



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/25/2018

Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services

REPORT BY: Wendi Agans, Staff Services Analyst II - (707) 253-6133

SUBJECT: Approval of Amendment No. 4 to Agreement No. 170971B with Catapult Systems for Microsoft Office 365 migration

RECOMMENDATION

Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 170971B with Catapult Systems, LLC, extending the term through June 30, 2019, with no changes to other terms and conditions, for Microsoft Office 365 migration services and to retire legacy equipment.

EXECUTIVE SUMMARY

Today's requested action is for the approval of Amendment No. 4 to Agreement No. 170971B with Catapult Systems, LLC to extend the term through June 30, 2019. Catapult Systems, LLC has been providing full Microsoft Office 365 migration services to move all County email into the cloud. Decommissioning the legacy system is still needed, therefore a term extension is requested.

Catapult Systems, LLC is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Information Technology Services' budget.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The money for this process has already been collected and the final stage of the Microsoft Office 365 migration is to decommission the on-premises legacy equipment. Decommissioning includes redirecting built-in links to the new cloud-based system.
Is the general fund affected?	No
Future fiscal impact:	There is no impact beyond the current Fiscal Year.
Consequences if not approved:	ITS would need to decommission the on-premises system without having the expertise of a consultant.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On May 12, 2017, Information Technology Services (ITS) executed Agreement No. 170971C with Catapult Systems, LLC, a Microsoft certified consulting firm, for implementation of a pilot project to test and troubleshoot the future County-wide migration to Microsoft Office 365 (O365). The agreement has been amended three times to add additional compensation up to \$116,500 and to include O365 full migration services and Skype for Business deployment. Migration to the O365 platform has allowed all county email to be moved into the new cloud-based system with many advantages over our existing on-premises email storage, including vastly larger mailboxes, built-in e-discovery capabilities and the removal of terabytes of archived email from our on-premises system. The final step in the migration process is decommissioning the on-premises legacy equipment and redirecting built-in links to the new cloud-based system. Decommissioning was included in the full migration scope of work; however, unanticipated issues with migration delayed the decommissioning process.

Today's requested action is for the approval of Amendment No. 4 to Agreement No. 170971B to extend the term through June 30, 2019 to allow additional time to decommission the on-premises legacy equipment.

Catapult Systems, LLC is not a local vendor. There are no local Microsoft certified vendors capable of meeting the County's needs.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi