



## AGENDA ACTION FORM

### **Consideration of a Resolution Authorizing the City Manager to Execute Purchase Order(s) for Microsoft 365 Licenses**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-200-2023

Work Session: July 17, 2023

First Reading: NA

Final Adoption: July 18, 2023

Staff Work By: Floyd Bailey

Presentation By: Floyd Bailey

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#### **Recommendation:**

Approve the Resolution.

#### **Executive Summary:**

As technology advances it is important to remain current with software and essential upgrades for desktop pc's, laptops, and tablets used throughout the city. Microsoft 365 is a cloud-based platform that includes Microsoft Teams, Word, Excel, PowerPoint, Outlook, OneDrive, and advanced security. Microsoft 365 offers a robust set of capabilities which includes access to your files, collaborate with team members from anywhere, and increases operational efficiencies for frontline employees.

It is recommended to utilize the cooperative purchasing agreements with Dell Marketing, L.P. (State of Tennessee SWC 49580) and Bailey Computing Technologies, Inc. (BCTI) (NCPA 01-96) for annual individual Microsoft 365 licenses. Purchasing the licenses from both vendors allows flexibility to maximize cost savings and leverages the expertise specific to our need.

Pricing for each license is based on level and need for each user. Therefore, it is requested to issue a purchase order to Dell Marketing, L.P. and BCTI for Microsoft 365 licenses in a total amount not to exceed \$80,000.

Funding is available and identified in NC2240.

#### **Attachments:**

1. Resolution
2. Quotes (2)

	Y	N	O
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—