

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: July 1, 2024

Topic:

Approve the expenditure with Tanches Global Management for a not-to-exceed amount of \$110,000.00, for consulting and software services. The purchases are included in the FY 2023-2024 Budget.

Background:

The IT department has been working to enhance our overall network. The department’s efforts include evaluating the state of the network following a network assessment, completed by TanChes. After the assessment was completed, the City also engaged TanChes to assist with moving the City’s Microsoft Office 365 licenses to the correct level under Microsoft’s Tenant structure (Government Cloud).

As part of the Office 365 migration, the City had to procure additional licenses through TanChes and will pay the monthly license fee, which is approximately \$6,800 per month, but can increase if the City adds additional licenses. These cumulative purchases are expected to exceed \$50,000, thus requiring City Council approval.

On May 20, the City Council authorized the expenditure of up to \$65,300. With the additional months of licenses with TanChes, staff is requesting the authorization to increase the expenditure by \$44,700.00.

Item	Amount
Previously Approved (on May 20, 2024)	
Network Assessment	\$14,000
Microsoft 365 Migration	\$28,000
Initial Microsoft 365 Licensing (February to May 2024)	\$23,300
Additional Spend	
Microsoft 365 Licensing (June to October 2024)	\$40,023.00
Total	\$105,323.00
Additional Contingencies	\$4,677.00
Total	\$110,000.00

Per the City’s adopted Procurement Policy and Manual, cumulative annual expenditures with a single vendor in excess of \$50,000 must be approved by City Council.

Origination: IT Director

Recommendation:

Staff recommends approving the purchase of assessment and consulting services from Tanches Global Management in an amount not to exceed \$110,000.00 as appropriated in the Fiscal Year 2023-2024 Budget.

Party(ies) responsible for placing this item on agenda: Tom Wilson IT Director

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: _____ If yes, specify Account Number: #100-117-6320, 6304

If no, funds will be transferred from account # _____ To account # _____

Signed Tom Wilson Approved by _____
Staff Member _____ Date _____ City Manager _____ Date _____