



Legislation Text

File #: O-556-23, Version: 2

Office 365 license and subscription activities
Department of Information Technology
Anne Bennett (1493)
Revised

Authorizing the mayor to enter into agreements for services and subscriptions to support a city-wide transition from perpetual use Microsoft Exchange email and Microsoft Office Suite to Microsoft Office 365 (O365) Software as a Service (SaaS); authorizing the expenditure of an amount not to exceed \$2,375,000, subject to annual appropriations, for licenses over a five-year period; and declaring an emergency.

SUMMARY & BACKGROUND:

The existing Microsoft Exchange email system is outdated and presents security vulnerabilities. The current Microsoft email offering, Office 365 (O365), is delivered in a SaaS model and includes entitlements to the full suite of Microsoft Office products (Outlook, Word, Excel, PowerPoint, etc.) along with other messaging and collaboration tools such as Teams, and One-Drive.

Microsoft offers various license types dependent upon the end user software requirements and the Department of IT will utilize an enterprise agreement which provides options to purchase appropriate license types for end users which meet the users software and cost requirements.

The Department of IT is requesting five-year Microsoft Office 365 subscription costs for up to 2600 employees. Total costs are not to exceed \$2,375,000 and subject to annual appropriation for appropriate license subscriptions.

NOW, THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION 1. That the Mayor is authorized to enter into agreements using cooperative purchasing or state-term contracts for the purchase of all necessary services related to O365 subscription activities.

SECTION 2. That the expenditure of an amount not to exceed \$2,375,000 is authorized from the Capital Improvement Fund Account Code 5040-17500-8CP2323MSFTOF for the purpose authorized in Section 1 with annual subscription payments authorized subject to appropriation according to the following schedule:

| | |
|--------------------|--------------------------|
| Year 1 - \$475,000 | 5040-17500-8CP2323MSF001 |
| Year 2 - \$475,000 | 5040-17500-8CP2323MSF002 |
| Year 3 - \$475,000 | 5040-17500-8CP2323MSF003 |
| Year 4 - \$475,000 | 5040-17500-8CP2323MSF004 |
| Year 5 - \$475,000 | 5040-17500-8CP2323MSF005 |

SECTION 3. That the Director of Finance is authorized to issue warrant or warrants against the above listed account codes in an amount not to exceed that authorized above in payment of the obligations incurred pursuant to the agreements authorized in Section 1 upon presentation of proper voucher or vouchers.

SECTION 4. That this Ordinance is declared to be an emergency measure and shall take effect and be in force immediately from and after its passage. The reason for the emergency lies in the fact that this ordinance is necessary for the immediate preservation of the public peace, health, safety and property and for the further reason that this Ordinance satisfy the timely transition to the O365 environment.

Vote on emergency clause: yeas 11, nays 0.

Passed: October 10, 2023, as an emergency measure: yeas 10, nays 1.

Attest:

Gerald E. Dendinger
Clerk of Council

Matt Cherry
President of Council

Approved:

October 10, 2023
Wade Kapszukiewicz
Mayor