3.5
Productivity & Collaboration Tools & Actions

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Productivity & Collaboration Software

- Technology tools that enable people to create work products, communicate, and work together
    - Email
    - Calendar/Appointments
    - Word Processing
    - Spreadsheets
    - Presentations
    - Voice/Video Sessions
    - Document Collaboration
    - Save/Search Documents

Microsoft Enterprise Agreement

- City has a contract with Microsoft
- Cooperative purchase using the County of Riverside, California, contract for Microsoft Enterprise License Agreement ("EA")
- Current agreement approved by Council May 2018 - May 2021
- Contract options for up to two (2) three-year extensions
- In 2018, Council directed a comprehensive comparison of enterprise productivity and collaboration tools and recommendations related to these tools prior to executing renewal options

Assessing Alternatives and Transitions

Features	Microsoft	Google
Word Processing / Spreadsheets / Presentations	🟢	🟡
Document Storing, Sharing, and Collaboration	🟢	🟡
Email and Calendar	🟢	🟢
Team Chat, Collaboration, & Video Conferencing	🟢	🟢
Security & eDiscovery	🟢	🟢
Document Retention	🟢	🟢
Enterprise Applications Integration	🟢	🟡

LEGEND: 🟢 Currently widely adopted   🟡 Requires significant shift / adoption within the City

Transition Considerations

- Complex, Multi-Year

- Lost Productivity Factors

- Risk-Value Priority

- Some Application Integrations Fixed to Microsoft

Cost Savings Potential?

	Microsoft Negotiated Cost**	Google (Estimated Cost)
2021-2022	$1,820,218	$1,335,240
2022-2023	1,864,575	1,335,240
2023-2024	1,944,707	1,335,240
2024-2025	2,029,734	1,335,240
2025-2026	2,107,254	1,335,240
800 Microsoft Users*	N/A	640,000
Total	**$9,766,488**	**$7,316,200**

But…

- Implementation/transition direct costs would add +$1-2 million and take 1-2 years to plan and execute

- Potential for significant disruptions to work processes and delays during transition

Negotiated Cost Increase Over Time

	2020-2021 (Base)*	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Annual Cost	$1,898,578	$1,930,089	$1,974,719	$2,054,851	$2,140,001	$2,217,520
Amount of Increase from Base	N/A	$31,511	$76,141	$156,273	$241,423	$318,942
Percent Increase from Base	N/A	1.7%	4.0%	8.2%	12.7%	16.8%

And…

- Partnering to improve adoption and effective use of Office 365, SharePoint, Security Features

Recommended Approach

- Renew with Microsoft for <u>five (5) years</u> to continue use with the terms in the attached contract

- Partner with Microsoft to work with City teams on skill development and improvements to advance City use

Separately…

- If prioritized, consider a pilot of Google G-Suite, in accordance with [City of San José Municipal Code Section 4.12.240.B.1](#), including solving hybrid email, records, search, litigation hold, and e-discovery requirements