

TO: Village Council and Mayor Brown
FROM: Finance Committee, Rob Bartlett - Chair
RE: Proposed IT Infrastructure Project to Support Social Distancing and Remote Access
DATE: September 24, 2020

The Finance Committee met on Thursday, September 24, 2020 at 3:00 pm via Zoom to discuss the possibility of using CARES Act money to pay for an IT Infrastructure project that would support social distancing and remote access within the Municipal Building. Present at the meeting were Finance Committee Chair Rob Bartlett, Finance Committee Members Joe Stelzer and Kelly Rankin, Mayor Bill Brown, and IT Leader Eli Wendler.

To date, Mariemont has received \$92,865.71 in CARES Act funding, with \$36,842.04 allocated so far, leaving \$56,023.67. One of the ways this money can be used is for IT projects that would support social distancing. Eli Wendler shared with the committee four interrelated projects that meet that criteria. The projects are:

1. Re-cabling of the infrastructure to move all of the networking equipment to an isolated, secure location so social distancing can be maintained when on-site maintenance is being provided.
2. Replacing old networking hardware, and adding modern networking software which will allow for remote VPN access to critical on-premises systems for employees and remote management.
3. Creating a comprehensive wireless network within the building to support employee, community and Council access while maintaining distancing within the building. Wireless can support live streaming of Council and Committee meetings should we choose to do so in the future.
4. Migrating to the Office 365 product which will allow employees off-site access to critical shared files and secure remote email service that meets the government compliance/retention standards for municipalities.

Ms. Wendler went to several vendors for quotes on this work. The vendors that provided the best overall value for the Village were as follows. The "Up To" amount below provides a 10% contingency to allow for any change orders that may occur as the work progresses.

Vendor	Work to be Done	Cost	Up to
CBTS	Network as a Service provisioning and set-up	\$25,583.00	\$28,000.00
Intrust	MSOffice 365 tenant set-up, email migration	\$9,770.00	\$10,700.00
PCS Cabling	Cabling to basement	\$16,293.00	\$18,000.00
Dell UPS	Rack Mount 2,200 Volt Amp	\$2,000.00	\$2,200.00

The Finance Committee is recommending we proceed with this project. In order to qualify for CARES Act money, the work needs to be encumbered by October 15 and completed by December 15. All of the above vendors have said they can get this work done on that timing, provided they start the work in early October.

Respectfully Submitted,

Rob Bartlett, Chairman

Kelly Rankin, Vice-Chairman

Joe Stelzer, Member