

MS Extensions FY23

State of Arizona – Department of Economic Security

Project Investment Justification (PIJ)

June 15, 2022



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Agency Vision

All Arizonans who qualify receive timely DES services and achieve their potential

Agency Mission

DES will ensure the strength and economic stability of Arizona by providing timely, temporary benefit assistance, and aid to vulnerable, qualifying Arizonans.



Team Introduction

Roles Present at ITAC

- Mark Darmer - Chief Information Officer
- Clayton Sikes - Deputy Chief Information Officer
- Cari Allen - Enterprise Tools & Services (ETS) Administrator

Project Introduction

Stated Operational/Business Issue

- The Department of Economic Security (DES) is looking to renew our Microsoft Licensing Agreement with a reduced number of Office 365 licenses and continue the Google Workspace Adoption initiative.

Benefit to the State Agency and Constituents

- DES has been able to reduce the overall Office 365 license count by 3000 due to adoption of Google Workspace
- Agency focus remains on continued Google adoption efforts.

Proposed Solution

Overview of Proposed Solution

- The Arizona Department of Economic Security (DES) has started the effort to migrate data to the Google Workspace platform, thereby reducing the need for the Microsoft Office products.
- This year DES has been able to reduce the number of Office licenses by 3000 accounts. The complexity of the Microsoft Office integrations have proven to be a challenge that DES is working through in order to migrate away from the Microsoft Office products.
- As more people start to naturally adopt Google Workspace at DES these challenges will start to reduce, allowing DES the ability to further reduce the number of licenses needed for Microsoft Office 365.
- DES continues to assess business continuity and impact, take the quick wins from natural adoption, and reduce business impact as future changes occur.

Project Responsibilities

Identify Proposed Solutions Responsibilities

Agency

1. Order Licenses
2. Update Licenses
3. Pay Vendor

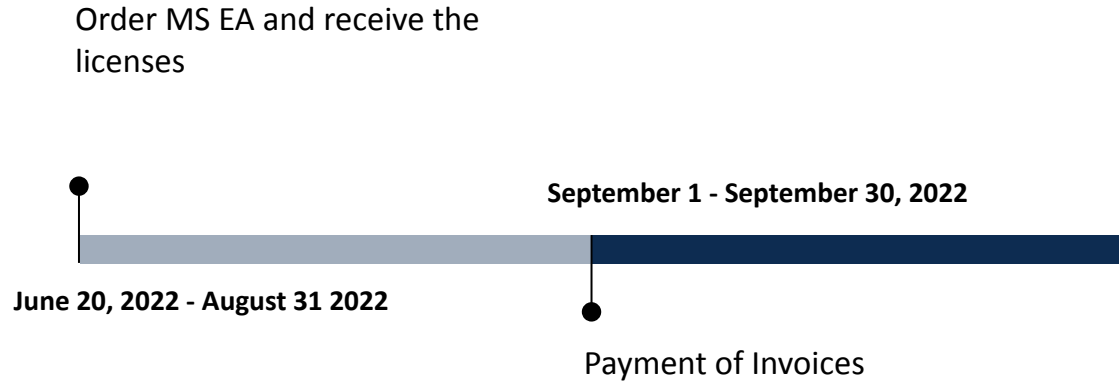
Shared

Vendor/Contractor

1. Supply Licenses
2. Send Invoice

Project Timeline

Identify timeline for Proposed Solution



Microsoft Office Cost

Microsoft Office 365	\$1,091,786.98
Microsoft Systems	\$2,530,760.29
Other Software	\$156,271.44
Tax	\$324,978.41
Total Cost (1 Year)	\$4,103,797.11

The reduction of 3000 licenses has resulted in a pretax savings of \$561,182.06.

What Success Looks Like

Change Management

- a. Project Milestones
 - a. Order Licenses
 - b. Receive Licenses
 - c. Pay Invoices

Measures of Success

- a. This extension will maintain current business levels;
- b. DES will perform Google product migration feasibility and strategy during the Extension period.

Q & A Session

Appendix

Microsoft Decommissioning Project Plan

Plan

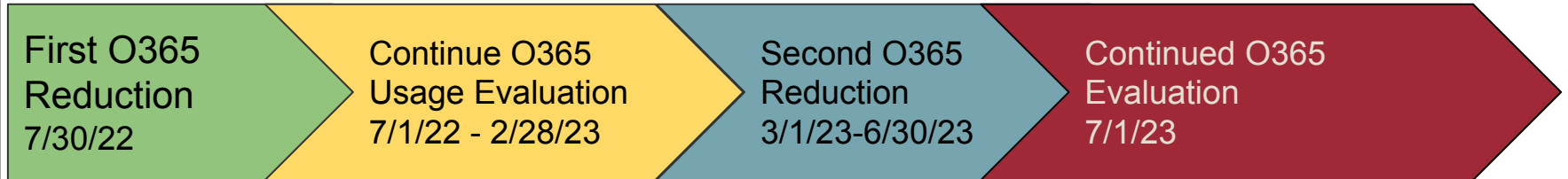
Plan Parameters

- Reduced O365 license counts (5500)
- Continue to evaluate Microsoft Office 365 usage for migration to Google Workspace

Execution Process

- Analyze the utilization of Microsoft Office for each business group
- Convert Microsoft Office usage to Google Workspace

Timeline



Project Costs

Project Costs by Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total
License & Maintenance Fees	\$4,103,797.11	\$0.00	\$0.00	\$0.00	\$0.00	\$4,103,797.11
Total Development	\$4,103,797.11	\$0.00	\$0.00	\$0.00	\$0.00	\$4,103,797.11
Total Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total						\$4,103,797.11