

1 **BILL NO. S-22-12-08**

2 **ORDINANCE NO. S-_____**

3 AN ORDINANCE approving the purchase of Microsoft Office 365
4 licenses for the City of Fort Wayne for a total cost not to exceed of
5 \$470,000 from and through Dell Marketing LLC by the City of Fort
Wayne, Indiana,

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

9 **Whereas**, city email and office software is hosted on Microsoft Office
365;

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

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

14 **SECTION 1.** That the purchase of Microsoft Office 365 licenses for
15 the City's 311 operations from Dell Marketing LLC for a total of cost to the City of
16 \$470,000 is hereby approved in all respects.

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

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

22
23 _____
Council Member

24
25 APPROVED AS TO FORM AND LEGALITY

26
27 _____
Malak Heiny, 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 \$470,000.

There are two major benefits to using Office 365 versus an in-house mail system. First, it reduces our attack surface on Internet. We have less exposure to the Internet in this configuration.

Second, patches and maintenance to the Microsoft Office 365 are provided automatically as part of this service. Employees also have access to the latest office productivity features as they become available.

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 \$460,000 in 2022 and increases by 3%.
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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