



# Agenda Item Executive Summary

AGENDA ITEM: Microsoft 365 Renewal

BOARD OR COMMITTEE: Board

## BUDGET IMPACT

**Amount** \$50,361.46 **Budgeted** \$48,271 Microsoft 365 and \$10,000 Anti-Malware

**Fund:** Central Service Replacement Fund **Corresponding Activity Measure:** Continue to implement Technology Utilization Plan initiatives.

## EXECUTIVE SUMMARY

We recommend the renewal of our Microsoft Office 365 services and the transition to Microsoft Defender with HBS as our vendor, following a thorough evaluation of cost, service quality, and past expenditures. HBS's proposal, priced at \$50,361.46, is the most cost-effective, reflecting savings of \$7,855.54 compared to last year's spending of \$58,217, this includes the Microsoft renewal and the anti-malware software. This decision aligns with our strategic objectives of maintaining essential services while optimizing financial resources. We seek Board approval to move forward with HBS, ensuring that expenditure does not exceed the proposed amount.

## ATTACHMENTS (PLEASE LIST)

Memo

### RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Continue to enhance and improve the efficiency of service delivery methods & approaches.

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

### ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION:** To approve the renewal of the Microsoft 365/Defender agreement from Heartland Business Systems for an amount not to exceed \$50,361.46.

Staff: John Peebles, Information Technology Coordinator

Date: May 21, 2024

# Village of Bartlett

## Finance Department Memo

### 2024 – 07

**DATE:** May 21, 2024  
**TO:** Paula Schumacher, Village Administrator  
**From:** John Peebles, Information Technology Coordinator  
**SUBJECT:** Microsoft 365 License Renewal

#### Purpose of Memorandum:

After carefully considering cost, service quality, and previous expenditures, we recommend renewing our Microsoft Office 365 services and transitioning our anti-malware solution to Microsoft Defender with Heartland Business Systems (HBS).

#### Overview of Current and Proposed Spending:

Last year, our expenditure on Microsoft Office 365 and anti-malware services totaled \$58,217. By selecting HBS and transitioning our anti-malware to Microsoft Defender this year, our total spending will be \$50,361.46. This represents a substantial savings of \$7,855.54.

#### Vendor Selection and Cost Analysis:

We solicited and received proposals from three vendors, with Heartland Business Systems providing the most competitive offer:

HBS:	\$50,361.46
Dell:	\$52,593.84
NobleTec:	\$53,899.24

The proposal from Heartland Business Systems offers the lowest cost and includes the transition to Microsoft Defender for Office 365, which is significantly less expensive than our previous anti-malware solution. This will save us an additional amount within our allocated budget.

Justification for Vendor Selection:

The selection of HBS aligns with our strategic objectives to maintain essential services while reducing costs. Their proposal provides robust technological solutions that meet our operational needs at a more favorable price than last year.

Conclusion:

We can secure essential services for another year with your approval while achieving significant savings. This decision reflects our commitment to fiscal responsibility and operational efficiency.

Motion:

To approve the renewal of the Microsoft 365/Defender agreement from Heartland Business Systems for an amount not to exceed \$50,361.46.