



THE CITY OF KEY WEST

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MEMORANDUM

EXECUTIVE SUMMARY

To: Greg Veliz, City Manager
Cc: Patti McLaughlin, Assistant City Manager
From: David Monroe, Information Technology Director
Date: December 2, 2020
Subject: Additional Licenses for Office 365 software

ACTION STATEMENT: Respectfully requesting the City Commission to approve the cost of \$5,526.72 for additional Microsoft Office 365 suite software licenses.

BACKGROUND: Since 2014, the City has subscribed to the productivity and collaboration Suite known also as Office 365. The applications included are Outlook, Word, Excel, PowerPoint, Publisher, Teams, and OneNote. The City annually procures operating licenses through vendor SHI International Corp., whom have been exclusively awarded the State of Florida's Department of Management Services purchasing contract with Microsoft Corporation. Once the City Commission approved FY 2021 budget in September of 2020, an unforeseen increase to our licenses occurred. On October 16, the City Commission approved Resolution 20-208 for cumulative purchases exceeding \$50,000. Office 365 was included in this Resolution in the amount of \$68,355.00. The additional cost not associated with the cumulative approval is for \$5,526.72.

FINANCIAL IMPACT:

This expenditure for 31 licenses for the EMS division of the Fire Department was approved through Fire's budget for \$2,272.92. The remaining amount of \$3,253.80 would use existing monies in the FY20/21 Information Technology (IT) budget.

RECOMMENDATION:

Approval of Office 365 Agreement.