

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS  
777 North Capitol Street, NE  
Washington, D.C. 20002-4290**

**RESOLUTION AUTHORIZING COG TO ENTER INTO CONTRACTS FOR MICROSOFT OFFICE 365  
MIGRATION SERVICES**

**WHEREAS**, the Metropolitan Washington Council of Governments (COG) requires email and collaboration technology needed to perform essential business functions; and

**WHEREAS**, COG currently provides and supports email and collaboration technologies with in-house staff; and

**WHEREAS**, COG performed a cost-benefit analysis and determined a 49% cost savings over 5 years could be achieved by moving services to Microsoft Office 365; and

**WHEREAS**, Microsoft Office 365 provides a higher level of availability and functionality than COG would provide in-house; and

**WHEREAS**, many small-medium businesses and COG members have also moved to Microsoft Office 365 to save operating costs and provide additional business value; and

**WHEREAS**, COG management have issued a competitive RFP for consultant services to perform Microsoft Office 365 setup and data migration utilizing funds allocated in the existing FY2015 Information Technology Annual Operating Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The Executive Director, or his designee, is authorized to enter into contracts not to exceed \$50,000 with selected contractors as chosen through competitive procurement to perform tasks necessary to setup and migrate data to Microsoft Office 365.

***I HEREBY CERTIFY THAT the foregoing resolution was approved and adopted by the COG Board of Directors at its regular meeting held on March 11, 2015.***

***Monica Beyrouiti***

***Clerk to the Board of Directors***