



County of Solano Contract Review Worksheet

Contract Number:

(Dept., Division, FY, #)

Authority:

☐ Dept Head Execute☒ CAO Execute☒ BOS Approval Required**NOTE: Please review all instructions on the back of this worksheet before you begin processing.**

1. Department/Division: Department of Information Technology		2. Date: 6/10/25	
3. Contract Administrator: Sandy Hinds		4. Phone Ext: 3027	
5. Contract Attributes: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Intergovernmental <input checked="" type="checkbox"/> Personal/Professional Svcs <input type="checkbox"/> Purchase of Goods <input type="checkbox"/> Lease <input type="checkbox"/> Construction <input type="checkbox"/> Other		<input type="checkbox"/> Amendment/Change Order Amendment/Change Order Number Contract No: Date: Please attach copies of original/amendments	
<input checked="" type="checkbox"/> Original Bid/RFP Required? <input type="checkbox"/> YES <input type="checkbox"/> NO Sole Source Contract? Bid/RFP No: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Date Please attach copy of Bid/RFP or justification.		6. Description of Contract: Microsoft Unified Support Agreement for 1 Year - 2025-2026	
7. Name of Contractor: Microsoft		8. EIN SSN	
9. Is Contractor a California Public Pension Plan Retiree? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes: Name of Public Pension Plan: Date of Retirement:			
10. Does Contractor have a personal relationship in a direct line of supervision in your Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please describe relationship: Does Contractor have a personal relationship with someone in another Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please provide Department and describe relationship:			
11. Has County contracted with Contractor previously during this fiscal year? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Please list County department if other than the department listed on number 1 above.			
12. Effective Date: Original Contract: 7/1/25 This amendment:		13. Termination Date: 7/31/26 By this amendment:	
14. Contract Budget: Original Contract Amount: \$ 174,885.15 Total of Previous Amendments: \$ Current Amendment: \$ Total Amount of Contract \$ 174,885.15		15. Payment Terms: <input type="checkbox"/> Prepaid <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Arrears <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> Progress <input type="checkbox"/> Actual <input checked="" type="checkbox"/> Other <input type="checkbox"/> Estimate	
16. Source of Funds: <input type="checkbox"/> Fed/State Grant <input type="checkbox"/> Fed/State Funding <input checked="" type="checkbox"/> County Specify: _ Fed Catalog No: State Legislation: <input type="checkbox"/> AB <input type="checkbox"/> SB			
17. Fund: 370 Budget Unit: 1871 Sub-object: 2216		18. Current Appropriation Sufficient? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
19. Proposed Board of Supervisors Agenda Date, if required. Please attach agenda summary and ATR request. 6/10/25			
20. Remarks Professional Services Exemption 1.1.11			
21. Signature Route: <div style="display: flex; justify-content: space-between;"><div> Sandy Hinds (May 27, 2025 12:16 PDT) Department Contract Administrator Sandy Hinds Contractor Signatory Name Steve Damm (Informational only) Email stevedamm@microsoft.com Timothy Flanagan (May 27, 2025 14:07 PDT) Department Head or Designee Tim Flanagan M. Callaway, Deputy County Counsel Reviewer Megan Callaway</div><div><div>Email SHinds@solanocounty.gov</div><div>HR Analyst (for Contract Employees) or Risk Management (for insurance changes) Megan Richards Email MERichards@solanocounty.gov CAO Analyst William Emlen (Jun 12, 2025 13:14 PDT) Email WFEmlen@solanocounty.gov Authorizing Signature (CAO/DH) Bill Emlen</div></div></div>			


Microsoft Enterprise Services Work Order

Work Order Number
(Microsoft Affiliate to complete)

GVS12507-1021853-1021853

This Work Order consists of the terms and conditions below, and the provisions of the **Microsoft Master Services Agreement** reference **U4825425**, effective as of **12/22/2015** (the "Agreement"), the provisions of the Description of Services applicable to the Professional Services identified in this Work Order, and any attachments or exhibits referenced in this Work Order, all of which are incorporated herein by this reference. In this Work Order "Customer," "you," or "your" means the undersigned customer or its affiliate and "Microsoft," "we," "us," or "our" means the undersigned Microsoft affiliate.

By signing below the parties acknowledge and agree to be bound to the terms of this Work Order, the Agreement and all other provisions incorporated in them. This Work Order is effective as of the date that Microsoft signs this Work Order. Regardless of any terms and conditions contained in a purchase order, if any, the terms of this Work Order apply.

