

City Council Meeting Agenda Item Data Sheet

Meeting Date: May 20, 2024

Topic:

Approve the expenditure of greater than \$50,000 with Tanches Global Management for a not-to-exceed amount of \$65,300, 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 must pay the monthly license fee, which is currently set at a cost of \$7,000 per month. These cumulative purchases are expected to exceed \$50,000, thus requiring City Council approval.

Item	Amount
Network Assessment	\$14,000.00
Microsoft 365 Migration	\$28,000.00
Microsoft 365 Monthly Licensing (Feb. – May 2024)	\$23,300.00
Total	\$65,300.00

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 \$65,300 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: #100-117-6XXX multiple

<u>From</u>	<u>To</u>
If no, funds will be transferred from account #	To account #

Signed	Tom Wilson		Approved by		
	Staff Member	Date		City Manager	Date

