



PARADISE IRRIGATION DISTRICT

"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

TO: PID Board of Directors
FROM: Mickey Rich, Information Systems Manager
DATE: March 21, 2018
RE: Approval of software subscriptions for Microsoft & Adobe Products

As needed, I have procured month-to-month software subscriptions for Microsoft & Adobe products. Subscription-based software is updated regularly with new features and includes updates to the newest versions without requiring us to make additional purchases. The software management tools automatically track licensing and software usage.

Product	Number of devices	Annual cost per user	Current number of subscriptions	Current Annual Cost
Microsoft Office 365 ProPlus	5	\$108.00	12	\$1,296.00
Adobe Acrobat DC	2	\$155.88	1	\$155.88
Adobe Acrobat Pro	2	\$179.88	1	\$179.88
Adobe Photoshop	2	\$239.88	1	\$239.88
Total				\$1,871.64

Microsoft offers a reduced-feature, one-time purchase option of Office 2016 Pro. The software cost is \$399.99 and can only be installed on one device. To date the District has more devices than employees (approx. 45). The software is not automatically updated to current versions. Adobe does not sell one-time versions of the referenced software.

We currently have 12 subscriptions for Microsoft Office and based on the number of employees who use Microsoft office, this amount could eventually increase to 31 subscriptions. The Adobe subscriptions may also increase over time to include a total of 15 subscriptions.

The following motion is recommended:

"I move approval to authorize the Interim District Manager to procure annual software subscriptions according to District need."