



## REQUEST FOR BOARD ACTION

ITEM NO. 7c

**DATE OF MEETING:** July 5, 2016

**REQUESTED BY:** Sheriff Carson Smith

**SHORT TITLE:** Approval of a Purchase Order to Microsoft for Office365 Online Services: \$20,000.00.

**BACKGROUND:** The Pender County Sheriff's Office has switched all email and Microsoft Office functions from a locally hosted Microsoft Exchange server and local licenses to the Office 365 solution. This includes email through Exchange Online, Word, Excel, PowerPoint, SharePoint, OneDrive, and Skype. The cost of this service is estimated to be \$20,000.00 for FY2016-2017.

This expenditure has been budgeted in the FY16-17 Budget Ordinance.

**SPECIFIC ACTION REQUESTED:** The Board of Commissioners is requested to authorize the issuance of a purchase order to Microsoft in the amount of \$20,000.00 for Office365 online services.