

227 N. Fourth Street
Geneva, Illinois 60134
(630)463-3070
mwilkes@geneva304.org



Michael Wilkes
Director of Technology
Geneva School District 304

To: Dr. Kent Mutchler
From: Michael Wilkes
Date: February 27, 2023
Re: Microsoft Licensing Renewal Agreement

The district's Microsoft licensing is set to be renewed on April 1st, 2023. As the current agreement expires on March 31st, the district sought quotes for a three-year renewal agreement, paid annually. After receiving quotes from multiple providers, the district recommends purchasing from JourneyEd as they had the lowest overall pricing. This licensing is required to ensure the district maintains its current Microsoft services, operating systems, and other software. These services are the core platform for communication, collaboration, productivity, and learning tools.

The following table breaks down this purchase recommendation:

Table 1

Item	Cost
Microsoft Licensing Renewal with Microsoft 365 Services (Annual Renewal)	\$98,590.74
Projected Value of 3-Year Agreement	\$295,772.22

Renewal pricing is within budget for the planned expense and similar to prior years.

Thank you for your consideration.