

**Recommendation to the Somerset County Library Commission
for the Award of Contract for
Software as a Service Support for Google Workspace**

Background

In May 2015, the Somerset County Library Commission contracted with Suitebriar, Inc. for data migration, implementation, training, and support services for the suite of products now known as Google Workspace. They awarded a five (5) year contract to Suitebriar via resolution 15-035. That contract expired in June 2020, and was extended for a single year of service via resolution 20-064. In the intervening time, Google changed its product tiers and pricing structure, resulting in a need for a new contract for support of Google Workspace, LC-CC-2021-01.

Process

On May 6, 2021 an ad was placed in the Star-Ledger and the Courier News that advertised the availability of an RFP for support for Google Workspace. The RFP and notice were also placed on the library's website. One proposal was received and opened on May 26, 2021, sent by Suitebriar, Inc.

Recommendation

The proposal received from Suitebriar, Inc. satisfies all the requirements of the RFP, and the support we have received thus far from Suitebriar for Google Workspace has been to the library's satisfaction. We recommend awarding a three (3) year contract for Google Workspace support at a cost not to exceed \$48,600.00 in year one.

Brian Morgan
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May 27, 2021