



TO: Board of Contracts and Awards
FROM: Kipling Morris, Infrastructure Services and Operations Manager, Information Technology Department
Daniel Key, Director, Information Technology Department
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Alex Clark, Finance/Purchasing
SUBJECT: Professional Services for Office 365 Implementation, Migration and Training, GSA Contract No. GS-35F-333GA – November 6, 2018
DATE: October 16, 2018

RECOMMENDATION SUMMARY:

The Information Technology Department recommends a contract be awarded to Presidio Networked Solutions LLC, Fulton, MD, for professional services, training, and organizational change management in support of the City’s migration to Office 365 in the amount of \$398,608.12, plus a 20 percent contingency for a total of \$478,323.74, plus any applicable taxes.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

This contract facilitates the planned migration to Office 365 allowing the City to realize value from the collaboration, office productivity and business tools available in that software platform.

BACKGROUND:

The Information Technology Department added the Office 365 platform to the City’s Enterprise License Agreement with Microsoft through a separate contract in 2018. The City is now ready to begin migrating from on-premise installations to more advanced and regularly updated cloud-based versions of Microsoft software and would like to utilize the professional services of Presidio to assist in the integration.

ISSUE:

The transition from on-premise architecture to the cloud requires a substantial technical and organizational change effort. Among the tasks required to complete the migration are: a systematic move of all mailboxes and home directories, discovery and import of all archive mail files, relocation of user home directories to OneDrive and enablement and deployment of Microsoft Teams functions.

Efforts at this scale benefit from professional services to ensure a successful migration while minimizing impact to business operations, guarding against data loss, and properly preparing and educating users for change.

ALTERNATIVES:

The City could forgo the engagement of professional services and attempt the migration utilizing internal resources only. Lack of migration and platform specific technical expertise as



well as staff capacity would delay the Office 365 implementation and put it, as well as other projects dependent on the same resources, at risk.

COMPETITIVE SOLICITATION:

Presidio Networked Solutions LLC is an authorized reseller on the General Services Administration (GSA) Schedule 70, GS-35F-333GA contract. The contract was established 3/31/2017, with termination on 3/29/2022.

CONTRACT HISTORY: New contract

SUSTAINABILITY: Presidio promotes and conducts formal and informal internal sustainability programs such as recycling, employee carpooling, and reducing waste through automation. An example of Presidio’s sustainability practice is the use of pay voucher and employee reimbursement automation to eliminate cost and waste in postage, paper, and packaging.

SBE/LEAP COMPLIANCE:
Not Applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
5800 – Information Systems	596000	5310100	\$478,323.74
TOTAL			

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
5800 – Information Systems	596000	5310100	\$478,323.74
TOTAL			

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$100,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A