

Financial Services  
Mr. Ron Y. Steiger, Chief Financial Officer

**SUBJECT: AWARD INVITATION TO BID NO. ITB-24-021-MF – MICROSOFT LICENSING**

**COMMITTEE: FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS**

**LINK TO STRATEGIC PLAN: EFFECTIVE AND SUSTAINABLE OPERATIONAL PRACTICES**

Procurement Management Services, at the request of Information Technology Services, released the above-referenced solicitation on April 7, 2025, with the bid opening subsequently held on May 1, 2025. The purpose of this Invitation to Bid (ITB) is to establish a contract for the purchase of Microsoft licenses at Miami-Dade County Public Schools. This is a term bid which states that the Board may purchase goods, as may be needed, but is not obligated to purchase any guaranteed amount. This ITB was advertised on the Procurement Management Services website and DemandStar. This contract impacts all District employees and students breaks down to an annual amount of approximately \$11.85 per student and employee based on the annual contract amount of \$5,000,000. The solicitation was shared with the District's Office of Education and Economic Access (OEEA) for additional community outreach.

The initial term of the bid shall be for a period of three (3) years, commencing July 1, 2025 through June 30, 2028, and may, by mutual agreement between The School Board of Miami-Dade County, Florida, and the successful bidders, be extended for two (2) additional one (1) year periods.

Six (6) vendors responded to this advertised bid, one of which submitted a no bid statement. Based on the criteria listed in the solicitation, the contract will be awarded to two (2) vendors.

In Fiscal Year 2023-2024, the District spent \$3,700,573 on the purchase of Microsoft licenses.

This item and all related solicitation components fully comply with applicable federal, state and local laws.

Fund Source  
General

**E-146**

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida:

1. **AWARD** INVITATION TO BID NO. ITB-24-021-MF – MICROSOFT LICENSING, to establish a contract for the purchase of Microsoft licenses at Miami-Dade County Public Schools, during the term of the bid, with an effective date of July 1, 2025 through June 30, 2028, and may, by mutual agreement between The School Board of Miami-Dade County, Florida, and the successful bidders, be extended for two (2) additional one (1) year extension periods thereto, as follows:

**PRIMARY**

SOFTCHOICE CORPORATION  
314 WEST SUPERIOR STREET, SUITE 400  
CHICAGO, IL 60654  
OFFICER: ANDREW CAPRARA

**ALTERNATE**

CRAYON SOFTWARE EXPERTS LLC  
12221 MERIT DRIVE, SUITE 1400  
DALLAS, TX 75251  
OFFICER: CANDY KAREEM

2. **AUTHORIZE** the Superintendent to purchase up to the total estimated amount of \$15,000,000 for the initial contract term and an amount not to exceed \$5,000,000 for each subsequent one (1) year extension period. Board authorization of this recommendation does not mean the amount shown will be expended.