

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 22, 2025 (B of T) November 6, 2025

TITLE: Motion to Approve Purchase through The State of Illinois Contract with CDW for the renewal of The Village's Microsoft Office 365 Three Year Enterprise Agreement in the Amount of \$236,051.

SUBMITTED BY: Kevin Goethals, IT Manager

**FISCAL IMPACT:**

Amount of Award: \$74,215 in 2025, and \$80,918/yr in 2026-2027  
Account #: 101.170.420.75710

**BACKGROUND/POLICY IMPLICATIONS:**

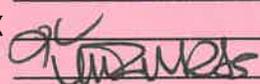
In 2022, the Village made the decision to move from an on-premise email system to a cloud-based system with Microsoft's Office 365 platform. This purchase is for the renewal of our Enterprise Agreement with Microsoft for another three years. This purchase is being made through CDW since they currently have the State of Illinois contract. This agreement cost has increased from due to the need to add additional user licenses in anticipation for the Village's new phone system in 2026 that will integrate with Microsoft Teams. The increase is also due to price increases from Microsoft. We do anticipate purchasing the necessary licenses for the phone system towards the end of the first quarter in 2026, which has been calculated in the approval amount requested.

Microsoft's Office 365 platform is a necessary software platform 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 these features and benefits help improve staff's productivity.

**RECOMMENDATION:**

CDW currently has the State of Illinois contract for Microsoft licenses and related services. Staff recommends the Village Board of Trustees approve the purchase with CDW in the amount of \$236,051, for the renewal of The Village's Microsoft Office 365 Three Year Enterprise Agreement.

Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager X  \_\_\_\_\_ Date \_\_\_\_\_

**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.**