

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
 For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
 _____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: October 8, 2024 (B of T) October 17, 2024

TITLE: Motion to Approve Purchase through The State of Illinois Contract with Dell Marketing for the renewal of The Village's Microsoft Office 365 Subscription in the Amount of \$55,472.44.

SUBMITTED BY: Kevin Goethals, IT Manager

FISCAL IMPACT:

Amount of Award: \$55,472.44

Account #: 101.170.420.75710

BACKGROUND/POLICY IMPLICATIONS:

In 2022, the Village made the decision to move from an on-premise email system to a cloud-based system with Microsoft's Office 365 platform. This purchase is for the renewal of our subscription with Microsoft for another year. This purchase is being made through Dell Marketing since they currently have the State of Illinois contract. This year's cost has increased slightly from last year due to the need for adding additional user licenses.

Microsoft's Office 365 platform is a necessary software platform in order for Village staff to communicate, collaborate, and create basic work documents. Some of the collaboration features are: Mobility by being able to access applications remotely from any device anywhere, Real-time collaboration through Teams and OneDrive, Integration with other solutions, as well added security measures. OneDrive and Sharepoint provide file storage for every user in a secure cloud environment allowing the user to access their files from anywhere on any device with access to the Internet. All of these features and benefits should improve staff's productivity.

RECOMMENDATION:

Dell Marketing currently has the State of Illinois contract for Microsoft licenses and related services. Staff recommends the Village Board of Trustees approve the purchase with Dell Marketing in the amount of \$55,472.44, for the renewal of The Village's Microsoft Office 365 Subscription.

Review (as necessary):

Village Attorney X _____	Date _____
Finance Director X _____	Date _____
Village Manager X <u>Scott Niehaus</u>	Date <u>10/8/24</u>

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.