



Microsoft M365 Licensing

December 31, 2024

Washington State Technology Solutions

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Proviso

(Section 153, subsection 12): \$82,811,000 of the consolidated technology services revolving account–state appropriation is provided solely for the procurement and distribution of Microsoft 365 licenses which must include advanced security features and cloud-based private branch exchange capabilities for state agencies. The office must report annually to fiscal committees of the legislature each December 31, on the count and type of licenses distributed by consolidated technology services to each state agency. The report must also separately report on the count and type of Microsoft 365 licenses that state agencies have in addition to those that are distributed by consolidated technology services so that the total count, type of license, and cost is known for statewide Microsoft 365 licenses.

The proviso is funding the Microsoft 365 licenses as well as the application and staff to manage the license distribution.

Executive Summary

Washington Technology Solutions (WaTech) established a new consolidated enrollment agreement and received legislative support to procure Microsoft 365 (M365) G5 level licenses. These licenses include advanced security features and cloud-based private branch exchange capabilities for state agencies.

- In calendar year 2024, there were 86,115 Microsoft 365 licenses available and/or distributed at a cost of \$48.5 million across the enterprise.
- Four agencies, identified as managing a M365 tenant model outside of the WaTech enrollment, manage 14,073 of the licenses and paid \$6.8 million in calendar year 2024.
- The remaining G3 and G5 licenses were procured by WaTech to be distributed across 66 state agencies under the WaTech enrollment. The total cost in calendar year 2024 for these licenses was \$41.7 million. At the time of this report, we distributed 99.65% of those licenses (71,793) under WaTech’s enrollment to agencies.

Microsoft Licensing (by agency)

Seventy agencies as defined by the State Administrative and Accounting Manual (SAAM) 75.20 are in scope of this annual report.

Criteria used to determine ‘in scope’ include:

- Agencies that are subject to [WaTech Policy 310](#).
- Agencies that are members of the statewide Executive branch.
- Small agencies with fewer than 50 FTEs that are supported by the WaTech Small Agency allocation.

- Non-educational agencies.
- Agencies that identified as managing a private tenant. This report only displays Microsoft Licenses related to the Ex/Gx levels.

There are 113 agencies, as defined by SAAM 75.20, not in this report because they did not fall under scoping criteria noted above:

- 45 are educational agencies (to include colleges).
- 28 of these agencies are small boards and commission agencies not in the WaTech Shared Tenant.
- 13 are defined as "Other" because they appear to be administrative in nature.
- 11 are legislative agencies.
- Five are judicial agencies.

Additionally, this report only displays Microsoft Licenses related to the Ex/Gx levels. Licenses related to features outside of the Microsoft 365 G/E level services were not inventoried in this report. Example: Project Online, Visio, Power BI, Dynamics, or Azure licenses which are procured under agency enrollments.

Licenses purchased under their agency enrollment ¹

Agency Number	Agency Name	Enrollment	License Type	Current License Counts	2024 Annual Cost (including Tax)
0850	Office of the Secretary of State (SEC)	Private	Microsoft G5-GCC	400	\$236,420
1000	Office of the Attorney General (ATG)	Private	Microsoft G3-GCC	1,818	1,046,027 ²
2250	Washington State Patrol (WSP)	Private	Microsoft G5-GCC	2,618	0 ³
4050	Department of Transportation (DOT)	Private	Microsoft G5-GCC	9,237	\$5,552,227
			Totals	14,073	\$6,834,674

License utilization under WaTech’s enrollment

All licenses under the WaTech enrollment are classified as Microsoft G3-GCC and Microsoft G5-GCC and are bundled under the \$ 41,691,410 paid to maintain this service offering.

Agency Number	Agency Name	License Type	Current License Counts
0570	Office of Civil Legal Aid (OCLA)	Microsoft G5-GCC	19
0750	Office of the Governor (GOV)	Microsoft G5-GCC	272
0820	Public Disclosure Commission (PDC)	Microsoft G5-GCC	40
0830	Washington State Leadership Board (WSLB)	Microsoft G5-GCC	5
0860	Governor's Office of Indian Affairs (INA)	Microsoft G5-GCC	4
0870	Washington State Commission on Asian Pacific American Affairs (APA)	Microsoft G5-GCC	3
0900	Office of the State Treasurer (OST)	Microsoft G5-GCC	75
0950	Office of the State Auditor (SAO)	Microsoft G5-GCC	510
0990	0990 Washington Citizens' Commission on Salaries for Elected Officials (COS)	Microsoft G5-GCC	2
1010	Caseload Forecast Council (CFC)	Microsoft G5-GCC	14
1020	Department of Financial Institutions (DFI)	Microsoft G5-GCC	310
1030	Department of Commerce (COM)	Microsoft G5-GCC	925
1050	Office of Financial Management (OFM)	Microsoft G5-GCC	775
1070	State Health Care Authority (HCA)	Microsoft G5-GCC	1975
1100	Office of Administrative Hearings (OAH)	Microsoft G5-GCC	240
1160	State Lottery Commission (LOT)	Microsoft G5-GCC	147
1170	Washington State Gambling Commission (GMB)	Microsoft G5-GCC	155
1180	Washington State Commission on Hispanic Affairs (CHA)	Microsoft G5-GCC	8
1190	Washington State Commission on African American Affairs (CAA)	Microsoft G5-GCC	3
1190	Washington State Commission on African American Affairs (CAA)	Microsoft G3-GCC	9
1200	Human Rights Commission (HUM)	Microsoft G5-GCC	57
1240	Department of Retirement Systems (DRS)	Microsoft G5-GCC	386
1260	State Investment Board (SIB)	Microsoft G5-GCC	152
1400	Department of Revenue (DOR)	Microsoft G5-GCC	1540
1420	Board of Tax Appeals (BTA)	Microsoft G5-GCC	16
1600	Office of the Insurance Commissioner (INS)	Microsoft G5-GCC	290
1630	Consolidated Technology Services (CTS)	Microsoft G5-GCC	565
1630	Consolidated Technology Services (CTS)	Microsoft G3-GCC	13
1650	State Board of Accountancy (ACB)	Microsoft G5-GCC	9
1660	Board of Registration for Professional Engineers and Land Surveyors (BRPELS)	Microsoft G5-GCC	14

