



MEETING DATE: November 12, 2025
PRESENTED BY: Abram Ramirez, Information Technology Director
AGENDA ITEM: Approval of the yearly 2025-2026 maintenance renewal third year agreement of Microsoft Office 365 from SHI at a cost of \$235,732.80 utilizing cooperative DIR-CPO-5237- Ramirez

NATURE OF REQUEST:

Approval of the yearly 2025-2026 maintenance renewal third year agreement of Microsoft Office 365 from SHI at a cost of \$235,732.80 utilizing DIR-CPO-5237- Ramirez

The City of Mission relies on Microsoft Office 365 as its primary platform for communication, document management, security, and collaboration across all departments. Office 365 supports: Email (E-discovery, archiving, and security); Communication and Collaboration; Document Cloud Storage; Endpoint Security. Term dates: 12/01/25- 11/30/26

BUDGETED: Yes **FUND:** General **ACCT.#:** 01-426-44640

BUDGET: \$1,557,625 **EST.COST:** \$235,732.80 **CURRENT BUDGE BALANCE:** \$1,363,650

BID AMOUNT \$235,732.80

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE: **APPROVED:** _____
DISAPPROVED: _____
TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____