

BILL NO. S-21-12-14

ORDINANCE NO. S-_____

AN ORDINANCE approving the purchase of Microsoft Office 365 licenses for the City of Fort Wayne for a total cost not to exceed of \$460,000 from and through Dell Marketing LLC by the City of Fort Wayne, Indiana

Whereas, Microsoft Office 365 is a cloud based office productivity service that improves our security profile over self-hosted productivity servers serves;

Whereas, city email and office software is being migrated to Microsoft Office 365;

Whereas, Microsoft Office 365 software is vital to the City of Fort Wayne's day to day business;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the purchase of Microsoft Office 365 licenses for the City's 311 operations from Dell Marketing LLC for a total of cost to the City of \$460,000 is hereby approved in all respects.

SECTION 2. That the City is authorized and directed to take all action necessary for the purchase of this software by and through Dell Marketing LLC.

SECTION 3. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Carol Helton, City Attorney

Fort Wayne City Council
c/o City Clerk' Office
Fort Wayne, IN 46802

Subject: Microsoft Office 365 licenses

Members of City Council:

This ordinance is to authorize the maintenance cost of Microsoft Office 365 licenses. The cost of this software to the City is \$460,000.

The project for converting to Microsoft Office 365 started in 2020. The pandemic and our transition to a new IT service provider has slowed the migration. I expect the migration to be completed in 2022.

I anticipate two major benefits to the Office migration 365 migration. First, it reduces our attack surface on Internet. We should be much more secure in this configuration.

Second, Microsoft Office 365 updates the collaboration features over our previous version of Microsoft Office. Video conferences are now possible and multiple people can edit the same document simultaneously.

I recommend funding the license for Microsoft Office 365.

If you have any questions, please contact me.

James Haley
CIO
City of Fort Wayne
260-427-1461

COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

RFPs & BIDS

Bid/RFP #	
Awarded To	
Amount	N/A
Conflict of interest on file?	☐ Yes ☐ No
Number of Registrants	N/A
Number of Bidders	
Required Attachments	

EXTENSIONS

Date Last Bid Out	
# Extensions Granted To Date	None

SPECIAL PROCUREMENT

Contract #/ID (State, Federal, Piggyback-- Authority)	
Sole Source/ Compatibility Justification	

BID CRITERIA (Take Buy Indiana requirements into consideration.)

Most Responsible, Responsive Lowest	☐ Yes ☐ No <i>If no, explain below</i>
If not lowest, explain	N/A

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	Cost was \$97,852.92 in 2021. The cost is higher in 2022 because all of Civil City should be on Microsoft Office 365 by the time of license renewal.
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	Microsoft Office 365 licenses.

REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	N/A

FUNDING SOURCE

<i>Account Information.</i>	Fund Dept Org Object = 00022603-5314