

**OFFICE OF THE CITY MANAGER  
LITTLE ROCK, ARKANSAS**

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**BOARD OF DIRECTORS COMMUNICATION  
JANUARY 23, 2024 AGENDA**

<p><b>Subject:</b></p> <p>A resolution to authorize a contract with Microsoft for Professional Services, On-Site Support and Training on Cloud Migration.</p> <p><b>Submitted By:</b></p> <p>Information Technology Department</p>	<p><b>Action Required:</b></p> <p style="text-align: center;">Ordinance √ <b>Resolution</b></p>	<p><b>Approved By:</b></p> <p style="text-align: center;">Emily Cox Acting City Manager</p>
<b>SYNOPSIS</b>	A resolution to authorize the City Manager to enter into a contract with Microsoft securing Professional Services, Support and Training for the City’s Cloud Infrastructure.	
<b>FISCAL IMPACT</b>	The total cost of this purchase is \$98,375.65, plus applicable taxes and fees, and funds for this purchase are allocated in Software/Hardware Recurring Maintenance, Account No. 103001-61350.	
<b>RECOMMENDATION</b>	Approval of the resolution.	
<b>BACKGROUND</b>	This resolution is crucial in light of the recent expiration of support for Office 2013 in 2023. To address this, the City is actively transitioning all employees to Microsoft Office 365. This strategic move involves shifting from the traditional ownership and management of servers (on-premises) to utilizing cloud storage and solutions. The transition ensures that the City can automatically apply updates, stay current with the latest security options, and enhance overall security measures.	

**BACKGROUND  
CONTINUED**

The Information Technology Department is spearheading the migration process, aiming to seamlessly transition approximately 1,640 City accounts and critical infrastructure items, including SharePoint (utilized for our intranet), to Microsoft's Cloud Solution.

To facilitate this transition effectively, the proposed contract encompasses Professional Services, On-Site Support, and Training for staff during the migration to the new Microsoft Solutions.

These services will be obtained from Microsoft under Texas DIR Contract No. CPO-4911.