Village of Long Grove

Memorandum

To: Greg Jackson; Village Manager

From: Denise Rosenquist; Director of Operations

Subject: Office 365

Date: August 5, 2021

Subject

The Village is considering the purchase of Office 365, which is a cloud-based subscription email system. The Village currently utilizes the Securence email platform. There is a one-time Office 365 mailbox migration and setup/installation cost of $3,890. (see attached quote).

Comparing Costs and Benefits

Current Email Platform: Securence

- Annual cost of approximately $3000. for email and email security filtering
- Additional Cost: Purchase of Microsoft Applications licenses for all new devices such as laptops, tablets, desktop computers ($425. per device)
- Additional cost: Advisable to replace existing licenses every three years to maintain organizational consistency and up-to-date technology. Existing licenses are 2016 and 2019
- The Village has purchased five laptops computers that will require separate Microsoft Applications licenses, totaling $2,125.
- Current Microsoft Applications licenses do not include collaborative tools such as Teams

Office 365:
- The annual cost of the Office 365 subscription is $2466. (Annual savings compared to Securence would be over $534/year) Costs include: Supplemental Anti-Spam Service and Exchange email archiving
- The subscription includes all current Microsoft Office Applications, plus centralized collaboration spaces (see page 3)
- The Microsoft Applications within the Office 365 subscription are **per user, not per device**. When a new PC/laptop is purchased, the Village would not need to purchase a license

Recommendation

I recommend that the Village purchase the Office 365 subscription by August 15, 2021 to enable an email transition date of September 30, seizing the window of opportunity to avoid upcoming license fees and align with Securence email platform expiration. The transition would be implemented by the Village's technology consultant-Heritage Technology Solutions (HTS).

Highlighted Office 365 Benefits Include:

1. Cost Savings of over $534. per year for email and security
2. Additional cost savings, over three years, of approximately $ 4,250. due to the license per person, not per device (new laptops and new desktop computers would be all covered under the subscription)
3. Time savings, improved communication, and error reduction:
   a. Staff utilizing a centralized collaboration space
   b. Maintaining document version control for processes such as building the Board packet within the collaborative space
   c. Communicating within the application about documents in real-time
4. Predictable expense
5. Secure Cloud storage that is accessible anywhere
6. Increased continuity and productivity with in-office and remote work
7. Automatic upgrades for all of the Microsoft Applications increasing organizational continuity with up-to-date applications across all employees (includes up-to-date security patches)
8. Aligns with the strategic IT goals of the Village of Long Grove, providing current technology that improves staff effectiveness, efficiency, and Village services at a reduced cost

Microsoft 365 Business Basic (11 users Board and Misc)

- Host email with a 50 GB mailbox and custom email domain address.
- Create a hub for teamwork to connect your teams with Microsoft Teams.
- Access web versions of Office apps: Outlook, Word, Excel, PowerPoint, OneNote (plus Access and Publisher for PC only).
- Store and share files with 1 TB of OneDrive cloud storage per user.
- Host online meetings and video conferencing for up to 300 users.

Microsoft 365 Business Standard (5 users)

- Get desktop versions of Office apps: Outlook, Word, Excel, PowerPoint, OneNote (plus Access and Publisher for PC only).
- Host email with a 50 GB mailbox and custom email domain.
- Create a hub for teamwork with Microsoft Teams.
- Store and share files with 1 TB of OneDrive cloud storage per user
- Use one license to cover fully installed Office apps on five mobile devices, five tablets, and five PCs or Macs per user.