



Information Technology Department  
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## *Information Technology Department*

December 10, 2024 BOW Agenda

To: Board of Works and Safety  
Mayor Guy Titus

From: Rob Souchon – IT Manager

1. Request approval to enter into a Statement of Work with Insight for support hours for Remote VMWare Training. The requested support will work with the IT staff to review and assist in maintaining the cities VMWare environment. The cost for 8 hours of engineering support and 2 hours of project manager support is \$2,880.90. Upon approval of this request, the funds from IT Professional Services budget line item will be encumbered to 2025 since the project can not be completed in 2024.
2. Request approval to purchase Juniper network switching equipment, support and services from Qubit Networks. The network switching equipment will replace existing network switching equipment that has gone end of life. The support will help to maintain the new equipment and provide technical support. The services will provide configuration, installation assistance and product knowledge transfer from Qubit Support Staff to the IT Department Staff through this upgrade process. The cost for equipment, support and services is \$71,722.65. Upon approval of this request, the funds from the IT Professional Services budget line item and the IT Equipment budget line item will be encumbered to 2025 since the project can not be completed in 2024.
3. Request approval to purchase the Microsoft Office 365 Apps Renewal from Insight for \$36567.86. The renewal is for a 12 month subscription to use the Microsoft Office 365 applications. The subscription is with Microsoft but is administered through Insight and was purchased through Insight originally.