

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.41  
(ID # 27702)

MEETING DATE:

Tuesday, May 20, 2025

**FROM :** RIVERSIDE COUNTY INFORMATION TECHNOLOGY AND DISTRICT ATTORNEY, ASSESSOR-COUNTY CLERK-RECORDER, RIVERSIDE UNIVERSITY HEALTH SYSTEM, SHERIFF

**SUBJECT:** RIVERSIDE COUNTY INFORMATION TECHNOLOGY, DISTRICT ATTORNEY, ASSESSOR-COUNTY CLERK-RECORDER, RIVERSIDE UNIVERSITY HEALTH SYSTEM, SHERIFF: Approve Work Order Amendment No. 2 to Microsoft Enterprise Services Work Order No. 3, T002216-348521-427848 to the Master Services Agreement No. U8808045 with Microsoft Corporation for the Active Directory Synchronizations Service (ADSS) for a total aggregate amount of \$223,655 from June 1, 2025 through May 31, 2028, without seeking competitive bids, All Districts. [Total Aggregate Cost \$223,655, RCIT Budget – 20%, DA Budget – 20%, ACR Budget – 20%, RUHS Budget – 20%, Sheriff Budget – 20%]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve Work Order Amendment No. 2 to Microsoft Enterprise Services Work Order No. 3, T002216-348521-427848, to the Master Services Agreement No. U8808045 with Microsoft Corporation for a total aggregate amount of \$223,655 from June 1, 2025, through May 31, 2028, without seeking competitive bids; Authorize the Chair of the Board to sign three (3) copies of the same on behalf of the County;

Continued on page 2

**ACTION:**Policy

*Jim Smith*  
Jim Smith, Chief Information Officer

4/18/2025

*Donald Sharp*  
Donald Sharp, Undersheriff

4/21/2025

*Jennifer Cruikshank*  
Jennifer Cruikshank, Chief Executive Officer – Health System

4/21/2025

*Kan Wang*  
Kan Wang, Assistant Assessor-County-Clerk Recorder

4/22/2025

*Jared Haringama*  
Jared Haringama

4/29/2025

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: May 20, 2025  
xc: RCIT, ACR, RUHS, DA, Sheriff

Kimberly A. Rector  
Clerk of the Board  
By: *[Signature]*  
Deputy

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**RECOMMENDED MOTION:** That the Board of Supervisors:

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel, to exercise the options of Work Order Amendment No. 2 to Work Order No. 3, T002216-348521-427848 to Microsoft Corporation under Agreement No. U8808045 that do not exceed the approved aggregate amount;
3. Authorize the Purchasing Agent to issue Purchase Orders to Microsoft Corporation for Microsoft Active Directory Synchronization Service that do not exceed the Board-approved amount; and
4. Direct the Clerk of the Board to retain one (1) copy and return two (2) copies of the Amendment to the Information Technology Department for distribution.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 6,213	\$ 74,552	\$ 223,655	\$ 0
<b>NET COUNTY COST</b>	\$ 2,486	\$ 29,821	\$ 89,463	\$ 0
<b>SOURCE OF FUNDS:</b> RCIT Budget – 20%, DA Budget – 20%, ACR Budget – 20%, RUHS Budget – 20%, Sheriff Budget – 20%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 24/25-27/28	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The request before the Board is for approval to amend Master Services Agreement No. U8808045 with Microsoft Corporation to extend the term from June 1, 2025 through May 31, 2028 for the Active Directory Synchronization Service (ADSS).

RCIT has been using Microsoft's ADSS service since January 2022 to permit RCIT-managed departments and non-RCIT-managed departments (Sheriff, District Attorney, Assessor-County Clerk-Recorder, and Riverside University Health System) to collaborate using business services such as Teams, SharePoint, Power BI, and other enterprise applications. With ADSS, RCIT can support a business-to-business solution for enhanced collaboration and data sharing across all County departments.

