17,189



Brandon Brand Director

2507 Lee Street Room 101 Greenville, TX 75401 (903)408-4247 Office 365 Upgrade

12/09/2021

Judge Stovall,

We currently utilize Office 365 G1 Licenses for most Hunt County employees. A G1 license includes access to OneDrive, Teams, and online versions of Word, Excel, Outlook, etc. Because a G1 license does not include installed applications of Word, Excel, and Outlook, we have continued to use Office 2013 on most Hunt County computers.

On October 25th, 2021, Microsoft released an End-of-Life date for Office 2013 which will terminate support and security updates on April 11, 2023. In order to maintain security compliance on all computers, we must upgrade to Office 365 G3 licenses by that date.

This is a project that will take about 6 months to plan and implement. Our contract renewal date is where our issue arises. We renew our contract every year on February 1st. Microsoft only allows us to change our contract licensing during the renewal period of January 1st – February 1st each year. If we wait until next fiscal year, 2022-2023, we would not be able to start this project until February 1st, 2023, when our contract renews. This does not give us ample time to implement the new Microsoft platform before our current Microsoft Office support terminates on April 11, 2023.

I am requesting additional funds to upgrade our Office 365 licenses this fiscal year. By purchasing this upgrade this fiscal year, we can have every computer up to spec long before Microsoft terminates our support on Office 2013. Below is a breakdown of current funds allocated to Microsoft and the additional funds needed to complete this project.

Total Funds Needed for Microsoft License Upgrade - \$78,731.00

Current Funds Available - \$31,000.00 Additional Funds Needed - \$47,731.00

In addition, we will need to contract outside assistance to ensure the implementation happens with no downtime for Hunt County employees.

Additional Funds for Contracted Assistance - \$5,000.00

Total Funds Requested - \$49,514.70

at 30 o'clock M

DEC 28 2022

BECKY LANDRUM County Clerk, Hunt County, Tex. By_

Item	Vendor	Budgeted
Sophos Email Gateway *	Galaxy Tech	\$8,000
Microsoft Office 365 *	SHI	\$31,000
PDQ Deploy Renewal	PDQ Deploy	\$250
Website Annual Renewal	T.A.C.	\$2,500
PA Server Monitor Renewal	Power Admin	\$2,500
IT SmartCode VNC Renewal	SmartCode	\$2,500
Storage Craft Backup Renewal	TSM Consulting	\$4,000
Website Archive Maintenance	IDS	\$2,500
		\$53,250

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Office 365 Upgrade	
Microsoft Office 365 Upgrade to G3 Licenses	\$78,731.00
Less the Amount Already Budgeted	-\$31,000.00
	\$47,731.00

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Actual Cost	
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\$8,000.0	0
\$31,000.0	0
\$250.0	0
\$2,500.0	0
\$2,348.3	6
\$2,234.0	0
\$4,000.0	0
\$2,500.0	0
\$52,832.3	6