



HSC is partnering with NPower NY to connect not-for-profits with MS Online- a set of bundled applications that can save your organization approximately 50% of your technology costs. HSC and NPower NY have set up one live session and several webinars that will allow you to learn more about the many benefits of this initiative, how it will save you money, and what the process for switching to this technology solution entails. We strongly encourage all organizations to attend one of the sessions so you can learn how to assess whether or not MS Online is right for your agency.

This initiative was developed through the COLA (cost-of-living-adjustment) Taskforce, which has identified cost-saving measures aimed at saving money that can be applied to City COLAs. MS Online is a business solution that can help you achieve these savings and also help your organization run more efficiently.

MS Online is a technology solution consisting of a bundle of applications that allows an organization to store documents, back-up data, email, and instant message. It is offered at an over 50% discount and can be integrated fairly easily at most agencies because it is hosted by Microsoft.

Organizations can self-select into a training session. The live training session will be held at 130 East 59th Street.

The dates are as follows:

- **Live Session: June 29, 2010 9:30-10:30am**
- **Webinar: June 22, 2010 11-12pm (see below for webinar access info)**
- **Webinar: July 15, 2010 9:30-10:30 (see below for webinar access info)**

The live session will provide much more basic information than the webinars, and we therefore encourage high-level staff with decision making power to participate in the live session. For organizations with technology staff or people with tech savvy, we suggest you participate in the webinars. Both the live session and the webinars will lay out why MS Online is a good business solution, how it will save you money, and what switching to MS Online means for your organization.

Attached please find a spreadsheet that you can use to calculate some of your technology costs and begin to estimate how much MS Online can save your organization. You only need to fill out the portion about staff mailboxes (how many staff have/need email accounts), and you will see the cost of MS Online versus in-house at the bottom in red. We will be going over this cost-savings tool at the sessions, as well as a more detailed cost comparison tool, but if you look at this in advance, you can understand the potential savings MS Online can provide your organization.

It is very important that all organizations with City contracts eligible for a COLA attend one of these sessions as part of the City COLA process. Please RSVP to Michelle Jackson at (212) 836-1588 / jacksonm@humanservicescouncil.org to one of the sessions; including the name and title of who will be participating. You can contact Michelle for more information or if you have any questions.

Client: ABC Company

Participants Name:

