



City of Aurora

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Cover Memorandum

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In Control: City Council

File Type: Resolution

TO: Mayor Richard C. Irvin

FROM: Michael R Pegues, Chief Information Officer
Jeff Anderson, Deputy CIO
Mario Gil, Director of Infrastructure & Operations

DATE: November 30, 2022

SUBJECT:

A Resolution authorizing a SharePoint migration agreement with Burwood Group, Inc., Chicago, IL, for a total amount not to exceed \$307,800.

PURPOSE:

The City is seeking to replace its outdated on-premises SharePoint platforms that are losing maintenance support in summer 2022. The City's goal is to find a partner to perform an assessment of its data environment and then migrate relevant data to SharePoint Online.

BACKGROUND:

Resolution R22-234, in the amount of \$25,000.00, authorized the selection of Burwood Group ("Burwood") to perform an assessment of the City's SharePoint environments, recommend a migration plan and provide an estimate for completion the migration. For R22-234, Burwood was selected via the Marketplace.city process based upon their experience and examples of quality work.

Burwood completed a thorough evaluation of the current SharePoint environments which included interviews with key members of every City department. This evaluation allowed Burwood to understand how SharePoint was being utilized throughout the City and make recommendations for migrating data to the Microsoft SharePoint Online environment and replicating functionality currently utilized by city staff

DISCUSSION:

As Burwood executed the evaluation thoroughly and to staff satisfaction, staff believes Burwood is very capable of replicating existing functionality and applications as well as migrating data to the SharePoint online environment. Included in this migration will be applications such as the Budgeting applications that are used annually city-wide.

Burwood has recommended the purchase of two software products to assist them in the migration and to be left behind for city staff to utilize going forward. The first product, AvePoint will allow for efficient, automated transfer of files to SharePoint online. The second product, Nintex will allow city staff to automate document workflows and other process management.

The engagement with Burwood is expected to last 20-24 weeks and will be divided into four phases:

- Phase 1: Architecture design, strategy and training material.
- Phase 2: APD Teams and Exchange environment remediation to ensure Criminal Justice Information Services (CJIS) compliance.
- Phase 3: Buildout the SharePoint online environment
- Phase 4: Data migration, staff training, knowledge transfer and project wrap up.

Costs of the two software products and Burwood professional services are shown below:

-- AvePoint	\$ 17,800
-- Nintex	\$ 25,000
-- Professional Services	\$265,000
-- Total	\$307,800

A budget transfer will be required for these services to 101-1280-419.32-80

IMPACT STATEMENT:

Presently City of Aurora file shares reside on SharePoint On-Premises and this platform will not have Microsoft support moving forward causing a risk of security exposure.

RECOMMENDATIONS:

Request the proposed resolution be adopted.

cc: Finance Committee

CITY OF AURORA, ILLINOIS

RESOLUTION NO. _____
DATE OF PASSAGE _____

A Resolution authorizing a SharePoint migration agreement with Burwood Group, Inc., Chicago, IL, for a total amount not to exceed \$307,800.

WHEREAS, the City of Aurora has a population of more than 25,000 persons and is, therefore, a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois

Constitution of 1970; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, as part of its Technology Strategic Plan, the IT Department of the City is identifying and replacing its outdated and underperforming systems; and

WHEREAS, current City data resides on three distinct SharePoint On-Premises solutions. These SharePoint environments are dated from 2010 and 2013; and

WHEREAS, critical data for City support services needs to be migrated to a supported software platform; and

WHEREAS, Resolution R22-234 authorized the selection of Burwood Group ("Burwood") to perform an assessment of the City's SharePoint environments, recommend a migration plan and provide an estimate for completion the migration; and

WHEREAS, a budget transfer will be required to account 101-1280-419.32-80 for this project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Aurora, Illinois, as follows: that an agreement authorizing a SharePoint migration agreement with Burwood Group, Inc., Chicago, IL, for a total amount not to exceed \$307,800 is hereby authorized and further

BE IT RESOLVED, that the Director of Purchasing shall be and hereby is authorized to execute on behalf of the City such documents, orders or agreements necessary to carry the purposes of this Resolution into execution.