



# Agenda Item Executive Summary

Item Name Microsoft 365 Licensing Purchase Committee or Board Board

## BUDGET IMPACT

Amount:	\$47,254	Budgeted	\$46,000.00
List what fund	Central Services Equipment Replacement		

## EXECUTIVE SUMMARY

Staff is seeking to purchase Microsoft Office 365 and EMS licensing subscription for the Village to improve, collaboration, efficiency, security and resiliency. Staff recommends purchasing the licensing subscription from Heartland Business Systems (HBS) for \$47,254.

## ATTACHMENTS (PLEASE LIST)

Finance Department Memo

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION:** To approve the purchase Microsoft Office 365 and EMS licensing from Heartland Business Systems for an amount not to exceed \$47,254.

Staff: Chris Hostetler, Information Technology Coord. Date: April 23, 2023

**Village of Bartlett**  
**Finance Department Memo**  
**23-08**

**DATE:** April 21, 2023

**TO:** Paula Schumacher, Village Administrator

**FROM:** Chris Hostetler, Information Technology Coordinator

**SUBJECT:** Microsoft 365 Licensing Purchase

The Village budgeted \$46,000 to purchase licenses for Office 365 and Enterprise Mobility & Security (EMS). There are several reasons why the Village should move to Microsoft Office 365 and EMS:

1. **Collaboration and Communication:** Microsoft Office 365 offers a suite of powerful tools that enable users to collaborate and communicate seamlessly. The suite includes a range of applications like Teams, OneDrive, and SharePoint, which allow users to share files, chat, and collaborate in real-time. Microsoft Planner enables departments to create projects and associated tasks, assign staff members to tasks, and monitor progress. Personal task lists based on task assignments with due dates help staff members plan their work better and stay on top of their tasks. By using these tools, employees can work together more efficiently and effectively, leading to higher productivity and better outcomes.
2. **Flexibility and Mobility:** Microsoft Office 365 is a cloud-based solution, meaning that users can access their work from anywhere, at any time. Office 365 allows for a seamless transition between devices and locations, ensuring that users always have access to the tools they need to get the job done.
3. **Security and Compliance:** Microsoft Office 365 has built-in security features, which help to protect against data breaches and other security threats. In addition, the platform is compliant with a range of industry regulations, including HIPAA and CJIS.
4. **Cost-Effectiveness:** Adopting Microsoft Office 365 can be a cost-effective solution. It eliminates the need for expensive hardware and software, as everything is hosted in the cloud. In addition, the platform is offered on a subscription basis, meaning that the Village can pay only for what they need and can scale up or down as necessary.
5. **Familiarity and Support:** Microsoft Office is a well-known and widely used platform, which means that most employees are likely to be familiar with it. This familiarity can help to reduce the learning curve and enable employees to start using the platform more quickly. Additionally, Microsoft provides extensive support and training resources, making it easy to onboard new employees and keep everyone up-to-date on the latest features and updates.

Overall, adopting Microsoft Office 365 and EMS can bring numerous benefits to the Village, including increased productivity, enhanced collaboration, and improved security and resiliency.

Microsoft 365 licensing is subscription that is renewed annually. The subscription is available for purchase through a number of sources. There is a Select Agreement between the State of Illinois and Microsoft (administered through Dell) or licenses can be purchased through a cloud services provider (CSP). The two factors that need to be considered are price and support. Below is a table showing the total cost of licensing from Dell (the State agreement) and Heartland Business Systems (HBS) (a local CSP). We requested a quote from HBS based on the many glowing reviews we have received from other municipalities who have partnered with HBS on their implementations of Microsoft Office 365 and EMS.

Dell (State Agreement): \$48,143  
Heartland Business Systems: \$47,254

Both costs are higher than the \$46,000 we budgeted. Unfortunately, Microsoft raised the price of their subscriptions beginning in April 2023 and my budget was based on the earlier pricing.

Based on the price and outstanding recommendations, we recommend the Village purchase the licensing subscription from Heartland Business Systems.

**MOTION:**

To approve the purchase Microsoft Office 365 and EMS licensing from Heartland Business Systems for an amount not to exceed \$47,254.