

**CITY COUNCIL REGULAR SESSION**

Resolution authorizing execution of a one-year agreement with an option to extend for an additional one year with Stoneshare Corp. for the purchase of professional technical services to support the City's migration of our on-premise SharePoint collaboration sites and content to Microsoft SharePoint Online Office 365, a cloud-based application service, for a total not to exceed amount of \$200,000, plus all applicable taxes.

Sabra Schneider, Chief Information Officer, 425 452-4890  
*Information Technology*

**EXECUTIVE SUMMARY**

StoneShare is supporting the City's migration to SharePoint Online, part of Microsoft's Office 365 (O365) cloud suite. Moving to SharePoint Online provides an opportunity to speed up delivery of new services while reducing ongoing maintenance. In addition, this move will help to streamline records requests and the application of retention policies.

The Information Technology Department (ITD) leverages consulting resources as an efficient and effective way to obtain specialized technical expertise. This Agreement will provide ITD with specialized technical resources to perform the migration of the City's records to SharePoint Online.

**RECOMMENDATION**

Move to adopt Resolution No. 9644

If approved, effective date: 08/05/2019

**BACKGROUND/ANALYSIS**

O365 includes Exchange (email), Skype for Business and SharePoint Online application services and others. Migration of the City's email (Exchange) to O365 was completed in 2018. The next initiative is to migrate SharePoint, including the City's records, to the SharePoint Online O365 platform.

SharePoint is used for the City's electronic records retention and management. Currently these records reside on premises and are being migrated to SharePoint Online to increase access to documents for the public and staff, assist the records management program in applying appropriate retention on documents, and speed up the delivery of new features while reducing ongoing maintenance.

SharePoint is not intended for records that contain personally identifiable information (PII), Criminal Justice Information System (CJIS) or Health Insurance Portability and Accountability Act (HIPPA).

StoneShare Corp. was selected through a competitive process and chosen for their skills and experience with records management and migrations to the SharePoint Online application service. They are currently engaged with the City of Tacoma on a similar project and have good references for their work.

StoneShare Corp. will perform the City's initial pilot migration to SharePoint Online and provide knowledge transfer and support to City staff who will complete the remainder of the migration work.

The initial Statement of Work with StoneShare includes analysis of the current environment, training for cleanup, onboarding and administrators, content migration and records management configuration. The agreement obligates the City for \$105,000 and the remainder of the authority requested is for discretionary follow-on services based upon need.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

Bellevue City Code

BCC 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the bid where the cost exceeds \$90,000.

### **Fiscal Impact**

This expenditure is accommodated within the 2019-20 Information Technology Maintenance and Operations budget.

## **OPTIONS**

1. Adopt the Resolution authorizing execution of a one-year agreement with an option to extend for an additional one year with Stoneshare Corp. for the purchase of professional technical services to support the City's migration of our on-premise SharePoint collaboration sites and content to Microsoft SharePoint Online Office 365, a cloud-based application service, for a total not to exceed amount of \$200,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 9644

## **AVAILABLE IN COUNCIL LIBRARY**

StoneShare Technical Services Contract