

To: COUNCIL

Meeting Date: 09/22/2020

Subject: A/00924-40 for Microsoft Office 365 Migration

Submitted By: Mohammad Mamun, CIO

Prepared By: Mohammad Mamun, CIO

Report No.: 21-317 (CRS)

File No.: P20-56

Recommendation(s)

THAT Council approve a new capital project A/00924-40 for Microsoft Office 365 Migration with an approved plan budget of \$225,000 to be funded from the Capital Works Reserve Fund;

AND THAT Council approve the cancellation of capital project A/00275-50 Employee Intranet Development with funds (\$100,000) returned to the Capital Works Reserve Fund;

AND FURTHER THAT Council approve the reduction of scope and budget, and return of funds to the Capital Works Reserve Fund, for capital projects A/00923-10 Microsoft Office and Exchange End of Life (\$75,000) and A/01060-40 SharePoint/ECM Roadmap Implementation (\$50,000) as outlined in this report.

Executive Summary

Purpose

- The COVID-19 pandemic made the City move very quickly towards a remotely-connected workforce. Through forward planning, the City had some infrastructure in place to allow for many staff to continue functioning while working remotely.
- Moving to Microsoft Office 365 will allow us to consolidate existing systems and further extend digitization efforts. We are consolidating components of our Intranet project, SharePoint/ECM Roadmap, and Microsoft Office and Exchange End of Life projects to fund this project with no new request for funding.

Key Findings

- By consolidating project efforts into a single Microsoft Office 365 project, we can fund it without asking for additional dollars, streamline the separate projects into a single one, and provide a consistent level of service to staff and citizens.

Financial Implications

There are no new capital funding requests associated with this report. Funds required for the project work are being reclaimed or redirected from existing projects.

Project	Approved Budget	Proposed Change to Budget	Implication
A/00275-50 Employee Intranet Development	\$100,000	Cancel project, return \$100,000 to reserve fund	SharePoint has been identified as the platform for the intranet. It is not necessary to purchase individual SharePoint licenses as they are included with Microsoft 365.
A/00923-10 Microsoft Office and Exchange - End of Life	\$400,000	Decrease budget by \$75,000, return funds to reserve fund	Microsoft 365 licenses will cover some Office and Exchange licenses as well as hosting for Exchange, SharePoint and other Microsoft server licenses.
A/01060-40 Sharepoint/ECM Roadmap Implementation	\$150,000	Decrease budget by \$50,000, return fund to reserve fund	By going with Microsoft 365, we will not be performing the SharePoint on-premise upgrade.
A/00924-40 Microsoft Office 365 Migration	\$225,000	Draw funds from reserve fund	Project to consolidate systems and extend digitization efforts.

There will be an annual operating impact of \$250,000 commencing in the year 2023 as a result of increased license costs associated with the modern Microsoft Office 365; these costs have been incorporated into the 2023 operating budget projections.

Background

Project A/00924-10 Microsoft Office 365 Migration - Pilot was included in the 2021 Capital Forecast for implementation in 2022. Through the 2022 Capital Budget review process the project scope of work was evaluated and the impact to existing projects considered. It was recognized that early funding of this project would allow for consolidation of system and digitization work, as well as redirecting of already approved funding for the work.

Analysis

Strategic Alignment

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #1 - Community Wellbeing

Objective 7.4 Continue to improve the accessibility of all built infrastructure.

Microsoft's cloud provides cloud-hosted versions of many of the tools we have currently installed within our own data centres. By moving to cloud tools, we can more proactively respond to hardware and software needs as well as scale up in a faster fashion. As some of the features are pay-per-use, we can save money by only paying for the resources we use instead of scoping out for growth well in advance and paying for capacity that we won't need right away.

Using a cloud-based service also allows us to take advantage of Microsoft's expertise in security and allow us to provide external access to Citizens, partners, and staff, in a way focused on security.

Comments

A Microsoft Office 365 Migration pilot project was scheduled for implementation in 2022.

Existing Policy/By-Law

Through the City's Budget Control Bylaw, a Deputy City Manager may authorize additional expenditures for a capital project, by an amount not exceeding the lesser of 10% or \$250,000, by finding savings in another project within the same program area. Since this is a request for a new capital project it requires Council approval but the

required funding has been offset by savings within existing projects in the same program area.

Financial Impact

There is no financial impact to the capital reserve funds as the funds will be reclaimed from consolidation of other projects and funds recovered through the replacement of technologies included within the Microsoft 365 offering. There will be an annual operating impact of \$250,000 commencing in the year 2023 as a result of increased license costs associated with the modern Microsoft Office 365; these costs have been incorporated into the 2023 operating budget projections.

Public Input

Request for Quotation documents for this project will be made available to the public for viewing and submission on the City's Bids and Tenders website.

Internal/External Consultation

Internal consultation within Technology Services and Finance has been undertaken to assess the financial impacts as outlined in this report.

Conclusion

Council approval of this consolidation is required to proceed with A/00924-40 Microsoft Office 365 Migration.

Signature

Division Approval



Name: Mohammad Mamun
Title: Chief Information Officer

Reviewed by the CFO

Reviewed by Legal Services

Departmental Approval



Name: Dave Bush
Title: Deputy City Manager, Corporate Services

City Manager Approval

A handwritten signature in black ink that reads "David Calder". The signature is written in a cursive, flowing style.

Name: David Calder
Title: City Manager

Attachments

N/A