Agency Number	Agency Name	License Type	Current License Counts
1660	Board of Registration for Professional Engineers and Land Surveyors (BRPELS)	Microsoft G3-GCC	9
1790	Department of Enterprise Services (DES)	Microsoft G5-GCC	975
1850	Washington Horse Racing Commission (HRC)	Microsoft G5-GCC	20
1900	Board of Industrial Insurance Appeals (IND)	Microsoft G5-GCC	185
1950	Liquor and Cannabis Board (LCB)	Microsoft G5-GCC	520
2150	Utilities and Transportation Commission (UTC)	Microsoft G5-GCC	200
2200	Board for Volunteer Firefighters and Reserve Officers (BVFFRO)	Microsoft G5-GCC	4
2270	Washington State Criminal Justice Training Commission (CJT)	Microsoft G5-GCC	220
2280	Washington Traffic Safety Commission (STS)	Microsoft G5-GCC	35
2290	Office of Independent Investigations (OII)	Microsoft G5-GCC	81
2350	Department of Labor and Industries (LNI)	Microsoft G5-GCC	3350
2400	Department of Licensing (DOL)	Microsoft G5-GCC	2760
2450	Military Department (MIL)	Microsoft G5-GCC	810
2750	Public Employment Relations Commission (PERC)	Microsoft G5-GCC	40
3000	Department of Social and Health Services (DSHS)	Microsoft G5-GCC	20475
3030	Department of Health (DOH)	Microsoft G5-GCC	3590
3050	Department of Veterans' Affairs (DVA)	Microsoft G5-GCC	1180
3070	Department of Children, Youth, and Families (DCYF)	Microsoft G5-GCC	5825
3100	Department of Corrections (DOC)	Microsoft G5-GCC	9875
3150	Department of Services for the Blind (DSB)	Microsoft G5-GCC	120
3400	Student Achievement Council (SAC)	Microsoft G5-GCC	145
3410	Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board (LEOFF)	Microsoft G5-GCC	8
3410	Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board (LEOFF)	Microsoft G3-GCC	1
3540	Workforce Training and Education Coordinating Board (WFTECB)	Microsoft G5-GCC	4
3550	Department of Archaeology and Historic Preservation (DAHP)	Microsoft G5-GCC	30
3870	Washington State Arts Commission (ART)	Microsoft G5-GCC	37
3870	Washington State Arts Commission (ART)	Microsoft G3-GCC	1
4060	County Road Administration Board (CRAB)	Microsoft G5-GCC	20
4070	Transportation Improvement Board (TIB)	Microsoft G5-GCC	12
4610	Department of Ecology (ECY)	Microsoft G5-GCC	2290
4620	Washington Pollution Liability Insurance Program (PLI)	Microsoft G5-GCC	45
4630	Energy Facility Site Evaluation Council (EFSEC)	Microsoft G5-GCC	29

Agency Number	Agency Name	License Type	Current License Counts
4650	State Parks and Recreation Commission (PARKS)	Microsoft G5-GCC	1158
4670	Recreation and Conservation Funding Board (RCFB)	Microsoft G5-GCC	114
4680	Environmental and Land Use Hearings Office (ELUHO)	Microsoft G5-GCC	25
4770	Department of Fish and Wildlife (DFW)	Microsoft G5-GCC	2,734
4780	Puget Sound Partnership (PSP)	Microsoft G5-GCC	75
4900	Department of Natural Resources (DNR)	Microsoft G5-GCC	2,420
4950	Department of Agriculture (AGR)	Microsoft G5-GCC	1,080
5400	Employment Security Department (ES)	Microsoft G5-GCC	2,700
9440	Washington State School Directors' Association (SDA)	Microsoft G5-GCC	27
X06	Washington State Fire Commissioners Association	Microsoft G5-GCC	6
X1E00	WA State Institute for Public Policy	Microsoft G5-GCC	25
		Totals	71,793

¹ Agencies in this table are defined as having a ‘Private’ enrollment. These agencies procure and manage the licensing in the enrollment on their own.

² The Attorney General's Office (ATG) reported they are utilizing E3 GCC licensing with advanced security feature add-ons.

³ WSP changed the contract with the reseller and did not pay for the licenses in CY 2024. The subscriptions for the current licenses will be paid in May 2025.