

Staff Report

Subject: Approval of Preliminary Statement of Work and Project Plan for the Migration to Microsoft Office 365

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Department: County Manager

Meeting Date: August 15, 2023

Item Description: Preliminary Statement of Work and Project Plan for the Migration to Microsoft 365

Summary Recommendation: Staff recommends approval of the Preliminary Statement of Work and Project Plan for the Migration to Microsoft 365

Executive Summary/Background:

- Staff received a proposal/SOW from InterDev to assist in migrating the County to Microsoft Office 365, upgrading from Microsoft Exchange.
- InterDev has provided a service scope/hours estimate:
 - Task 1: Pre-Execution Tasks
 - Task 2: Microsoft Office 365 Migration Tasks
 - Optional Task 3: Implement Managed Email Security Suite
 - User Training (two half-day sessions)
 - Project Management
- The estimated cost for this migration is \$49,920.00 (one-time payment) with a monthly recurring fee of \$6,720 for the licensing.

Alternatives for Commission to Consider

1. Approval of the Preliminary Statement of Work and Project Plan for the Migration to Microsoft 365 up to \$49,920.00 and the monthly licensing fee of \$6,720.00. Should any additional work be needed, staff will request Board approval before moving forward.
2. Take no action.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: County Manager

Funding Source: IT Operating Budget

Attachments: Preliminary Statement of Work and Project Plan