

PURCHASE / CONTRACT / CONSENT FORM

City of Hagerstown Mayor and Council

Regular Session Date: 11/22/22 Special Session Date: _____

Originating Department: Information Technology Division (if applicable): _____

Department Director or Manager: James R. Snyder

Account/Project Name: Office 365 Software Upgrade (City-Wide)

Account No: 1120000 CIP Control No. 4507200-5865-C0006

Budget Amount: \$ 155,593.78 Account Balance: \$ 120,000 Unbudgeted Amount: \$ (35,593.78)*

Fiscal Year: FY23 Source of Funds: ARPA Funding

| Quantity | Description | Value |
|-------------------------------|---|----------------------|
| 1 | Upgrade of all city-wide Microsoft Office products to the Office 365 suite (cloud-based). | \$ 155,593.78 |
| | | |
| | | |
| | | |
| | * Allocate additional ABPA Revenue Replacement funding to cover purchase and implementation of OS 365 | |
| | | |
| TOTAL VALUE OF PROJECT | | \$ 155,593.78 |

ABOVE TO BE USED FOR: Upgrade of all Microsoft Office products to the Office 365 suite.
This will place ALL city Microsoft products on the same version (Word, Excel, email, etc) and also
convert our access to a cloud-based, annual subscription model.

RECOMMENDED VENDOR: Business Name: vTech Solutions, Inc.
Business Address: 1100 H Street N.W. Suite 750
City/State/Zip: Washington, DC 20005

Bid/Proposal/Quote No.: RFP #P1763.23 Sole Source? Yes ☒ No

[illegible]

| PLEASE INDICATE WHICH FOCUS AREA OF THE MAYOR & COUNCIL'S STRATEGIC PLAN THIS PURCHASE/CONTRACT APPLIES TO | | |
|--|--|--|
| Indicate with an X | FOCUS AREA | GOAL STATEMENT |
| | NEIGHBORHOODS REVITALIZATION & SUSTAINABILITY | The citizens of Hagerstown will experience a high quality of life. |
| | PUBLIC SAFETY | The City of Hagerstown ensures that all who live, work, and play in the City of Hagerstown will be healthy and safe. |
| X | PUBLIC FACILITIES & INFRASTRUCTURE | The City of Hagerstown will maintain quality services and infrastructure that support residents and businesses in a cost-effective manner. |
| | ECONOMIC DEVELOPMENT | The City of Hagerstown will continue to grow a diverse, business-friendly economy that supports the community's needs. |
| | CITIZEN-BASED GOVERNMENT | The City of Hagerstown is an ethical and financial responsible government. |
| X | FISCAL ACCOUNTABILITY | The City of Hagerstown will strive for continuous improvement of fiscal responsible decision making. |
| | PARKS & RECREATION FOR ACTIVE/HEALTHY LIVING | The City of Hagerstown supports a culturally vibrant community. |
| | INNOVATIVE/PROGRESSIVE GOVERNMENT | The City of Hagerstown is committed to employee development, excellence in services, and adapting to meet the needs of the community and organization. |
| | COMMUNITY PROMOTION/PRIDE | The City of Hagerstown will improve our community image. |
| | ECONOMIC DEVELOPMENT THROUGH SPORTS AND TOURISM | The City of Hagerstown will be creative and diversify opportunities for economic development through non-traditional means. |
| | MISC. PROJECTS, GOALS AND LEGISLATIVE PRIORITIES | The City of Hagerstown takes a creative approach at finding solutions. |

REVIEWED AND APPROVED AS FOLLOWS:

(1) Department Director and Division Manager

COMMENTS This upgrade will put ALL city Microsoft products on the same version, reducing compatibility errors. It will also enable cloud-based backups and functionality, reducing on-site reliance of hardware. Although vTech is not the lowest bidder, their training and implementation plan was superior to other competitors.

James R. Snyder Digitally signed by James R. Snyder
Date: 2022.10.27 07:54:13 -04'00'

Signature / Date

Signature / Date

(2) Purchasing Agent

COMMENTS

Recommend Approval

TyDee Freese 11/8/22

Signature / Date

(3) Chief Financial Officer

COMMENTS

Recommend approval - there is adequate funding for this enhancement for citywide software utilization and is eligible use of ARPA funding.

