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Michael Wilkes
Chief Information Officer
Geneva School District 304

To: Dr. Andy Barrett
From: Michael Wilkes
Date: February 23, 2026
Re: Microsoft Licensing Renewal Agreement

The district's Microsoft licensing is set to be renewed on April 1st, 2026. 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, and productivity tools.

The following table breaks down this purchase recommendation:

Table 1 – Cost Summary

Item	Cost
Microsoft Licensing Renewal with Microsoft 365 Services (Annual Renewal)	\$104,860.75
Projected Value of 3-Year Agreement	\$314,582.25

Pricing on a per unit basis for these services has remained relatively flat.

Thank you for your consideration.