



## Legislation Details (With Text)

<b>File #:</b>	ID 20-0706	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Resolution	<b>Status:</b>		Passed	
<b>File created:</b>	9/28/2020	<b>In control:</b>		City Council	
<b>On agenda:</b>	10/20/2020	<b>Final action:</b>		10/20/2020	
<b>Title:</b>	Resolution Authorizing the Purchase of Microsoft Office 365 Licenses in the Amount of \$387,170.71				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. Cover letter for Microsoft Office 365.pdf, 2. SHI Quote-19417805.pdf, 3. Approved CMO Waiver - 2020 Microsoft Office 365 License Contract_.pdf, 4. 20-0706 RES Office 365.pdf				

Date	Ver.	Action By	Action	Result
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Resolution Authorizing the Purchase of Microsoft Office 365 Licenses in the Amount of \$387,170.71

Council Priority: Ensure Fiscal Stewardship, Transparency, & Accountability

Department: Information Technology

Council District: ALL

Public Hearing: N/A

Advertising Date/By: N/A

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### PURPOSE:

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.

### BACKGROUND:

Microsoft's suite of office applications are used to conduct the city's business. This agreement will allow continued use of these tools.

### BUDGET IMPACT:

Funding for the license fees are included in the adopted budget.

Item	Amount	Account
MS OFFICE 365 Licenses	\$387,170.71	682-0720-02.5212
<b>Total:</b>	<b>\$387,170.71</b>	

**RECOMMENDATION / ACTION REQUESTED:**

It is the recommendation of the Information Technology Department that we encumber funds for the Microsoft Office 365 licenses. It is established that SHI is the reseller for Microsoft software. In light of this, we have requested and formally received an MWBE Waiver.