

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 8b
	Title:	Resolution authorizing an agreement with LiftOff LLC for Office 365 Guided Deployment Services for \$30,000	
	Presenter:	Robert Taraszka, Network and Infrastructure Manager	
Meeting: Government Operations Committee		Date: March 18, 2024	
Proposed Cost: \$30,000		Budgeted Amount: \$35,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>Executive Summary:</p> <p>In support of the City’s strategic plan goal to implement technology to improve internal and external processes and increase efficiencies, staff is proposing to move our email and productivity software to the cloud, utilizing Microsoft Office 365. To ensure the City’s seamless transition to the Office 365 platform, an agreement is proposed to engage LiftOff LLC for Office 365 Guided Deployment Services.</p> <p>LiftOff, a Microsoft Partner exclusively focused on Office 365 deployments, offers comprehensive expertise in Office 365 migration. LiftOff brings over 12 years of experience to the City’s project, including a proven track record of over 1000 successful deployments for state and local governments, and their proposed costs are comparable to proposals provided by other technology consultants.</p> <p>The proposed agreement outlines the scope of services, including assessment, planning, migration, and post-migration support. Key highlights include:</p> <ul style="list-style-type: none"> • Tailored Deployment Plan: LiftOff will customize the deployment plan to fit the specific needs and infrastructure of the City, minimizing disruption to daily operations. • Risk Mitigation: LiftOff will implement industry best practices to mitigate risks associated with data loss, security breaches, and downtime during the migration process. <p>By engaging LiftOff for Office 365 Guided Deployment Services, the City can leverage their expertise to streamline the migration process, enhance productivity, and ensure a successful transition to a modern, cloud-based collaboration platform.</p>			
<p>Attachments (please list): Resolution, Bid Waiver Form</p>			
<p>Recommendation/Suggested Action (briefly explain): Recommend approval of a resolution authorizing an agreement with LiftOff LLC for Office 365 Guided Deployment Services for \$30,000</p>			

**City of St. Charles, Illinois
Resolution No.**

**A Resolution Authorizing an Agreement with LiftOff LLC for Microsoft
Office 365 migration services in the submitted amount**

**Presented & Passed by the
City Council on**

WHEREAS, the City is migrating to cloud-based Microsoft Office 365 email and productivity software;

WHEREAS, the Information Systems Department solicited a request for quotes for Office 365 migration services;

WHEREAS, LiftOff LLC submitted a quote for Office 365 migration services and is an experienced and technically proficient local government Office 365 services provider;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, an Agreement be approved with LiftOff LLC in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ___ day of _____, 2024

PASSED by the City Council of the City of St. Charles, Illinois, this ___ day of _____, 2024

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of _____, 2024

Lora Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____

