



MENDOCINO COUNTY *MEMORANDUM*

EXECUTIVE OFFICE – INFORMATION TECHNOLOGY

DATE: March 15, 2022

TO: Honorable Board of Supervisors

FROM: Steve Dunncliff, Deputy CEO

RE: Authority for CEO to Purchase – Microsoft 365 Licensing

Summary of Project Activity

The IT Master Plan identified the recommended migration from the existing electronic mail platform to cloud based Office 365 after resilient infrastructure improvements were completed. The potential benefits of this transition include improved integration with County applications; improved integration with business partners and other third parties; consistency with other employers; reduced time managing email for public records requests; and improved stability of environment and higher availability of email-based services.

Information Technology, in conjunction with the Central Services Division, issued a Request for proposal (RFP) aimed toward procuring professional assistance with the migration from GroupWise to Office 365. A panel composed of Information Technology, Sheriff's Office and Probation staff reviewed and evaluated submitted proposals. Once a recommended vendor was established through the competitive bidding process, Information Technology staff finalized contract negotiations. On January 4, 2022 the Board of Supervisors approved the agreement award to eMazzanti Technologies in the amount of \$100,780, for the electronic mail (GroupWise) migration to Office 365 and related services. The contract with eMazzanti Technologies included planning & assessment, full migration including the establishment of mendosheriff.org for Sheriff's Office email accounts to the Office 365 platform, and training.

On January 24, 2022 project kick-off with eMazzanti Technologies was conducted. Information Technology and Sheriff's Office technology staff engaged in planning and assessment activities. The planning and assessment process included identifying Microsoft 365 licensing needs in preparation for full migration. Microsoft 365 licensing are not offered directly from Microsoft, but through resellers. Microsoft also updates their license pricing on an annual basis. Information Technology staff is recommending Mendocino County leverage the competitive bidding process conducted by California Department of technology and piggy-back on existing contract COB0000202 for Microsoft 365 E5 GCC licensing. This competitive process was conducted within the last year and will result in the following benefits:

- Allows Mendocino County to take advantage of volume pricing typically reserved for larger organizations
- Cost per license will be locked in at the identified rate is not subject to the March 1, 2022 increase from Microsoft and for the remaining four year term of the contract
- Mendocino County has the ability to add and remove licensing throughout the term of the agreement without penalty. License true-up would be processed on an annual basis in March
- Over the course of the four year term, Information Technology staff anticipate Mendocino County will realize cost savings by reducing or eliminating other products and leveraging additional functionality through the M365 E5 GCC licensing model including but not limited to:
 - GroupWise = \$85,000
 - Mobile Device Management = \$30,000
 - End Point Management = \$15,000

- Additional items under consideration
 - Antivirus = \$80,000
 - Videoconferencing = \$50,000
 - Security Awareness = \$24,000
- Note – All costs identified above are annual projections

Information Technology staff will be evaluating license costs and utilization on an annual basis. In the event Information Technology determines the need for alternate licensing models, the capability exists to leverage other license procurement vehicles in addition to the contract stated above.

Previous Board Actions

In November 2018 the Board of Supervisors approved the Information Technology (IT) Master Plan. On February 8, 2021 the Board of Supervisors approved funding during FY 2020-21 mid-year budget presentation and prioritized the County's transition to Office 365. On January 4, 2022 the Board of Supervisors approved an agreement award to eMazzanti Technologies in the amount of \$100,780 for the electronic mail (GroupWise) migration to Office 365 and related services.

Recommended Action/Motion:

Authorize the Chief Executive Officer or her/his designee to purchase Microsoft 365 licensing in the amount of \$550,533, up to \$2,476,000 over a four year term; authorize the Chief Executive Officer or her/his designee to purchase additional Microsoft 365 licensing up to an additional \$100,000; and authorize the Chief Executive Officer or her/his designee to execute any and all documents in relation to the transaction.