
CITY OF OCALA
CITY COUNCIL REPORT

Council Meeting Date: 04/20/21

Subject: Microsoft Office 365 Contract Renewal

Submitted By: Winsome Jacobs

Department: Information Technology

STAFF RECOMMENDATION (Motion Ready): Approve Agenda Item (ID # 15601) renewal of citywide Microsoft 365 server licenses and desktop software for this year and subsequent years as long as the software is in use with an approximate first year annual cost of \$555,181.67

OCALA'S RELEVANT STRATEGIC GOALS: Operational Excellence

PROOF OF PUBLICATION: N/A

BACKGROUND:

In 2018, Council approved a three year renewal of Office 365 utilizing Microsoft SaaS Cloud Solution. The renewal of this system ensures that it is always updated and upgrading to E5 provides additional security to our servers and devices as well as the following benefits:

- Flexibility of working remotely and on multiple devices to access emails and Office products on five different devices such as phone, tablet, desktop, laptop and a home computer without paying additional license fee for each device. When employment ends with the city, and disabled in the system, the licenses are automatically revoked, and former employees no longer have access to the products.
- Assurance we are adhering to rigorous compliance and security standards.
- Unlimited archiving is built in with unified document discovery and legal hold functionality to comply with Florida Sunshine laws.
- Built in resiliency and disaster recovery. Data is replicated to multiple data centers and instantly recoverable in the event of an emergency.
- Continuous threat and vulnerability management.
- Provides greater investigation capabilities.
- Protects sensitive data wherever it lives or travels.
- Increases compliance controls for PCI and PII data.
- Detects and identifies vulnerabilities and risky account sign in.

FINDINGS AND CONCLUSIONS:

Microsoft completed an audit in April 2021 and found city usage to be in compliance with our license agreement. Microsoft 365 Office products are used throughout the City to enhance productivity and provide a proven and secure platform for city business.

FISCAL IMPACT:

Funds are available and budgeted in FY21 by Information Technology under account number 001-035-530-516-51-31010. Funds will be budgeted at the cost quoted by the vendor each year the software is in use.

PROCUREMENT REVIEW:

The purchase has been approved in compliance with the City's procurement policies.

LEGAL REVIEW: N/A. Microsoft's Enterprise agreement was previously approved for form and legality by the City Attorney's office.

ALTERNATIVE:

Amend, Table or Deny

SUPPORT MATERIALS:

SHI Quote-20284020 (PDF)

Original Contract Microsoft 365 (PDF)