

# EXECUTIVE SUMMARY



**TO:** Sarah Spurlock, Assistant City Manager  
**FROM:** Patti McLauchlin, Information Technology Director  
**DATE:** 11/20/2015  
**SUBJECT:** Microsoft Office Annual Maintenance

## **ACTION STATEMENT:**

City of Key West City Commission is respectfully requested to approve the renewal of the annual maintenance for the Microsoft Office 365 Application Suite in the amount of \$56,700.00

## **BACKGROUND:**

The City of Key West entered into a three year contract with Microsoft for the Office 365 G3 Suite under the State of Florida Microsoft Contract (Florida EA agreement number 01E73214). This application suite allows the City of Key West to always be current on all office products and will save on future hardware purchases and software upgrade costs.

## **FINANCIAL IMPACT:**

To use existing monies in the FY 2015-16 budget.

## **RECOMMENDATION:**

Approve the purchase of the aforementioned Annual Maintenance renewal in the amount of \$56,700.