



DATE: October, 6th, 2020
TO: Jane Nickles, Chief Information Officer
FROM: Rodney Roberts, Deputy Chief Information Officer Infrastructure, and Operations
DEPARTMENT: Information Technology
SUBJECT: Microsoft Office 365

Project Summary:

Office 365 is a line of subscription services offered by Microsoft as part of the Microsoft Office product suite. With the addition of Microsoft Teams, City staff has the ability to conduct business by way of virtual Teams meetings while working remotely. The purchase of Microsoft Office 365 licenses is required for continued use of these tools.

Microsoft reseller, SHI, has provided a quote for 3,600 licenses for the office 365 suite. The license agreement provides City of Greensboro employees' access to Microsoft Office 365 and Teams through 9/30/2022.

RECOMMENDATION:

Information Technology recommends the purchase of Microsoft Office 365 licenses for an amount not to exceed \$387,170.71.

FINANCIAL

Computer Software

Account: 682-0720.02-5212

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