



Agenda Item Summary

File #: RES 20-190, **Version:** 1

Submitted By

Alvin Nepomuceno, Director of Information Technology

Reviewed By

LKS

Agenda Item Title

A Resolution Approving a Purchase Price Agreement with ZONES, LLC for the Purchase of Microsoft Software Licenses in an Amount Not to Exceed \$65,205.60, Authorizing Its Execution and Waiving the Village's Bid Process

Overview

The Information Technology department is requesting the authorization to purchase Microsoft Office 2019 Standard licenses to complete the upgrade of the remaining Microsoft Office 2010 user environments.

Recommendation

Approve the Resolution

Fiscal Impact

The 2020 Budget allocated \$187,000.00 for Software License Updates (account #1001.41040.101.550663). The requested amount \$65,205.60 for upgrading the Microsoft Office software is covered under this account.

Background

Microsoft will be ending support for Microsoft Office 2010 in October 2020, meaning it will discontinue all support and all updates, including security updates. In 2019, the Village began upgrading our Microsoft Office 2010 software that was purchased in 2009-2010. This request for 240 additional licenses will complete the upgrade to Microsoft Office 2019.

Alternatives

The Village could elect to not fund this software upgrade which may result in system security vulnerability.

Previous Board Action

On November 4, 2019, the Board approved the purchase of Microsoft licenses to begin the upgrade of our Microsoft Exchange 2010 email server and Microsoft Office 2010 software (RES 19-324). The Board was made aware that the remaining Microsoft Office licenses would be purchased in 2020.

Citizen Advisory Commission Action

The Civic Information Systems Commission (CISC) members receive regular updates from staff and understand the need to upgrade outdated software to meet security standards as part of the Village's IT Strategic Plan.

Anticipated Future Actions/Commitments

The Board has regularly approved the purchase of Microsoft software.

Intergovernmental Cooperation Opportunities

NA