



Staff Report – Consent Agenda

July 3, 2023 Council Regular Meeting

Microsoft 365 Project Implementation Partner
(Submitted by Michelle Jackson, IT Director)

Phone	Email
360.817.7005	mjackson@cityofcamas.us

BACKGROUND: The purpose of this staff report is to share that City IT is ready to engage with a suitable M365 project implementation partner for our government organization using the approved funds for this project. The M365 project aims to enhance our productivity, collaboration, and data security capabilities through the implementation of Microsoft 365 (M365) suite of tools and services.

SUMMARY: Our government organization recognizes the need to modernize our technology infrastructure and improve efficiency in various departments. After a thorough evaluation, it has been determined that adopting M365 will provide the necessary tools and features to streamline processes, foster collaboration, and ensure data security in line with industry standards and best practices. This budget request allowed us to enter into an enterprise agreement through an approved DES 3rd party reseller, and the purchase of the appropriate licensing for Windows 10 and Microsoft Office 365 suite of products (M365). To ensure a successful implementation, we have engaged professional services from a vendor selected through a selection process involving approved vendors. Our IT staff conducted interviews with each vendor, employing a scoring selection process to make an informed decision. The chosen vendor will work closely with our team to configure the M365 tenant, ensuring a secure environment that meets the specific needs of our city. Additionally, the vendor will provide comprehensive training to our team, equipping them with the skills necessary to effectively support the M365 products.

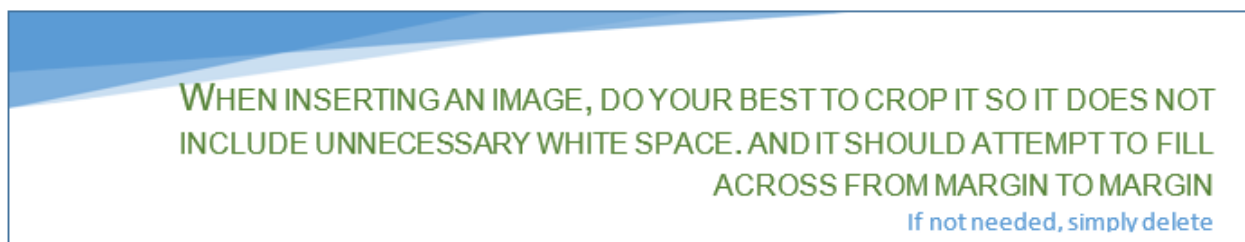


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BENEFITS TO THE COMMUNITY: Implementing M365 within our community delivers a multitude of benefits, ranging from improved communication and collaboration to streamlined services, enhanced productivity, and strengthened data security.

POTENTIAL CHALLENGES: NA

BUDGET IMPACT: The cost of engaging professional services to implement ALL M365 suite of products for this year long implementation is a one-time cost of \$67,985 (not including tax). This item was included in the approved budget decision package for 23-24 for capital projects – reference “M365 Licensing Capital Decision Package” and funds have been allocated.

RECOMMENDATION: NA