

Google Workspace Business Standard

Bassett Creek Watershed Management Commission

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1. Purpose

BCWMC currently relies on a combination of individual email accounts, locally stored files, and various software and storage systems. Establishing a BCWMC-controlled Google Workspace account would provide a dedicated organizational email address while creating a more centralized and resilient system for managing communications, documents, and collaboration.

For \$14/month (\$168/year), Google Workspace Business Standard would provide BCWMC with a professional email address, cloud-based document storage, collaborative tools, calendars, and video conferencing. The goal would not be to replace all existing systems, but to establish a low-cost organizational infrastructure and continuity solution.

2. At-a-Glance

Current Need/Challenge	Proposed Solution	Benefit to BCWMC
No dedicated BCWMC-controlled email account	Create a BCWMC-branded email address	Provides a permanent organizational point of contact
Important files may be tied to individuals or individual computers	Use Google Drive/shared drives for organizational files	Protects institutional knowledge and improves continuity
Documents can exist in multiple locations or versions	Use shared Docs, Sheets, and Slides	Makes collaboration easier and reduces duplicate versions
BCWMC may rely on a single platform for virtual meetings	Use Google Meet as an additional option	Provides meeting and collaboration resilience
Administrative information can become scattered	Establish a shared organizational workspace	Makes files and information easier to organize and access

3. Key Features / Considerations

Google Workspace Business Standard would provide:

- Dedicated BCWMC email tied to the Commission's domain
- 2 TB of pooled cloud storage per user
- Shared drives for organizational files
- Google Docs, Sheets, and Slides for collaborative work
- Google Calendar for scheduling and shared calendars
- Google Meet for virtual meetings, including recording
- Centralized account administration and organizational access

Potential uses include communications, newsletters, event administration, meeting materials, templates, reports, presentations, contact lists, and other administrative and outreach files.

4. Recommendation

Approve the purchase of one Google Workspace Business Standard license at \$14/month (\$168/year).

Business Standard provides more than a dedicated email account. It would create an organization-controlled digital workspace that helps ensure important communications and files remain accessible to BCWMC when staff, contractors, commissioners, or other contributors change roles.

The relatively small annual cost makes this a practical investment in organizational continuity, administrative efficiency, and digital resilience.

Business Standard is recommended over the less expensive Business Starter plan because the additional storage and collaboration features provide greater value for establishing a durable shared workspace rather than simply creating an email account.

5. Cost

Item	Cost
Google Workspace Business Standard	\$14/month
Annual cost	\$168/year
Approximate daily cost	\$0.46/day

Cost assumes Google's annual commitment plan.

For approximately \$168 per year, BCWMC would receive a dedicated organizational email account plus cloud storage, document collaboration, calendars, and video conferencing.

6. Implementation

Implementation would include:

1. Establish the BCWMC Google Workspace account.
2. Connect and verify the BCWMC domain.
3. Create the dedicated organizational email account.
4. Establish a shared Drive folder structure.
5. Transfer or copy appropriate existing administrative and communications files.
6. Establish account recovery and administrative access procedures.
7. Develop basic file naming and organization conventions.

Implementation could be intentionally limited in scope. The initial goal would be to establish the organizational account and infrastructure rather than undertake a large-scale technology migration.

Estimated implementation time: To be determined based on the scope of initial file organization and migration.

7. Requested Action

Approve the purchase of one Google Workspace Business Standard license at a cost of \$14/month (\$168 annually) under Google's annual commitment plan.