Approval of this request will ensure that RCIT-managed departments and non-RCIT-managed departments can continue to collaborate while conducting county business. The District Attorney (DA), Riverside University Health System (RUHS), the Assessor-County Clerk-Recorder (ACR), and the Sheriff all use this service and have agreed to share the cost.

**Impact on Residents and Businesses**

There is no negative impact on citizens or businesses in the County.



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**Additional Fiscal Information**

Microsoft Active Directory Synchronization Service (ADSS) costs per department:

County Department	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Total Cost
Riverside County Information Technology (RCIT)	\$1,242.53	\$14,910.36	\$14,910.36	\$13,667.83	\$ 44,731.08
District Attorney (DA)	\$1,242.53	\$14,910.36	\$14,910.36	\$13,667.83	\$ 44,731.08
Assessor-County Clerk-Recorder (ACR)	\$1,242.53	\$14,910.36	\$14,910.36	\$13,667.83	\$ 44,731.08
Riverside University Health System (RUHS)	\$1,242.53	\$14,910.36	\$14,910.36	\$13,667.83	\$ 44,731.08
Sheriff	\$1,242.53	\$14,910.36	\$14,910.36	\$13,667.83	\$ 44,731.08
<b>Total</b>	<b>\$6,212.65</b>	<b>\$74,551.80</b>	<b>\$74,551.80</b>	<b>\$68,339.15</b>	<b>\$223,655.40</b>

**Contract History and Price Reasonableness**

On January 13, 2009 (Board item 3.26), the Board of Supervisors approved Master Service Agreement No. MSA48219962 with Microsoft in the annual amount of \$600,000 through January 2013 for consulting services to help the County design, implement, and deploy Microsoft technologies and solutions. On March 8, 2016 (Board item 3.14), the Board of Supervisors approved Master Services Agreement No. U8808045 that superseded and replaced Master Service Agreement No. MSA48219962 and approved additional funding to cover future projects for RCIT through FY 15/16 with the option to renew for one additional year through FY16/17 for \$1.2 million.

Both parties executed Master Services Agreement No. U8808045 on March 22, 2016, and is still in effect. Two work orders were executed; the first was on March 24, 2016, to provide services for the Active Directory Migration project, and the second was on July 7, 2016, to provide project management services related to the Cloud Vantage Services Managed Deployment project.

RCIT requested a new Work Order No. 3, T002216-348521-427848, executed November 18, 2021, to provide services through December 31, 2024, under Master Services Agreement No. U8808045 with Microsoft for Active Directory Synchronization Service (ADSS). RCIT determined Microsoft ADSS as the best solution to improve access and sharing of information across County employees in departments not fully managed by RCIT, such as District Attorney, Sheriff, ACR, and RUHS. Amendment No.1 for Work Order No. 3, T002216-348521-427848, was executed on October 10, 2024, to extend services through May 31, 2025.

Microsoft Corporation is approved by the Riverside County Technology Standard and Oversight Committee (TSOC) as the County's technology standards for software and subscription-based products. The Active Directory Synchronization Service (ADSS) is a unique consulting service that Microsoft can perform. Purchasing the service directly from Microsoft will reduce costs, enhance productivity, and offer unique and direct access to Microsoft teams and software

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developers. This will also provide a specialized understanding of the solution and can facilitate smooth migrations to existing and future products/versions.

Microsoft has offered support services at \$6,212.65 per month, with the County receiving U.S. Public Sector Microsoft uniform pricing lower than the commercial and private sector rates.

**ATTACHMENTS:**

- A. Amendment No.2 – Work Order No.3, T00216-348521-427848
- B. Single Sole Source Justification No. 25-156

  
Melissa Curtis, Deputy Director of Purchasing and Fleet

5/5/2025

  
Alonzo Barrera, Principal Management Analyst

5/12/2025

  
Sarah Franco, Assistant County Executive Officer

5/13/2025

  
Aaron Gettis, Chief of Deputy County Counsel

5/7/2025

Microsoft Enterprise Services Work Order No. 3  
Work Order Amendment No. 2

WHEN DOCUMENT IS FULLY EXECUTED RETURN

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

Work Order number  
Microsoft affiliate to complete

T002216-348521-427848

This amends the Work Order identified above between County of Riverside ("**Customer**") and Microsoft Corporation ("**Microsoft**") as of the effective date identified below. Any terms that are used but not defined in this amendment will have the same meanings given to them in the agreement.

