



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

W. I. 1161

RE: Purchase Order – FY 2015-16 Temporary Support for Office 365/SharePoint Online Technical and Software Deployment: Protiviti Government Services, Inc. (\$300,000)

Staff requests the Committee's approval to issue a purchase order in an amount not to exceed \$300,000 with Protiviti Government Services, Inc. (Protiviti), to provide technical experts to work with MTC staff to fully deploy the Microsoft Office 365/SharePoint Online cloud platform for all employees by the end of FY 2015-16.

Background:

MTC began implementing Microsoft's Office 365/SharePoint Online platform last year, after moving its email/calendaring services to Microsoft's Office 365 cloud. MTC is actively building its SharePoint presence and requires additional temporary expertise and hands-on resources to move this effort fully forward. Protiviti has the resources to provide both on-site staffing and on-call technical experts as the need arises. Staff proposes to leverage Protiviti's existing GSA contract, as allowed under EDMM No. 352 (Third Party Contracting Policy and Procedures, Sec. G – Intergovernmental Procurements) for this work. Protiviti is neither a small business nor a disadvantaged business enterprise, and has no subcontractors.

Recommendation:

Staff recommends that this Committee authorize the Executive Director or his designee to issue a purchase order to Protiviti in an amount not to exceed \$300,000 to continue and accelerate the deployment of Office 365/SharePoint Online.



Steve Heminger

SH:NR:jm

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order

Work Item No.:	1161
Consultant(s):	Protiviti Government Services, Inc., Alexandria, VA
Work Project Title:	Office 365/SharePoint Online Technical Deployment Support
Purpose of Project:	Provide all employees with cloud-based productivity services for collaboration, document management, project management and remote access.
Brief Scope of Work:	Continue the roll-out of SharePoint and other Office 365 services to each business unit and work group, including configuring web sites for each, and migrating active content from the file servers to the Microsoft cloud. Provide user training and adoption support as required throughout the transition.
Project Cost Not to Exceed:	\$300,000
Funding Source:	General fund
Fiscal Impact:	Funds are included in the FY 2015-16 agency budget.
Motion by Committee:	That the Executive Director or his designee is authorized to issue a purchase order to Protiviti Government Services, Inc., to continue and accelerate the deployment of Office 365/SharePoint Online, as described above, and the Chief Financial Officer is authorized to set aside funds in the amount of \$300,000 for such purchase order.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: December 9, 2015