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## **CITY COUNCIL CONSENT ITEM**

### **CITY OF FAIR OAKS RANCH, TEXAS**

**March 16, 2023**

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AGENDA TOPIC: Approval to authorize the City Manager or designee to execute agreements associated with Microsoft 365 cloud services

DATE: March 16, 2023

DEPARTMENT: Information Technology

PRESENTED BY: Consent Item - Brian LeJeune, IT Manager

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#### **INTRODUCTION/BACKGROUND:**

At the City Council Meeting on March 2, 2023, upgrades to the City's email system, spam filter and other services used for conducting business were discussed. City staff discussed the need to pursue either 1) a mandatory upgrade of its existing Microsoft Exchange Server, or 2) a migration to M365 cloud licensing inclusive of Exchange Online, spam filtering, Office 365, and several other services as noted herein.

After discussion, the option of migrating to M365 is recommended. The City will be able to migrate to M365 by purchasing licenses through SHI International Corporation and configuration services through Centre Technologies to assist with the transition.

#### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

The City must maintain a supported email and IT environment to ensure the continuity and security of City operations. The item begins to address several projects identified in Priority 5.5 of the Strategic Plan to Evaluate and Update IT Infrastructure, Software, and Security including:

- 5.5.1 Define and Develop and Implement Core components of IT Master Plan
- 5.5.10 Phone system upgrade
- 5.5.16 Decommission IT hardware
- 5.5.22 Data Retention
- 5.5.24 Encrypted Emails
- 5.5.28 Multi-Factor Authorization
- 5.5.32 Cybersecurity Framework

The City will purchase the M365 licenses through SHI and configuration services through Centre Technologies using the Texas Department of Information Resources (DIR) Purchasing Cooperative. Utilizing DIR fulfills our competitive requirements.

#### **LONG-TERM FINANCIAL & BUDGETARY IMPACT:**

The M365 licensing is \$88,691.04 annually and can be purchased through SHI. The configuration services to assist with the transition is a one-time cost of \$41,207.00 and can be purchased through Centre Technologies.

Staff anticipates the cost of \$129,898.04 can be identified through General Fund projected savings in the current fiscal year.

**LEGAL ANALYSIS:**

A purchase order will be issued to SHI International Corporation for licensing and a purchase order will be issued to Centre Technologies for configuration services.

**RECOMMENDATION/PROPOSED MOTION:**

Consent Item - I move to authorize the City Manager or designee to execute agreements with the following companies for a total of \$129,898.04.

- SHI International Corporation
- Centre Technologies