

# Memorandum

**REPORT TO:** City Commission

**FROM:** Scott McMahan Director of Information Technology

**SUBJECT:** Authorize the City Manager to sign the Professional Services Agreement and Statement of Work with Bluesource, Inc. for email archive migration services.

**MEETING DATE:** January 7, 2025

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to sign the Professional Services Agreement and Statement of Work with Bluesource, Inc. for email archive migration services.

**STRATEGIC PLAN:** 1.1 Outreach: Continue to strengthen and innovate in how we deliver information to the community and our partners.

**BACKGROUND:** Attached is the Professional Services Agreement and Statement of Work to migrate our existing email archive away from SourceOne and into our Office365 Environment. SourceOne is going end of life and we have to move our archive to a supported platform so we can continue to fulfill ongoing E-discovery requests and reduce our exposure to risk.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** Stay on SourceOne and use a non-supported application that will no longer receive any updates.

**FISCAL EFFECTS:** This Engagement will cost \$34,339.68 and is part of the FY25-26 budget.

Attachments:

[Bluesource PSA.docx](#)

[COBMT\\_ARCMIG\\_SOW24\\_20240507 \(002\)final.docx](#)

Report compiled on: December 17, 2024