I. **Amendment.**

1. Section 1.1 **Term** of the Work Order is hereby deleted and replaced in its entirety with the following:

"The effective date of this Work Order is 1/1/2022. This Work Order will expire on 5/31/2028. For Microsoft to continue work after the expiration date, Customer and Microsoft must agree in writing to a new Work Order or an amendment to this work order identifying the new expiration date and any other terms upon which Customer and Microsoft agree."

2. The fees table of Section 1.3 (**Consulting Services Fees**) of the Work Order is hereby amended to add the following fees to this engagement:

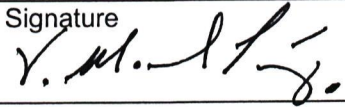
<b>Fees Table</b>				
<b>Unit</b>	<b>Estimated Units</b>	<b>Description</b>	<b>Fee (per unit)</b>	<b>Total amount USD</b>
Tier 1 – Cloud Synchronization Estimated Months - PubSec	36	ea	\$6,212.65	\$223,655.40
<b>Estimated Expenses</b>				<b>\$223,655.40</b>
<b>Estimated Total</b>				<b>\$223,655.40</b>

As a result of the changes outlined above, the Work Order's Estimated Total Billable Fees is increased by **\$223,655.40**, with a new Estimated Total Billable Fees of **\$453,655.40**.



II. Effect of Amendment.

Except as specifically amended by this Amendment, all other provisions of the agreement shall remain unchanged, and in full force and effect. When this amendment is fully executed, you will receive a confirming copy.

Customer	Microsoft
Name <b>County of Riverside</b>	Name <b>Microsoft Corporation</b>
Signature 	Signature
Printed Name <b>Manuel Perez</b>	Printed Name
Printed Title <b>Chair of the Board of Supervisors</b>	Printed Title
Signature Date <b>MAY 20 2025</b>	Effective Date


APPROVED AS TO FORM:

FORM APPROVED COUNTY COUNSEL  
BY   
**KRISTINE BELL-VALDEZ** DATE

Minh C. Tran  
County Counsel

ATTEST:

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

**JIM SMITH**  
Chief Information Officer

**DARRYL POLK**  
Chief Technology Officer

**TRACY TILLMAN**  
Deputy Director Admin – IT

**ANTHONY CHOGYOJI**  
Chief Information Security Officer



**MARTIN PEREZ, ACIO**  
Enterprise Applications Bureau

**GUSTAVO VAZQUEZ, ACIO**  
Converged Communications Bureau

**KARAN CHANDRAN, ACIO**  
Technology Services Bureau

Date: Tuesday, February 25, 2025

From: Jim Smith, Chief Information Officer

To: Purchasing Agent

Via: Erika Marin, Administrative Services Analyst

Subject: Request for Microsoft Active Directory Synchronization Services (ADSS) Renewal

The below information is provided in support of my department requesting review for a single or sole source purchase/agreement with a cost of \$5,000 or more for goods and/or services.

☒ Single Source      ☐ Sole Source

Supporting Documents: indicate which are included in the request from the list below.

☒ Supplier Quote      ☐ Supplier Sole Source Letter      ☐ Final draft agreement

☒ Final draft Form 11      ☐ H-11 approved by RCIT/TSOC      ☐ Grant Agreement

☐ Other: \_\_\_\_\_

1. Requested Supplier Name: Microsoft Corporation Supplier ID: 26492

- a. Describe the goods/service being requested:  
Microsoft Azure-based Windows Active Directory and Azure Active Directory tenant synchronization service for the transition and integration of Windows Active Directory, Azure Active Directory, and related collaboration services and Microsoft Active Directory Synchronization Service (ADSS) Support Services.
- b. Explain the unique features of the goods/services being requested from this supplier: Microsoft Support Services are comprised of a comprehensive support solution that helps reduce costs, enhance productivity, and use technology throughout the IT lifecycle. They offer direct, expedient and unique access to Microsoft product development teams, software developers and source code for current and future products enabling (a) specialized insight into the architecture of current solutions that can

facilitate smooth migrations to existing and future unreleased products/versions; (b) quick and comprehensive resolution of product support, trouble-shooting and hot-fix type issues; and (c) immediate and focused technology feedback link between RCIT and the Microsoft product development teams to help shape the direction, features and functionality of future products.

