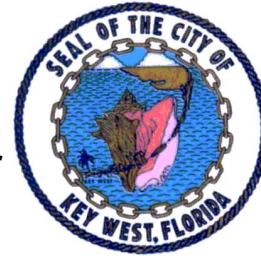


**TO:** Sarah Spurlock, Assistant City Manager  
**FROM:** Patti McLauchlin, Information Technology Director  
**DATE:** 9/19/2014  
**SUBJECT:** Microsoft Office 365



**BACKGROUND:**

After careful consideration and research, The City of Key West has determined that Office 365 (a software application) is the best fit for the City of Key West. The suite includes Microsoft Exchange online, Microsoft SharePoint online, Microsoft Lync online, Microsoft Office Profession Plus, Microsoft Web Apps, etc.

Moving to Office 365 will allow the City of Key West to always be current on all office products and will save on hardware purchases in the future. There will be no challenges of new operating systems, application software and compatibility, not to mention any hardware failures, software updates, and backups along the way. Moving to the cloud also alleviates the costs of an additional datacenter for disaster recovery, which can potentially double the cost of maintaining on premise technology for a business continuity plan.

Office 365 provides web-enabled access to email, important documents, contacts, and calendar on almost any device, thus giving anytime, anywhere access: City staff will have the ability to respond to important requests right away, from almost any location, with the ability to access email and documents from mobile devices. If traveling without access to Microsoft Office, Office 365 helps view and edit documents from the most popular web browsers.

Staff can easily communicate and collaborate inside and outside the City of Key West. They can also create a password-protected portal to share large, hard-to-email files both inside and outside of the organization, giving a single location to find the latest versions of files or documents, no matter how many people are working on them. Staff can send instant messages to colleagues and customers and invite them to participate in online meetings where they can review documents.

**FINANCIAL IMPACT:**

The FY 2014-15 City of Key West budget included an appropriation of \$41,700.00 for the requested software licensing.

**RECOMMENDATION:**

Approve the purchase of the aforementioned software from Software House International (SHI) at a total cost of \$41,700.00

Software House International (SHI) provides services under the State of Florida Microsoft Contract (Florida EA agreement number 01E73214)