

**CITY HALL
WINDSOR, ONTARIO
N9A 6S1**

Phone: (519)255-6211

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 124/2023

Approved: Wednesday, September 06, 2023

THAT the CAO **APPROVE** the Purchase of Microsoft-related software subscriptions; and,

THAT the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order to Microsoft Canada Inc. and Insight Canada Inc. for the provision of Microsoft-related software subscriptions, as budgeted through existing funding sources, on an as-required basis, to the upset limit of \$1,500,000 (excluding HST) annually for 2 years, satisfactory in financial content to the Commissioner Corporate Services, Chief Financial Officer and in technical content to the Chief Information Officer / Executive Director of Information Technology.

Report Number: CAOP 124/2023

Clerk's File: SI2023

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services

September 8, 2023

Department Distribution

Technical Support Analyst
Financial Planning Administrator
Purchasing Manager
CIO/Executive Director of Information Technology



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

**CITY HALL
WINDSOR, ONTARIO
N9A 6S1**

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

Commissioner of Legal & Legislative Services
On Behalf of Commissioner of Corporate Services/CFO
Commissioner of Economic Development & Innovation
Chief Administrative Officer

External Distribution