



INFORMATION TECHNOLOGY • City Hall • 1140 Terex Road • Hudson, Ohio 44236 • (330) 650-1799

MEMORANDUM

Date: May 17, 2022
To: Thom Sheridan
From: Paul Leedham, CIO
Re: Microsoft 365 Licensing

Thom,

During a recent security assessment, audit, and remediation exercise, it was brought to our attention that the City's current Microsoft licensing subscription is sub-standard for what will be needed in the event of a cyber-attack. Several required logging tools and additional security components are not provided in the subscription level that we are currently subscribed to. It was recommended by our security consultant that we upgrade all Microsoft Licenses to the Enterprise G3 or C3 level.

We are currently refining the licensing counts and final costs and will be placing the legislation to purchase this upgrade on the May 24th Council Workshop.

To allow for the procurement time of purchasing the new licensing for Microsoft 365 and our existing subscription ending at the end of this month, we will need to switch our current licensing to a month-to-month subscription model. It is estimated that three months will provide an adequate amount of time to purchase the new software, migrate the mailboxes and go through the purchasing approval process.

The cost per month will be \$2,846.40. For three months this will amount to \$8,539.20. We do currently have sufficient funds within our budget to cover this cost. However, the additional costs required for the upgraded licenses will exceed the budgeted amount for 2022 and more funds will need to be appropriated.

Feel free to contact me if you have any questions.

Thanks,

Paul Leedham, CIO