



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: August 28, 2024

AGENDA ITEM: Consider a motion to ratify a Service Agreement with ZixCorp Systems for annual license fees for Office 365 related products - secure large file add-on, Office 365 G1 GCC, MS 365 Backup Bundle, Essentials Email Security & Compliance Suite, Email Continuity, MS 365 G3 GCC, and MS 365 GCC G5 with audio conferencing for a total amount of \$26,097.86.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

The City's Information Technology (IT) team, in collaboration with the Grand Rapids Public Utilities Commission (GRPUC), has been actively monitoring and managing the renewal of various Office 365-related licenses to ensure continuous service and functionality. These licenses, which include essential Office 365 tools, were due for renewal. The renewal process was completed to cover the term from August 14, 2024, through August 13, 2025.

Due to the timing of the renewal and to avoid any potential disruption in Microsoft software services, the Service Agreement with ZixCorp Systems was signed prior to the scheduled Grand Rapids Public Utilities Commission (GRPU) meeting on August 28, 2024. This proactive step was necessary to maintain uninterrupted access to vital Office 365 services, including email security, file management, and conferencing tools. The total cost for the annual license fees amounted to \$26,097.86.

RECOMMENDATION:

Consider a motion to ratify a Service Agreement with ZixCorp Systems for annual license fees for Office 365 related products - secure large file add-on, Office 365 G1 GCC, MS 365 Backup Bundle, Essentials Email Security & Compliance Suite, Email Continuity, MS 365 G3 GCC, and MS 365 GCC G5 with audio conferencing for a total amount of \$26,097.86.