Customer
Name of Customer (please print)
County Of Solano
Signature  <small>William Emlen (Jun 12, 2025 13:14 PDT)</small>
Name of person signing (please print) Bill Emlen
Title of person signing (please print) County Administrator
Signature date 06/12/2025
Name of Customer or its Affiliate that executed the Agreement (if different from Customer above)

Microsoft Affiliate
Name Microsoft Corporation
Signature <u><i>Steve Damm</i></u> <small>Steve Damm (May 27, 2025 12:56 PDT)</small>
Name of person signing (please print) Steve Damm
Title of person signing (please print) Digital Support Specialist
Signature date (effective date) 05/27/2025

Does Customer issue or require a Customer purchase order for the payment of Microsoft Services?
[☐] **Yes** or [☐] **No**

If "No" is selected above, Customer represents and warrants that it does not require purchase order(s) be submitted to Microsoft for payment of the Microsoft Services Fees listed herein. Customer will not withhold payment of Microsoft's invoice due to the absence of a purchase order reference.

If no purchase order is required, Customer must complete "Customer invoice information" below and ensure it is accurate or revised in a timely manner. Further, the below "Customer invoice information" must be completed prior to: (a) Customer signing this Work Order; and (b) Microsoft invoicing Customer.

Customer invoice information		
Name of Customer		Contact Name (Receives invoices under this Work Order)
County Of Solano		Alma Rodriguez
Street Address		Contact E-Mail Address
675 Texas St Ste 3700		DoITPayables@solanocounty.com
City	State/Province	Phone
Fairfield	California	707-784-7899
Country	Postal Code	Fax
United States	94533-6338	

Support Services and Fees

Term.

Microsoft Enterprise Support Services will commence on **7/1/2025** (the "Support Commencement Date") and will expire on **7/31/2026** (the "Support Expiration Date").

Description of Services.

Please refer to the current **Unified Support Services Description ("USSD")** which will be incorporated by reference and is published by Microsoft from time to time at www.microsoft.com/unified-support-services-description. Microsoft may update the support services you purchase under this agreement from time to time, provided that the level of support services you purchase will not materially decrease during the current Term.

Services by Support Location:

Unified Enterprise Support - 2025-26 USA - SLG - Enterprise West 7/1/2025 - 7/31/2026		
Quantity	Service	Service Type
Included	Enterprise Advisory Support Hours As-needed	Advisory Services
Included	Enterprise Azure Problem Resolution Hours As-needed	Problem Resolution Support

Included	Enterprise On-demand Assessment	On-Demand Assessment
Included	Enterprise On-Demand Assessment - Setup and Config Service As-needed	On-Demand Assessment Remote
Included	Enterprise On-Demand Education	On-Demand Education
Included	Enterprise Online Support Portal	Administrative
Included	Enterprise Problem Resolution Hours As-needed	Problem Resolution Support
Included	Enterprise Reactive Support Management	Service Delivery Management
Included	Enterprise Service Delivery Management	Service Delivery Management
Included	Enterprise Webcasts As-Needed	Webcast
Included	Reactive Enabled Contacts	Problem Resolution Support

Unified Proactive Services Add on Unified Proactive Svcs Enterprise Security - 2025-26 USA - SLG - Enterprise West 7/1/2025 - 7/31/2026		
Quantity	Service	Service Type
Included	Service Delivery Management Extended	Service Delivery Management
288 ea	Proactive Credits	Proactive Credits

Support Services Fees.

The items listed in the table above represent the services that Customer has pre-purchased for use during the term of this Work Order, and applicable fees are shown in the table below. Microsoft Support Services are a non-refundable, prepaid service.

Before Microsoft commences or continues provision of Microsoft Support Services, Microsoft must receive a signed copy of this Work Order and Customer's payment, purchase order or, if applicable, completed Customer invoice information above. Microsoft will invoice Customer, and Customer agrees to pay Microsoft within 30 calendar days of the date of Microsoft invoice.

Microsoft reserves the right to adjust Microsoft fees prior to entering into any changes to the Microsoft Support Services ordered herein.

Services Summary	Billing Date (M/d/yyyy)	Fee USD
Unified Enterprise Support - 2025-26	7/1/2025	174,869.55
Unified Proactive Services Add on Unified Proactive Svcs Enterprise Security - 2025-26	7/1/2025	37,959.90
Subtotal		212,829.45
Flex Allowance		(37,944.30)
Total Fees (excluding taxes)		\$ 174,885.15

Billing Schedule	Billing Date (M/d/yyyy)	Fee USD
Payment	7/1/2025	174,885.15
Total Fees (excluding taxes)		\$ 174,885.15

Support for Microsoft Products

Microsoft will provide support for Customer's licensed, commercially released, and generally available Microsoft products, and cloud services subscriptions purchased by Customer or Customer's Affiliate: i) under the licensing enrollments and agreements, as indicated in Appendix A; and ii) during the Term of this Work Order. Such products and subscriptions exclude those purchased by any party that is not Customer's Affiliate as of the Support Commencement Date.

