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**DATE:** April 13, 2026

**TO:** Alderman Frost, Chair  
Members of the Finance and Personnel Committee

**FROM:** Todd Hughes, Chief Integration Officer

**RE:** Award of Joint Purchasing Contract: MICROSOFT OFFICE SUITE AND SECURITY APPLICATIONS

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**CONTRACT DETAILS**

**Product/Service/Project:** Microsoft Office Suite and Security Applications

**Vendor:** CDW Government, Vernon Hills, IL

**Contract Amount:** \$487,597 annually, total contract value of \$1,462,791.81

**Contract Duration:** Three years starting May 1, 2026

**Contract:** Sourcewell Joint Purchasing Agreement

**Funding Source:** Information Technology and Integration Operating Budget

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**NARRATIVE**

The City's current Microsoft enterprise agreement licensing expires May 1, 2026.

The City of Rockford relies on Microsoft enterprise software including Microsoft 365, Teams, and Azure to enable secure communication, collaboration, and efficient delivery of services across all departments. These tools support essential functions such as email, document management, virtual meetings, data storage, and cloud-based applications that staff depend on daily to serve residents and manage operations effectively. The Enterprise Agreement provides a cost-effective, bundled licensing model that ensures predictable budgeting while granting access to the latest software updates, security enhancements, and technical support.

Staff recommends approval of Microsoft 3-year renewal.

**RESOLUTION**  
of the  
**CITY COUNCIL OF THE CITY OF ROCKFORD, ILLINOIS**  
**SUBMITTED BY: FINANCE AND PERSONNEL COMMITTEE**

RESOLUTION AWARDING JOINT PURCHASING CONTRACT FOR MICROSOFT OFFICE SUITE AND  
SECURITY APPLICATIONS

WHEREAS, the Code of Ordinances for the City of Rockford, Illinois, provides as in Chapter 4, Article VI, Division 4, that all purchases for and contracts for supplies, materials, equipment, and contractual services, the value of which is estimated to exceed \$25,000, shall be based on competitive solicitation and awarded by the City Council; and,

WHEREAS, competitive proposals were NOT received for the City of Rockford for the following, but the City has chosen to substitute a competitive solicitation conducted by another jurisdiction, as allowed in the Code of Ordinances, for the following:

MICROSOFT OFFICE SUITE AND SECURITY APPLICATIONS

WHEREAS, the Finance and Personnel Committee of the City Council for the City of Rockford, Illinois has reviewed the staff recommendation for the aforementioned item(s) and recommends awarding the contract as follows:

Vendor: CDW GOVERNMENT, VERNON HILLS, IL  
Amount: \$487,597 annually, total contract value of \$1,462,791.81

WHEREAS, the Finance and Personnel Committee has determined that the funding for the aforementioned purchase shall be as follows:

INFORMATION TECHNOLOGY AND INTEGRATION OPERATING BUDGET

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Rockford, Illinois that the Mayor execute an agreement with CDW Government, Vernon Hills, IL for MICROSOFT OFFICE SUITE AND SECURITY APPLICATIONS in the amount of \$487,597.00, subject to the specifications in the contract.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effective immediately upon its adoption and the Legal Director is hereby authorized to prepare and deliver certified copies of this Resolution to the Central Services Manager.

The above and foregoing Resolution was adopted by the City Council of the City of Rockford, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

ATTEST:

\_\_\_\_\_  
Thomas P. McNamara, Mayor  
City of Rockford, Illinois

\_\_\_\_\_  
Angela L. Hammer, Legal Director and Ex-Officio  
Keeper of the Records and Seal  
City of Rockford, Illinois

Rockford, Illinois

Date: April 13, 2026

**RECOMMENDATION FOR RESOLUTION**

**TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:**

Council Members:

The Committee on Finance and Personnel having received a request hereby begs leave to report recommending **approval** of the joint purchasing agreement with CDW Government, of Vernon Hills, IL for MICROSOFT OFFICE SUITE AND SECURITY APPLICATIONS in the amount of \$487,597.00. The Legal Director shall prepare the appropriate resolution.

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Kevin Frost (Chair)

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Jonathan Logemann (Vice Chair)

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Frank Beach

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Dawn Granath

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Chad Tuneberg

Committee Action Taken:

Frost:	Ayes:___	Nays:___	Absent:___
Logemann:	Ayes:___	Nays:___	Absent:___
Beach:	Ayes:___	Nays:___	Absent:___
Granath:	Ayes:___	Nays:___	Absent:___
Tuneberg:	Ayes:___	Nays:___	Absent:___