

RESOLUTION 26-10

To Authorize the Execution of a Contract for Microsoft Office 365 Licensing

SUMMARY

The purpose of this resolution is to authorize the Executive Director to enter into a contract for Microsoft Office 365 Licensing and support with Crayon Software Experts, LLC. The contract will have a term of one year, with the option to extend, at the District of Columbia Housing Authority's sole discretion, for two additional one (1) year option terms for a potential total maximum term of three (3) years in the amount of five hundred eighty-four thousand one hundred forty-five dollars and seventy-two cents, (\$584,145.72) per year for an aggregate amount of one million seven hundred fifty-two thousand four hundred thirty-seven dollars and sixteen cents (\$1,752,437.16), subject to the availability of funding.

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WHEREAS, District of Columbia Housing Authority ("DCHA") requires Microsoft 365 licensing and support Agency wide; and

WHEREAS, on February 8, 2026, Solicitation No. 15-2026 Microsoft Office 365 Licensing was publicly advertised and issued to the bidders registered as interested in doing business with DCHA and posted to Housing Agency Marketplace portal; and

WHEREAS, by February 23, 2026, DCHA received three (3) proposals for evaluation; and

WHEREAS, the solicitation stated that DCHA intends to make an award to the company determined to be the most responsive/responsible and technically qualified in accordance with the solicitation requirements for Microsoft Office 365 Licensing; and

WHEREAS, based on the proposal and the results of the evaluation process, DCHA determined that, Crayon Software Experts, LLC has met the technical requirements of the RFP as qualified proposed awardee capable of providing Microsoft Office 365 Licensing; and

WHEREAS, DCHA performed a review of the Federal Systems Award Management and the District's Excluded Parties List on April 22, 2026, and has determined that Crayon Software Experts, LLC does not appear on the respective lists.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the District of Columbia Housing Authority hereby authorizes the Executive Director to execute a contract with Crayon Software Experts, LLC to provide Microsoft Office 365 Licensing, for a term of one (1) year with two additional one (1) year option terms for a potential total maximum term of three (3) years in the amount of five hundred eighty-four thousand one hundred forty-five dollars and seventy-two cents, (\$584,145.72) per year for an aggregate amount of one million seven hundred fifty-two thousand four hundred thirty-seven dollars and sixteen cents (\$1,752,437.16), subject to the availability of funding.

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OFFICE 365 LICENSING

ADOPTED, by the Board of Commissioners and signed in authentication of its passage the 13th day of May 2026.

ATTEST:

APPROVED:

Nicole Wickliffe
Interim Executive Director/Secretary

Raymond Skinner
Chairperson

APPROVED TO FORM AND LEGAL SUFFICIENCY:

Amy M. Glassman
Senior Vice President & General Counsel

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Funding Request

Crayon Software Experts, LLC to provide Microsoft Office 365 Licensing, for a term of one (1) year with two additional one (1) year option terms for a potential total maximum term of three (3) years in the amount of Five Hundred Eighty-Four Thousand One Hundred Forty-Five Dollars and Seventy-Two Cents, (\$584,145.72) per year for an aggregate amount of One Million Seven Hundred Fifty-Two Thousand Four Hundred Thirty-Seven Dollars and Sixteen Cents (\$1,752,437.16), subject to the availability of funding.

Funding Source

Amount

\$ 584,145.72

IF APPLICABLE-

AMOUNT OF PREVIOUS CONTRACT

\$ 1,054,371.85

AMOUNT EXPENDED

\$ 1,054,371.85

CERTIFICATION

DATE _____

Isra A. Elkhazeen
Interim Chief Financial Officer