

Council Agenda Bill

AB Number

AB25-057

Agenda Bill Information

Title*

Microsoft 365 Software Renewal

Action*

Motion

Council Agenda Section

Council Meeting Date*

05/12/2025

Staff Member

Fletcher Lacroix

Department*

IT

Committee

Finance and Administration

Committee Date

05/06/2025

Exhibits

Packet Attachments - if any

2x Benefits with LiftOff.pdf

130.35KB

1x Liftoff AOS-G_Contract_SnoqualmieRenew2025-2.pdf

150.24KB

Summary

Introduction*

Brief summary.

This Agenda Bill authorizes the annual renewal of the city's Microsoft 365 Office software subscription.

Proposed Motion

Move to approve the purchase of the Microsoft Office 365 Software Renewal from Liftoff LLC for the annual price of \$60,970

Background/Overview*

What was done (legislative history, previous actions, ability to hyperlink)

The city has been purchasing Microsoft Office 365 software licensing for many years using the Microsoft Agreement for Online Services - Government (AOS-G) program. LiftOff LLC is an authorized Azure Government reseller and a longtime vendor for the city. This vendor provides configuration support, free training and on-demand add on licensing.

Analysis*

The city uses Microsoft Office 365 software for all business tasks. From creating content to sending emails, Office 365 software has been driving the city's work for our community. We are asking council to continue supporting the use of this software suite as the Microsoft is the national standard. The cost of alternatives plus translating our legacy data from the Microsoft Platform would be immense and as such is not recommended.

Budgetary Status *

Funds have already been authorized in this year's budget.

Fiscal Impact

Amount of Expenditure	Amount Budgeted	Appropriation Requested
\$60,970.00	\$5,549,615.00	\$0.00

Budget Summary

Administration recommends approving the LiftOff contract for Microsoft Office 365 software licensing, totaling \$60,970 over the 2025-26 biennium. This agreement will be paid for within the Information Technology Fund (#502). The 2025-26 Biennial Budget appropriates \$5,549,615 for activities within Information Technology. Currently, \$566,815 has been spent within the 2025-26 biennium, with \$30,234 encumbered for existing contracts. With the addition of this contract, the remaining Biennial Budget appropriation is \$4,891,596. Therefore, it appears that sufficient appropriation exists within the 2025-2026 Biennial Budget (Information Technology (#502)) to fund the contract.

Fiscal Impact Screenshot

Information Technology (#502)

2025-26 Biennial Budget	
Beginning Budget	\$ 5,549,615
Expenditures	\$ (566,815)
Outstanding Contract Value <i>(Previously Approved)</i>	\$ (30,234)
Current Available Budget	\$ 4,952,566
Value of the Contract (AB25-057)	\$ (60,970)
Available Budget after AB25-057	\$ 4,891,596