- c. What are the operational benefits to your department? Active Directory Synchronization Services (ADSS) will improve access and sharing of information across MS M365 platform between the various county agencies that subscribe to M365 outside of the tenant managed by RCIT. This includes District Attorney, RUHS, ACR, and Sheriff, all of which host their own tenants.
- d. Provide details on any cost benefits/discounts. RCIT requested a new work order under the Master Services Agreement No U8808045 with Microsoft for Active Directory Synchronization Service (ADSS). RCIT determined Microsoft ADSS as the best solution to improve access and sharing of information across county employees in departments that are not part of RIVCOCA such as DA, Sheriff, ACR, and RUHS. The Active Directory Synchronization Service (ADSS) is a unique consulting service that can be performed by Microsoft. Purchasing the service directly from Microsoft will help reduce costs, enhance productivity, and offer unique and direct access to Microsoft teams and software developers. This will also provide a specialized understanding of the solution and can facilitate smooth migrations to existing and future products/versions.

2. Can this request be formally bid out or procured using a viable solution such as an existing cooperative agreement or existing contract with another department or public entity?

☐ Yes ☒ No

- a. If yes, please explain why you are requesting to utilize an SSJ process?

\_\_\_\_\_

3. Has your department previously requested/received an assigned tracking number for a single or sole source request for this Supplier for the goods/service requested now? *(If yes, please provide the reviewed single or sole source tracking number).*

☒ Yes SSJ# 16-469 and Rivcopro 151363810 ☐ No



a. What was the total annual and aggregate amount? \$80,000

If review is for multiple years, all costs must be identified below:

County Department	Current FY 24/25	FY 25/26	FY 26/27	FY 27/28	Total Cost
Riverside County Information Technology (RCIT)	\$1,242.53	\$14,910.36	\$14,910.36	\$13,667.83	\$44,731.08
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Sherriff	\$1,242.53	\$14,910.36	\$14,910.36	\$13,667.83	\$44,731.08
<b>Total</b>	<b>\$6,212.65</b>	<b>\$74,551.80</b>	<b>\$74,551.80</b>	<b>\$68,339.15</b>	<b>\$223,655.40</b>

4. Period of Performance: June 1, 2025, to May 31, 2028

Ratify Start Date (if applicable): N/A

Initial Term Start Date: January 1, 2022 End Date: December 31, 2024

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): 0

Aggregate Term/End Date: May 31, 2028

5. Projected Board of Supervisor Date (if applicable): May 6, 2025

**By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.**

<u>Jim Smith</u>	<u></u>	<u>02/25/2025</u>
Print Name	Department Head Signature (Executive Level Designee)	Date

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**PCS Reviewed:**

<u>Verenice Ramirez</u>	<u>Verenice Ramirez</u>	<u>02/25/2025</u>
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to [psourcesource@rivco.org](mailto:psourcesource@rivco.org), and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

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**The section below is to be completed by the Purchasing Agent or designee.**

**Purchasing Department Review and Comments:** \_\_\_\_\_

Not to exceed:

☐ One-time \$ \_\_\_\_\_

☒ Annual Amounts reflected in completed chart for Question #4

Total Cost \$ 223,655

☐ Aggregate Amount \$ \_\_\_\_\_

<u>Stacy Orton</u>	<u>04/17/2025</u>	<u>25-156</u>
<b>Purchasing Agent Signature</b>	<b>Date</b>	<b>Tracking Number</b>
		(Reference on Purchasing Documents)