



MEMORANDUM

To: CMAP Board

From: Claire Williams, Deputy Executive Director

Date: May 28, 2025

Subject: Authorization to renew Microsoft 365 G5 Enterprise Agreement subscription for 12 months with four one-year options to renew at a cost of \$1,236,973

Action Requested: Approval

Purpose

Chicago Metropolitan Agency for Planning is seeking to renew its existing Microsoft 365 G5 Enterprise Agreement subscription to support agency communication, collaboration, storage tools, and security features for in office and remote work. The software renewal from June 1, 2025, through May 31, 2026, will cost \$247,394.50, up to potentially \$1,236,973 for a term of five years.

Background

The agency has renewed our Microsoft software licenses annually based on Enterprise Agreement commitments renewed every three years. All staff are provided with a Microsoft 365 G5 license, which provides them with secure access to the full suite of communication, collaboration, office applications, and storage tools while working in the office or remotely.

CMAP's information technology infrastructure uses Microsoft server and desktop operating systems, desktop applications, cloud applications, storage systems, network management systems, security systems, and more to support the agency's core projects. These industry-standard tools allow staff to perform their assigned work and communicate with colleagues inside and outside the agency. Part of the cost of the renewal is a monetary commitment for Microsoft Azure cloud-based services. Azure is Microsoft's cloud-based platform, also known as Infrastructure as a Service (IaaS), Platform as a service (PaaS), and Software as a Service (SaaS). Currently, Azure provides CMAP with more flexible data protection by spreading our backups among multiple locations across the country.

CMAP has invested significant amounts of time and funding in building and maintaining Microsoft-based information technology resources. In order to maintain the agency's ability to

perform its mandated mission for the region, it is imperative that the Microsoft software licenses are renewed for another year.

Procurement process

CMAP will procure these software renewals directly from Dell using the State of Illinois NASPO Software Value Added Reseller (SVAR), Contract CTR060024 - EA enrolment #5116319 purchasing agreement. The total cost is \$1,236,973. This procurement will be a part of FY25 and FY26.