



Information Technology Department

10 S State St.

Greenfield, IN 46140

Phone: (317) 477-4309

Information Technology Department

December 09, 2025 BOW Agenda

To: Board of Works and Safety
Mayor Guy Titus

From: Rob Souchon – IT Manager

1. Request approval to purchase the Microsoft Office 365 Apps Renewal from Insight for \$36,567.86. 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.

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 premium department header implementation for the Police and Animal Management Departments from CivicPlus. The premium department header allows for the website header representing these departments to look and function differently then 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 \$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.

3. Request approval to encumber funds for approved agreement with VC3/ThinkGard DataGard Backup as a Service. On November 28, 2025 the Board of Works approved the agreement with VC3/ThinkGard for a one-time fee of \$4,937.99 and a yearly service and cloud storage cost of \$50,004.96. The Information Technology Department requests to encumber fund to 2026 for the one-time fee from the IT Professional Services budget and the yearly service and cloud



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storage cost from the IT Subscriptions, Dues and Training budget since the project cannot be completed in 2025.

4. Request approval to encumber funds for approved agreement with Insight for PureStorage Network Storage. On October 28, 2025 the Board of Works approved the agreement with Insight for a one-time installation fee of \$18,938.82 and a yearly service and storage cost of \$44,886.00. The Information Technology Department requests to encumber funds to 2026 for the one-time fee from the IT Professional Services budget and the yearly service and storage cost from the IT Subscriptions, Dues and Training budget since the project cannot be completed in 2025.