Customer Named Contact(s).

Any changes to the named contacts should be submitted to Microsoft Contact.

Name of Customer Support Service Administrator		
Sandy Hinds		
Street Address		Contact E-Mail Address
675 Texas Street, Ste 3700		SHinds@SolanoCounty.com
City	State/Province	Phone
FAIRFIELD	CA	707-784-3027
Country	Postal Code	Fax
United States	94533	

Use, ownership, restrictions and rights.

Products.

"Product" means all products identified in the Product Terms, such as all Software, Online Services and other web-based services, including pre-release or beta versions. Product availability may vary by region. "Product Terms" means the information about Microsoft Products and Professional Services available through volume licensing. The Product Terms are published on the Volume Licensing Site and is updated from time to time. "Volume Licensing Site" means <http://www.microsoft.com/licensing/contracts> or a successor site.

All products and related solutions provided under this Work Order will be licensed according to the terms of the license agreement packaged with or otherwise applicable to such product. Customer is responsible for paying any licensing fees associated with Products.

Fixes.

"Fixes" means Product fixes, modifications, enhancements, or their derivatives, that Microsoft either releases generally (such as service packs), or that Microsoft provides to Customer when performing Professional Services (all support, planning, consulting and other professional services or advice, including any resulting deliverables provided to Customer under this Work Order, to address a specific issue. "Professional Services" means Product support services and Microsoft

consulting services provided to Customer under this Work Order. "Professional Services" or "services" does not include Online Services, unless specifically noted.

Fixes are licensed according to the license terms applicable to the Product to which those Fixes relate. If the Fixes are not provided for a specific Product, any other use terms Microsoft provides with the Fixes will apply.

Pre-existing Work.

"Pre-existing Work" means any computer code or other written materials developed or otherwise obtained independent of this Work Order.

All rights in Pre-existing Work shall remain the sole property of the party providing the Pre-existing Work. Each party may use, reproduce and modify the other party's Pre-existing Work only as needed to perform obligations related to Professional Services.

Services Deliverables.

"Services Deliverables" means any computer code or materials, other than Products or Fixes that Microsoft leaves with Customer at the conclusion of Microsoft's performance of Professional Services. Upon payment in full for the Professional Services, Microsoft grants Customer a non-exclusive, non-transferable perpetual, fully paid-up license to reproduce, use and modify the Services Deliverable, solely in the form delivered to Customer and solely for Customer's internal business purposes, subject to the terms and conditions of this Work Order.

Non-Microsoft software and technology.

Customer is solely responsible for any non-Microsoft software or technology that it installs or uses with the Products, Fixes, or Services Deliverables.

Affiliates' rights

"Affiliate" means any legal entity that controls, is controlled by, or that is under common control with a party. "Control" means ownership of more than a 50% interest of voting securities in an entity or the power to direct the management and policies of an entity.

Customer may sublicense the rights contained in this section relating to Services Deliverables to its Affiliates, but Customer's Affiliates may not sublicense these rights and Customer's Affiliates' use must be consistent with the license terms contained in this Work Order.

Restrictions on use.

Customer must not (and is not licensed to) (1) reverse engineer, decompile or disassemble any Product, Fix, or Services Deliverable; (2) install or use non-Microsoft software or technology in any way that would subject Microsoft's intellectual property or technology to any other license terms; or (3) work around any technical limitations in a Product, Fix or Services Deliverable or restrictions in Product documentation. Except as expressly permitted in this Work Order or Product

documentation, Customer must not (and is not licensed to) (1) separate and run parts of a Product or Fix on more than one device, upgrade or downgrade parts of a Product or Fix at different times, or transfer parts of a Product or Fix separately; or (2) distribute, sublicense, rent, lease, lend any Products, Fixes, or Services Deliverables, in whole or in part, or use them to offer hosting services to a third party.

Reservation of rights.

Products, Fixes, and Services Deliverables are protected by copyright and other intellectual property rights laws and international treaties. Microsoft reserves all rights not expressly granted in this agreement. No rights will be granted or implied by waiver or estoppel. Rights to access or use Software on a device do not give Customer any right to implement Microsoft patents or other Microsoft intellectual property in the device itself or in any other software or devices.

Microsoft Professional Services Data Protection Addendum and Confidentiality.

