



## Request for City Council Committee Action from the Department of Information Technology

**Date:** October 14, 2014

**To:** The Honorable John Quincy, Chair, Ways and Means Committee

**Subject:** Microsoft Contract for Premier Core Services

**Recommendation:** Authorize proper City officials to

- a) Execute a contract with Microsoft for Premier Core Services for an amount not to exceed \$50,000
- b) Execute a contract for a term of one year
- c) Use the vendor's contract form

**Previous Directives:** May 24, 2013 - Committee, having under consideration transitioning Microsoft licensing solutions from Unified Communications as a Service (UCaaS) to Office 365, now recommends authorizing the proper City officers to take the following actions:

- a) Execute a contract amendment with Unisys Corporation to remove UCaaS services, add Office 365 services, and increase the contract by \$1,925,844.12;
- b) Execute all necessary enterprise enrollment documents with Microsoft to provide the Office 365 services and other Microsoft licensing that is deemed necessary, using the State of Minnesota's Enterprise Agreement for a three year term, through June 30, 2016, including agreeing to limit Microsoft's liability to direct damages up to the amount the City paid for the service in the prior 12 months; and
- c) Execute a separate agreement with Microsoft for Cloud Vantage Essentials services for under \$50,000 to provide a dedicated resource from Microsoft to aid in the Office 365 migration efforts, using Microsoft's contract documents instead of the City's Standard Agreement form.

### Department Information:

Prepared by: Barb Malinski, Contract Administrator & Robin McGuire, System Engineer Submitted by: Otto Doll, Chief Information Officer Approved by: Spencer Cronk, City Coordinator Presenter(s) in Committee: Otto Doll, CIO
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Reviews	Approval	Date	Not Applicable
Permanent Review Committee (PRC):	<input checked="" type="checkbox"/>	October 2, 2014	<input type="checkbox"/>
Civil Rights Approval:	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Policy Review Group (PRG):	<input type="checkbox"/>		<input checked="" type="checkbox"/>

### Financial Impact

Yes. Funding for this request is through Information Technology's operational budget.

### Supporting Information

In 2013, the City executed a contract, C-37443, with Microsoft for Cloud Vantage Essentials services. This service aided in the Microsoft Office 365 migration project. Support included: a) technical subject matter expertise for planning and deployment, b) priority access to technical support engineers for reported issues, and c) a dedicated Account Manager to advocate on the City's behalf to ensure the appropriate Microsoft resources were engaged and issues were resolved quickly. Phases 1 and 2 of the Office 365 migration project are complete and included moving the City's email to Office 365.

Recently Microsoft replaced this service with Microsoft Premier Core which provides similar and enhanced services. Information Technology (IT) will use Premier Core in Phase 3 to migrate Office productivity products, i.e. Word, Excel, PowerPoint, etc. which are essential to the timely and efficient migration of these services.

Information Technology seeks Council approval to execute a new agreement with Microsoft for Premier Core Services for:

- a) A term of one year
- b) A not-to-exceed amount of \$50,000
- c) Using Microsoft's contract documents instead of the City's Standard Agreement