

## MEMORANDUM

DATE: July 14, 2020

TO: The Board of Supervisors

FROM: Patrick N. Page, Director of Information Resources Management

SUBJECT: Contract Renewal - Microsoft Enterprise Software Agreement

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James City County and James City Service Authority currently utilize Microsoft Windows, Office, and Server software products as the primary desktop and mobile computing solution. Software, data, and email are stored and managed locally utilizing the County's network.

Our mobile and teleworking staff often need access to Office software, email, and files to perform their jobs in a secure environment. The current environment while secure is sometimes not efficient for our mobile workforce. This was realized when COVID-19 moved more than a third of County staff to work from home.

The Hybrid Cloud solution provided with this renewal will provide applications, email, and files sharing from a government certified secure cloud environment. Staff will then be able to work from any computer or mobile device with an internet connection. In addition, staff will have business level video conferencing, securely encrypted email meeting HIPPA, API, and the Department of Criminal Justice Services standards for security and secure file sharing.

Staff requested proposals and pricing from the Virginia Information Technologies Agency state contract approved cooperative contactor, Software House International (SHI), who is the incumbent firm providing the current Microsoft services to the County. The three-year proposal for the Hybrid Cloud solution is:

<u>Year</u>	<u>Amount</u>
1	\$226,258.08
2	\$226,258.08
3	\$226,258.08

For a three year total of \$678,774.24 (subject to annual user audit and True Up activities).

SHI has satisfactorily provided incumbent services, and the total cost for the three-year agreement is determined to be fair and reasonable. Funds for Year 1 are available in approved Fiscal Year 2021 funds.

Attached is a resolution authorizing the contract award to SHI to transition the County Windows and Office applications to a Hybrid Cloud solution. Staff recommends approval of the attached resolution.

PNP/md  
MicrosoftEA\_Hybrid2020-mem

Attachment