

To: Members
Dunwoody City Council

From: Ginger LePage
Technology Director

Re: Microsoft 365 Renewal
Date: 4/13/2026

Action

Approval of funding and authorize the Mayor, City Manager, or designee to execute all documents necessary to renew the City's Microsoft 365 GCC licensing and support services for a one-year term, and approve funding in an amount not to exceed \$141,969.38 (\$122,085.95 base annual license, estimated \$15,000 additional storage costs, and 4% licensing contingency) from account 100-1536.522200.00. The quoted term is May 19, 2026 through May 19, 2027.

Summary

The City's Microsoft 365 environment requires annual renewal to maintain core productivity, email, collaboration, security, and storage services used across City operations.

The renewal quote provided to the City covers Government Microsoft 365 licensing, related add-on services, and support for the period May 19, 2026 through May 19, 2027, with a total quoted amount of \$122,085.95.

This renewal supports the City's continued use of Microsoft-hosted email, Office applications, Teams, SharePoint, project and planning tools, Visio, and related support services necessary for day-to-day municipal operations.

Details

The quote submitted by Critical Cloud, includes the annual licensing and support components for the City of Dunwoody's Microsoft 365 environment. This request covers:

- * the quoted base licensing, maintenance, and support
- * estimated storage costs for hosted cloud services
- * a 4% contingency for potential need of additional licensing over the next 12 months

The Microsoft costs were budgeted in 2026 account 100-1536.522200.00. Renewal is recommended to avoid disruption to email, file access, Teams collaboration, and Microsoft 365-supported business workflows.

This document was generated with assistance from GovAI and verified by a human.

Recommendation

Approve the Microsoft 365 GCC renewal and support services in the not-to-exceed amount of \$141,969.38 from account 100-1536.522200.00, and authorize the Mayor, City Manager, or designee to execute the documents necessary to complete the renewal for the period of May 19, 2026 through May 19, 2027 term.



<p>FROM Dean Gunsolus Critical Cloud 113 W Central Ave. Valdosta, GA 31601 critcloud.com PHONE 229-999-0640</p>	<p>FOR City of Dunwoody</p> <p>TO Ginger LePage</p> <p>EMAIL Ginger.LePage@dunwoodyga.gov</p> <p>ADDRESS 4800 Ashford Dunwoody Rd Atlanta GA 30338</p> <p>PHONE 678.382.6781</p> <p>WEBSITE www.dunwoodyga.gov/</p>	<p>QUOTE NUMBER 2151</p> <p>DATE February 19, 2026</p> <p>EXPIRY DATE May 20, 2026</p>
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Office 365 Licensing - City of Dunwoody - 2026

<p>Microsoft Exchange Online (Plan 2) - GCC Annual License</p>	<p>105.60 x 10 1,056.00</p>
<p>Microsoft 365 G3 - GCC Annual License</p>	<p>475.20 x 165 78,408.00</p>
<p>Microsoft 365 G5 - GCC Annual License</p>	<p>752.39 x 5 3,761.95</p>
<p>Planner and Project Plan 3 - GCC Annual License</p>	<p>396.00 x 7 2,772.00</p>
<p>SharePoint P1 - GCC Annual License</p>	<p>66.00 x 2 132.00</p>
<p>Visio Plan 2 - GCC Annual License</p>	<p>198.00 x 2 396.00</p>
<p>SharePoint Extra Storage - GCC 1GB Storage units Annual License</p>	<p>2.63 x 12,000 31,560.00</p>

Teams AC with Dial Out US/CA - GCC	x 170
Support	4,000.00
Support for all Office 365 products and licensing Includes troubleshooting, licensing, and resolving issues within Office 365.	x 1 4,000.00
Total	\$122,085.95

Licensing from 5/19/2026 - 5/19/2027