Information Technology Department

December 23, 2025

BOW Agenda

To: Board of Works and Safety
        Mayor Guy Titus

From: Rob Souchon – IT Manager

1. Request approval to renew the Sophos Central Email Advanced Subscription License Renewal for 3 years for a total of $17,964.00 through Insight. Sophos Central Email Advanced is used to protect and clean the email sent through the cities email server. The product was originally purchased 3 years ago with a 3-year subscription and the IT Department is satisfied with the product and would like to continue using it. Originally the product was purchased through Insight and the requested is to renew through Insight.

    Upon approval of this request, funds from IT Subscription, Dues and Training budget line will be encumbered to 2026 since the project cannot be completed in 2025.

2. Request approval to purchase additional Sophos MDR Complete licenses for a total of $6,150.00 through Insight. The additional licenses will support the additional computers that have been added to the Greenfield network. Because Greenfield has an existing Sophos MDR Complete agreement that does not expire until Feb 2027, these additional licenses will be added to the agreement and will expire in Feb 2027 along with the existing licenses.

    Upon approval of this request, funds from IT Equipment/Software budget line will be encumbered to 2026 since the project cannot be completed in 2025.

3. Request approval to enter into a Professional Services Agreement (PSA) with Schneider Geospatial for 1 year, January 1, 2026 through December 31, 2026, for $41,292.00. The agreement provides 96 hours per year of remote support and 12 days of onsite consulting with a Professional GIS staff member. With Greenfield's move to Enterprise GIS, additional support is needed as Greenfield GIS staff improve their enterprise level skills.

    Upon approval of this request, funds from IT Professional Services budget line will be encumbered to 2026 since the project cannot be completed in 2025.

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4. Request approval to purchase GIS Enterprise Training from Cloudpoint Geospatial for $6500.00. With the City of Greenfield's move to the Enterprise GIS platform, education is needed and this training will help the GIS team on that path. The training will be provided remotely for five city employees in the departments of Power and Light, Water, Wastewater and Information Technology. The quote does show the expiration day of 12/17/2025, but this was made in error as the quote was resubmitted to the City of Greenfield on 12/16/2025 with the incorrect date. The request is to approve the purchase subject to the expiration date being corrected.

    Upon approval of this request, funds from IT Subscription, Dues and Training budget line will be encumbered to 2026 since the project cannot be completed in 2025.

5. Request approval of the CivicPlus website change request form to modify the Initial Term Invoice Schedule of the Agreement. On September 9, 2025 the Board of Works approved an agreement with CivicPlus to redesign and host the www.greenfieldin.gov website. The Initial Term Invoice Schedule on the original agreement stated 100% payment was required upon signing. A change order was presented and approved at the September 23, 2025 Board of Works meeting revising the payment schedule. The revised payment schedule stated that specific software, licensing and services needed to begin the project upon Signature Date would be invoice and the remaining contracted amount would be invoiced 9 months from the Signature Date or the Completion of Implementation. CivicPlus has had difficulty agreeing to this change and has requested Greenfield agree to an updated change order which states the Initial Term Invoice Schedule be invoiced 9 months from the Signature Date or Completion of Implementation, if earlier. No invoices have been received by the City of Greenfield or paid to CivicPlus for this project as of today, December 23, 2025.

6. Request approval to purchase premium department header implementation for the Animal Management and Police Departments from CivicPlus. The premium department header allows the website header representing these departments to look and function differently than the main www.greenfieldin.gov website header. On September 9, 2025 the Board of Works approved an agreement with CivicPlus to redesign and host the www.greenfieldin.gov website. During the redesign phase of this project, the Greenfield IT team was made aware the Police and Animal Management department header page redesigns were not included in the approved September 9 agreement. Today's request to purchase the additional premium department headers resolves this issue. The one-time cost of the header implementation is $4,515.00 and has an annual fee of $938.00 per department. The one-time fee for both departments totals

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$9,030.00 and will be paid for with Information Technology funds. The annual fee for both departments totals $1,876.00 and will be paid for with City Council funds.

Upon approval, the one-time fee of $9,030.00 will be encumbered to 2026 from the IT Professional Services budget since the project cannot be completed in 2025.

7. Request approval to enter into a software-as-a-service agreement with Civia Inc dba GovAI to use their GovAI platform. GovAI will provide City of Greenfield employees with Artificial Intelligence and Large Language Model tools that include a compliance and safety layer and contextual optimizations for public sector uses. The cities Information Technology Department knows AI is being used by employees throughout the city. This agreement will provide a single AI platform for each employee to use that will be tailored for the City of Greenfield. The agreement also provides AI usage training which supports good use of the AI tools. Protecting personal information from being added to the Large Language Models (LLM) is very important and this platform provides this by redacting personal information that might be submitted. The cost to use this service for 1 year is $14,950.00, which includes a $10,000.00 early partner program discount.

Upon approval of this request, funds from IT Equipment/Software budget line will be encumbered to 2026 since the project cannot be completed in 2025.

8. Request approval to adopt the City of Greenfield Use of Generative AI Policy as part of the Greenfield Policy and Procedure Manual. The Use of Generative AI Policy outlines how employees can use AI through the GovAI platform granted by the Greenfield Information Technology Department. The policy also states that employees should not use other generative AI systems on greenfield networks or equipment. Adopting a Use of Generative AI Policy is the next step in allowing AI to used by city employees successfully while managing risks and ensuring ethical, transparent use.

9. Request approval to carry over 5 vacation days from 2025 to 2026 for Rob Souchon that will be used with in the first quarter of 2026.