



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2018-011, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: January 17, 2018

Re: Piggy-back State of Florida Contract No. 43230000-15-02 to Purchase Microsoft Office 365 Software and Enter Into a Licensing Agreement with SHI International Corp.

REQUEST

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING SHI INTERNATIONAL CORP., AN AUTHORIZED CONTRACTOR FOR MICROSOFT FOR THE WEB-BASED MICROSOFT OFFICE 365 SOLUTIONS; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

Microsoft Office 365 is a web-based computing services system that is hosted in the “cloud” and resides off-premises instead of residing on-premises within a Town server. Microsoft Office 365 provides users with the latest version of Mail, Calendar, Contacts, Word, Excel, PowerPoint, Storage, and allows installation rights up to fifteen (15) devices per user. Information and applications can be accessed securely by Town personnel virtually anywhere from various devices that include desktops, laptops, tablets and smartphones with an internet connection.

The “cloud” is a web-based computing services that are hosted outside an organization. Cloud-based services are defined as IT infrastructure that resides off premises, and is hosted and maintained by a third party, instead of residing on a server on premises that must be maintained. With Microsoft Office 365, for example, information storage, computation, and software are located and managed remotely on servers. Since the infrastructure is located online or in the “cloud,” Town personnel can access it from virtually anywhere with an internet connection.

The Microsoft Office 365 cloud user-based licensing model is recommended to ensure the Town follows industry best practices to safeguard that the IT infrastructure provides secure, efficient, reliable, most recent office productivity tools, and file storage. The web-based feature will free-up valuable server storage space and ultimately eliminate the need to maintain expensive licenses and servers to operate on premise Exchange (e-mail) and associated file storage.

The purchase will be made through a piggy-back agreement through a State of Florida agreement “Licensing Solutions Providers of Microsoft Software and Services” Contract No. 4323000-15-02 with SHI International Corp., an authorized contractor for Microsoft.

RECOMMENDATION

It is recommended that the Town Council adopt the attached Resolution, authorizing the Town Manager to purchase Microsoft Office 365 software and enter into a licensing agreement with SHI International Corp., an authorized contractor for Microsoft, through a piggy-back agreement with the State of Florida Contract No. 43230000-15-02.

ATTACHMENTS

- Attachment “A” - Proposal # 13974718, SHI International Corp.
- Attachment “B” - Microsoft/Volume Licensing Agreements