| BPOS Hosted Solution | | | | | vs. | In House Exchange | | | | |
|--------------------------------------|-----------------|-------------|-------------------|-------------|-----|-------------------------------|-------------|-------------------|-------------|-----------|
| Process | # Hrs | Hourly Rate | # Staff/Mailboxes | Total | | # Hrs | Hourly Rate | # Staff/Mailboxes | Total | |
| One-time Cost | | | | | | | | | | |
| Project Management/Build | 0.25 | \$ 140.00 | 25 | \$ 875 | | Project Mgmt | 0.25 | \$ 140.00 | 25 | \$ 875 |
| DNS Setup (one time cost) | 0.75 | \$ 115.00 | 25 | \$ 86 | | DNS Setup | 0.75 | \$ 115.00 | 25 | \$ 86 |
| BPOS Setup | 0.25 | \$ 115.00 | 25 | \$ 719 | | Server Build | 15.00 | \$ 125.00 | N/A | \$ 1,875 |
| Setup/Migration | 1.25 | \$ 70.00 | 25 | \$ 2,188 | | Setup/Migration | 1.25 | \$ 70.00 | 25 | \$ 2,188 |
| Blackberry Mobile Device Setup | 2.00 | \$ 65.00 | 0 | \$ - | | Blackberry Setup | 2.00 | \$ 65.00 | 0 | \$ - |
| Active Sync Mobile Device Setup | No Cost | No Cost | No Cost | No Cost | | Active Sync Setup | No Cost | No Cost | No Cost | No Cost |
| | | | | \$ 3,868 | | | | | | \$ 5,024 |
| | | | | \$ (774) | | | | | | \$ - |
| | | | | \$ 3,094 | | | | | | \$ 5,024 |
| Sub Total Set-Up Cost | | | | | | | | | | |
| Hardware Costs | incl. with BPOS | | | | | | | | | \$ 8,000 |
| Backup Hardware | incl. with BPOS | | | | | | | | | \$ 700 |
| Backup Software | incl. with BPOS | | | | | | | | | \$ 929 |
| Sub Total Hardware | | | | | | | | | | |
| | | | | \$ - | | | | | | \$ 9,629 |
| Total One Time Cost | | | | | | | | | | |
| | | | | \$ 3,094 | | | | | | \$ 14,652 |
| Ongoing Yearly Fees | | | | | | | | | | |
| | Users | Monthly Fee | Monthly Cost | Yearly Cost | | Users | Monthly Fee | Monthly Cost | Yearly Cost | |
| BPOS | 25 | 4.00 | 100 | 1,200 | | | | | N/A | |
| Deskless Workers | - | 1.00 | - | - | | | | | N/A | |
| Blackberry Monthly Cost | - | 9.99 | - | - | | | | | - | |
| Sub Total Monthly BPOS Cost | | | | | | | | | | |
| | | | | 1,200 | | | | | - | |
| Spam Protection | incl. with BPOS | | | | | | | | N/A | |
| Antivirus Protection | incl. with BPOS | | | | | | | | \$ 240 | |
| Backup software Support Year 2 | incl. with BPOS | | | | | | | | \$ 400 | |
| Warranty Hardware Renewal Year 3 | incl. with BPOS | | | | | | | | \$ 300 | |
| Services Support | | | | | | | | | \$ 8,640 | |
| Sub Total Additional Services | | | | | | | | | | |
| | | | | \$ - | | | | | \$ 9,580 | |
| Total Ongoing Yearly Fees | | | | | | | | | | |
| | | | | \$ 1,200 | | | | | \$ 8,880 | |
| 3 Year TCO | | | | | | | | | | |
| Year 1 Total Cost | | | | \$ 4,294 | | Year 1 Total Cost | | | | \$ 24,232 |
| Year 2 Total Cost | | | | \$ 1,200 | | Year 2 Total Cost | | | | \$ 8,880 |
| Year 3 Total Cost | | | | \$ 1,200 | | Year 3 Total Cost | | | | \$ 8,880 |
| Total Cost for 3 Years | | | | \$ 6,694 | | Total Cost for 3 Years | | | | \$ 41,992 |



- The table above is a preliminary assessment. NPower NY will only charge actual cost of Time & Materials incurred in delivering this project.
- Please note that the Initial/One-time Cost for a *HOSTED SOLUTION is based on work to be performed by NPower NY. This cost could be excluded if work is performed

WEBINAR ACCESS INFORMATION

- **Webinar: June 22nd 11-12pm**
 1. **[Join the meeting.](#)**

Audio Information
Use the information below to connect:
Toll-free: +1 (800) 511-7983
Participant code: 3292208
First Time Users:
To save time before the meeting, [check your system](#) to make sure it is ready to use Microsoft Office Live Meeting.
 2. Troubleshooting: Unable to join the meeting? Follow these steps:
 - Copy this address and paste it into your web browser:
<https://www.livemeeting.com/cc/np1ny/join>
 - Copy and paste the required information:
Meeting ID: M889MN
Entry Code: z._nfC-D8
Location: <https://www.livemeeting.com/cc/np1ny>
- **Webinar : July 15, 2010 9:30-10:30**
 1. **[Join the meeting.](#)**

Audio Information
Use the information below to connect:
Toll: +1 (605) 475-4333
Participant code: 570595
First Time Users:
To save time before the meeting, [check your system](#) to make sure it is ready to use Microsoft Office Live Meeting.
 2. Troubleshooting Unable to join the meeting? Follow these steps:
 - Copy this address and paste it into your web browser:
<https://www.livemeeting.com/cc/np1ny/join>
 - Copy and paste the required information:
Meeting ID: 6H2CM6
Entry Code: gwH_T<Hk5
Location: <https://www.livemeeting.com/cc/np1ny>