



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2362 – Fax: (914) 665-6173

JUAN PEREZ
Commissioner Management Services

August 4, 2026

VIA EMAIL:
Honorable City Council Members
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, New York 10550

RE: Approval for the three-year Microsoft Office 365 purchase for the Police Department through the OGS contract with SHI.

Honorable Council members:

The Department of Management Services requests approval from the City Council for a 3-year contract with SHI to purchase the Microsoft Office 365 suite for the Police Department. This contract will be through OGS. The total cost of the contract will be \$236,289.96, with annual payments of \$78,763.32. Payments will be made from budget code A1680.215 each year.

The Microsoft Office 365 environment is our production platform and is essential to City Operations. Office 365 is a single-source solution provided exclusively by Microsoft. And our current support contract expires in August of 2026.

We have coordinated with Finance to ensure the necessary funds are available for this critical application environment.

If this request is approved by the city council, the Mayor will sign the 3-year contract, and we will make annual payments of \$78,763.32 to SHI for the duration of the contract under budget code A1680.215.

Thank you.
Sincerely,
Juan Perez

Commissioner Management Services
cc: Mayors Office, Comptroller