



Legislation Text

File #: O-443-23, **Version:** 1

Office 365 Consulting Services
Department of Information Technology
Anne Bennett (x1493)
Revised

Authorizing the Mayor to enter into an agreement for Office 365 consulting services; authorizing the expenditure of \$53,070 from the Information and Communications Technology Fund; and declaring an emergency.

SUMMARY & BACKGROUND:

The City of Toledo IT Department is preparing to upgrade its current Microsoft Office suite of products and Exchange email and calendar services. The services will move from on-premise perpetual use licensing to cloud-hosted Office 365 software as a service. Microsoft Exchange has known security vulnerabilities and its retirement is recommended by security auditors and insurance providers. While the upgrade is required for security purposes the IT department wants to ensure the use of the most cost-effective subscription model and take full advantage of improved desktop productivity and collaboration tools. In order to do so the IT department is requesting the use of consulting services from SHI, who was selected through a competitive bid process. SHI will perform the following services:

1. Recommendation on subscription tier for each City of Toledo user group.
2. Cost-benefit analysis of Microsoft Office 365 ancillary products such as Teams & SharePoint.
3. Recommendation on the provisioning of the MS Office desktop productivity suite - local or could delivery for each City of Toledo user group.
4. Assist with the roll-out sequence and training plan for each City of Toledo user group.

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

SECTION 1. That the Mayor is authorized to enter into an agreement for Microsoft Office 365 consulting services, upon terms and conditions acceptable to the Director of Information Technology and the Director of Law.

SECTION 2. That the expenditure of an amount not to exceed \$53,070 is authorized from the Information and Communications Technology Fund Account Code 7084-17500- 1144004ICTADM for the purposes authorized in Section 1.

SECTION 3. That the Director of Finance is authorized to issue warrant or warrants against the above-listed Account Code in an amount not to exceed \$53,070 in payment of the above-authorized obligations 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 public peace, health, safety, and property and for the further reason that this Ordinance will provide the license requirements and cost benefit for the city's Microsoft Office 365 rollout plan.

Vote on emergency clause: yeas _____, nays _____.

Passed: _____, as an emergency measure: yeas _____, nays _____.

Attest: _____
Clerk of Council

President of Council

Approved: _____

Mayor

I hereby certify that the above is a true and correct copy of an Ordinance passed by Council

_____.

Attest: _____
Clerk of Council