



**To:** President and Members of the Munster Town Council

**From:** Jim Marino  
Town Manager

**Date:** October 6, 2025

**Re:** Microsoft Software Product Enterprise Agreement

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Staff utilizes the Microsoft 365 suite of business software applications to perform its daily computer work. These products include Word, Outlook, Excel, PowerPoint, Edge, OneNote, OneDrive, and Exchange. Use of these products must be licensed from Microsoft. Licensing will also provide more cloud storage and additional cloud security features. The School Town obtained a price from our computer equipment vendor, Dell. The attached agreement is for three years at an annual cost of \$63,861.59.

**Recommendation:**

By motion and roll call vote, approve the Enterprise Agreement with Microsoft in the annual amount of \$63,861.59.