

**Department New Request Form**  
**Fiscal Year 2025**

<b>Program</b>	Central Services	<b>Title of New Request:</b>		<b>Rank:</b>	3			
<b>Department</b>	Information Technologies							
<b>Request Category</b>	New			CoPilot Licensing for 25 Employees				
<b>Request Rating</b>	New Program							
<b>Department Goal</b>	Organizational Excellence			<b># of FTE's in this request</b>	0.00			
<b>1. How will request assist in achieving Department Goal and benefit the customer</b>								
<p>Having a subset of city employees begin understanding how Microsoft CoPilot generative chat AI tools can be leveraged in the city will pave the way for understanding if and how to scale the licensing appropriately across the varied staffing and roles throughout the city. Theoretically, CoPilot can help employees automate repetitive tasks, answer questions, and provide information quickly using limited language models, or the web. This can introduce efficiency and productivity saving time. It may also be useful for data analysis. Copilot could be leveraged to help analyze large amounts of data and provide insights, useful for decision-making processes.</p>								
<b>2. What specifically is needed to achieve this goal?</b>		<p>Licenses are \$30 per user per month, so \$360 per year per employee in the pilot project. IT will manage these licenses, attaching them to selected employee City login accounts.</p>						
<b>3. Cost Impact of New Program:</b>								
Account #	Item	Qnty	Unit Cost	Requested One-Time	Requested Ongoing			
<b>Ongoing Expenses</b>								
1000.224.410580.360	Software licenses	25	360		9,000			
				—	9,000			
				—	—			
				—	—			
				—	—			
				—	—			
				—	—			
				—	—			
				—	—			
				—	—			
<b>One-time Expenses</b>								
				—	—			
				—	—			
				—	—			
				—	—			
				—	—			
				—	—			
				—	—			
				—	—			
<b>Expense Sub-Total</b>				—				
				9,000	9,000			
<b>Revenue Offset:</b>								
Account #	Revenue Description				Proposed Onetime Revenue	Proposed Ongoing Revenue		
1000	T					—	9,000	
						—	—	
						—	—	
						—	—	
						—	—	
						—	—	
<b>Revenue Sub-Total</b>						—		
						9,000		
<b>4. What sort of data will be used to report results and outcomes of request?</b>						<b>Requested/Proposed Funding Source</b>		
<p>Pilot user focus groups to share findings and practices.</p> <p>It's also possible the MS Center of Excellence has statistical monitoring of usage that may be able to aid in reporting on frequency of use.</p>						<b>One-time</b>	<b>Ongoing</b>	
						<b>Tax or Assessment</b>	—	9,000
						<b>Non-tax</b>	—	—
						<b>Fund Balance</b>	—	—
						<b>Total</b>	—	9,000