3



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Quotation

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Date: 01/27/2020

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| Item | Qty | Material# | Unit Price | Extended Price |
|------|-----|-----------|------------|----------------|
|------|-----|-----------|------------|----------------|

Renewal Options:

- Online: Renew through My Esri site at <https://my.esri.com>
 - Credit Card
 - Purchase Order
 - Email Authorization
- Email or Fax: Email Authorization, Purchase Order or signed quote to:
 - Fax: 909-307-3083
 - Email: service@esri.com

Requests via email or signed quote indicate that you are authorized to obligate funds for your organization and your organization does not require a purchase order.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at [http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full .pdf](http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf) apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy GSA, BPA) on your ordering document.



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Quotation

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Date: 01/27/2020

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Customer No: 137144

Contract No: 31574.0

Item Qty Material#

Unit Price

Extended Price

US FEDERAL CUSTOMERS: If you are a federal customer or a contractor purchasing on behalf of a federal customer a purchase order is required to receive an invoice. Please email the purchase order to service@esri.com

By signing below, you are authorizing Esri to issue a software support invoice in the amount of USD _____ plus sales tax, if applicable.

Please check one of the following:

I agree to pay any applicable sales tax.

I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

Signature of Authorized Representative

Date

Name (Please Print)

Title