“Professional Services Data” means all data, including all text, sound, video, image files, or software, that are provided to Microsoft by, or on behalf of, Customer (or that Customer authorizes Microsoft to obtain from an Online Service) or otherwise obtained or processed by or on behalf of Microsoft through an engagement with Microsoft to obtain Professional Services.

The data protection terms applying to Professional Services in effect on the effective date of this Work Order and available at <https://aka.ms/eswodpa> are incorporated herein by this reference.

For liability arising out of either party’s confidentiality obligations relating to Professional Services Data provided under this Work Order, each party’s maximum, aggregate liability to the other is limited to direct damages finally awarded in an amount not to exceed the amounts Customer paid for the applicable Professional Services under this Work Order.

Microsoft Contact

Customer contact for questions and notices about this Work Order.

Microsoft Contact Name	
Steve Damm	
Phone	Contact E-Mail Address
	stevedamm@microsoft.com

Appendix A

As of the Support Commencement Date, below is a list of your declared licensing enrollments and agreements for which Microsoft will provide support services as defined within this Work Order.

Customer Name	Licensing Program	Licensing Enrollment/Agreement Number/Billing Account ID
COUNTY OF SOLANO	Select Plus	7756479
COUNTY OF SOLANO-7723269-AZURE COMMERCIAL	Enterprise 6	7781427
COUNTY OF SOLANO	Enterprise 6	7723269
COUNTY OF SOLANO	Select Plus	8061055











DOIT-1871-06-2025-MICROSOFT-UNIFIED SUPPORT SERVICES


Final Audit Report

2025-06-12

Created:	2025-05-27
By:	Kayta Scott (KRScott@SolanoCounty.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-VzIT6BTRFtMOICjqICCNPSuiAC0AcDs

"DOIT-1871-06-2025-MICROSOFT-UNIFIED SUPPORT SERVICES" History


-  Document created by Kayta Scott (KRScott@SolanoCounty.gov)
2025-05-27 - 6:31:51 PM GMT
-  Document emailed to Sean Grover (smgrover@solanocounty.gov) for approval
2025-05-27 - 6:37:47 PM GMT
-  Email viewed by Sean Grover (smgrover@solanocounty.gov)
2025-05-27 - 7:09:01 PM GMT
-  Document approved by Sean Grover (smgrover@solanocounty.gov)
Approval Date: 2025-05-27 - 7:09:11 PM GMT - Time Source: server
-  Document emailed to Sandy Hinds (SHinds@solanocounty.gov) for signature
2025-05-27 - 7:09:14 PM GMT
-  Email viewed by Sandy Hinds (SHinds@solanocounty.gov)
2025-05-27 - 7:09:25 PM GMT
-  Document e-signed by Sandy Hinds (SHinds@solanocounty.gov)
Signature Date: 2025-05-27 - 7:16:07 PM GMT - Time Source: server
-  Document emailed to Steve Damm (stevedamm@microsoft.com) for signature
2025-05-27 - 7:16:13 PM GMT
-  Email viewed by Steve Damm (stevedamm@microsoft.com)
2025-05-27 - 7:23:01 PM GMT
-  Document e-signed by Steve Damm (stevedamm@microsoft.com)
Signature Date: 2025-05-27 - 7:56:00 PM GMT - Time Source: server

 Document emailed to Timothy Flanagan (TPFlanagan@SolanoCounty.gov) for signature


2025-05-27 - 7:56:03 PM GMT

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2025-05-27 - 9:06:48 PM GMT

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2025-05-27 - 9:07:26 PM GMT

 Document e-signed by Megan Callaway (mjcallaway@solanocounty.gov)

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2025-05-27 - 9:07:40 PM GMT

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2025-05-27 - 9:08:03 PM GMT

 Document e-signed by Megan Richards (merichards@solanocounty.gov)

Signature Date: 2025-06-03 - 5:39:56 PM GMT - Time Source: server

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2025-06-03 - 5:39:59 PM GMT

 Email viewed by Alicia Draves (AMDraves@SolanoCounty.gov)

2025-06-04 - 7:08:57 AM GMT

 Document approved by Alicia Draves (AMDraves@SolanoCounty.gov)

Approval Date: 2025-06-12 - 5:29:41 PM GMT - Time Source: server

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2025-06-12 - 5:29:44 PM GMT

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2025-06-12 - 5:29:55 PM GMT

 Document e-signed by William Emlen (WFEmlen@SolanoCounty.gov)

Signature Date: 2025-06-12 - 8:14:51 PM GMT - Time Source: server

 Agreement completed.

2025-06-12 - 8:14:51 PM GMT