Michelle Spum 11/8/22

Signature / Date

(4) City Administrator

COMMENTS

Recommend Approval

Scott Newman 11/9/22

Signature / Date

**City Of Hagerstown
Finance Department
Tabulation Report**

Title: Office 365 Migration
No: P1763.23
Deadline Date/Time: 9/22/22 @ 2:00PM
Contact Person: Tyler French

| Company Name | Agree'Ya Solution, Inc | Data Networks of America, Inc | VTV Technologies LLC | Tele-Plus Corp | Digital DSI, Inc | BlueKey IT Services LLC | Zones, LLC |
|--|------------------------|-------------------------------|----------------------|----------------------|----------------------|-------------------------|----------------------|
| G1 Licenses Total Cost (based on 514 licenses) | \$43,176.00 per year | \$54,278.40 per year | \$55,512.00 per year | \$54,278.40 per year | \$47,981.90 per year | \$47,123.52 per year | \$44,964.72 per year |
| G3 Licenses Total Cost (based on 150 licenses) | \$36,000.00 per year | \$39,750.00 per year | \$39,600 per year | \$39,600.00 per year | \$35,014.50 per year | \$34,764.00 per year | \$32,994.00 per year |
| Implementation Total Cost | \$143,083.00 | \$105,227.00 | \$91,892.00 | \$43,200.00 | \$56,793.32 | \$39,625.00 | \$132,000.00 |
| Training Total Cost | \$9,235.00 | \$37,850.00 | \$48,000.00 | \$10,800.00 | \$9,000.00 | \$21,895.00 | \$3,000.00 |
| Total Bid Amount | \$231,493.00 | \$237,085.40 | \$235,004.00 | \$147,878.40 | \$148,789.72 | \$143,407.52 | \$212,958.72 |
| Vendor Forms | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Acknowledged Addendum I | Yes | Yes | No | Yes | Yes | Yes | Yes |
| Acknowledged Addendum II | Yes | Yes | No | Yes | Yes | Yes | Yes |
| Acknowledged Addendum III | Yes | Yes | No | No | Yes | Yes | Yes |

| Company Name | vTech Solution, Inc | Ensemble Government Services, LLC | Communication Square LLC | Daly Computers | Accuera LLC | Carahsoft Technology Corp | Cloud Navigator Inc |
|--|----------------------|-----------------------------------|--------------------------|----------------------|----------------------|---------------------------|----------------------|
| G1 Licenses Total Cost (based on 514 licenses) | \$51,795.78 per year | \$61,680.00 per year | \$41,120.00 per year | \$51,914.00 per year | \$52,428.00 per year | \$50,330.88 per year | \$61,680.00 per year |
| G3 Licenses Total Cost (based on 150 licenses) | \$37,800.00 per year | \$75,600 per year | \$31,500 per year | \$62,550.00 per year | \$39,600.00 per year | \$33,783.00 per year | \$41,400.00 per year |
| Implementation Total Cost | \$57,000.00 | \$136,000.00 | \$62,000.00 | \$149,285.00 | \$41,000.00 | \$174,852.80 | \$57,450.00 |
| Training Total Cost | \$8,998.00 | \$13,600.00 | \$10,000.00 | \$15,000.00 | \$12,000.00 | \$13,493.00 | \$780.00 |
| Total Bid Amount | \$155,593.78 | \$286,880.00 | \$144,620.00 | \$278,749.00 | \$145,028.00 | \$272,459.68 | \$161,310.00 |
| Vendor Forms | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Acknowledged Addendum I | Yes | Yes | Yes | Yes | Yes | No | Yes |
| Acknowledged Addendum II | Yes | Yes | Yes | Yes | Yes | No | Yes |
| Acknowledged Addendum III | Yes | Yes | Yes | Yes | Yes | No | Yes |

Proposal No. P1763.23
Office 365 Migration
BID SUBMITTAL FORM
(SUBMIT 2 COPIES)

Company Name: vTech Solution, Inc.

| Item | Unit Cost | Total Cost |
|-----------------------|-----------|---------------|
| G1 Licenses (qty 514) | \$100.77 | \$ 51,795.78 |
| G3 Licenses (qty 150) | \$252.00 | \$37,800.00 |
| Implementation Cost | N/A | \$57,000.00 |
| Training Cost | N/A | \$ 8,998.00 |
| Total Bid Amount | | \$ 155,593.78 |

Answers to the following must be submitted with the RFP response:

How will your company handle the conversion to Azure AD?

How will your company handle the cloud implementation?

How do the Barracuda products integrate into the new Office 365 environments?

What is the backup recommendation/strategy for the new environment?

How long will your company provide post implementation support of migration activities?

What training will be provided to user base on Office 365 functionality and features?

What training will be provided to our system administrators for future troubleshooting and support?

How long will training take place? Onsite or remote?