



**CITY COMMISSION
STAFF REPORT**

DEPARTMENT: Finance

SUBJECT: Motion to Approve Purchase of Microsoft Office 365 and related services (**Finance**)

CITY MANAGER RECOMMENDATION:

The City Manager Recommends approval of the purchase of a Microsoft 365 and related services, piggybacking the current State of Florida contract from SHI.

BACKGROUND OF ITEM:

The IT Division of Finance is responsible for the operation, maintenance, and improvement of the City’s Email, Collaboration including Teams and Sharepoint and Cybersecurity systems. The City currently has 103 users of the product with an anticipated 7 additional licenses for additional growth. The City currently uses Microsoft Office 365 cloud-based services to provide the primary component of these systems which also includes Azure Active Directory and Advanced Threat Protection services.

ANALYSIS:

Staff has examined several systems and assess that Microsoft Office 365 will best suit the City’s needs.

FISCAL IMPACT:

The yearly cost is \$12,206.40. The total cost of \$36,619.20 is because it requires a 3-year agreement.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
001-130-534410-513	\$103,682	\$12,206.40	\$91,475.60

ALTERNATIVES:

Instead of the recommended 3-year purchase for Microsoft Office 365 Services, the City could opt for a 1-year Microsoft Products and Services Agreement (MPSA), but that would be at a higher yearly cost of approximately \$14,000 per year.

ATTACHMENTS:

1. SHI Quote
2. SHI Pricing – State Term Contract
3. State of Florida Contract - SHI
4. Advertised Solicitation
5. Vendor Compliance