

**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 87/2026

Approved: Thursday, September 17, 2026

THAT the Chief Administrative Officer **APPROVE** an extension to the original agreement through a sole source procurement with Absorb Software Inc. for the City's eLearn application for a three (3) year term commencing September 1, 2026 and ending August 31, 2029, with a total upset limit of \$159,000, excluding HST; and,

THAT the Chief Administrative Officer and City Clerk **EXECUTE** a form of agreement with Absorb Software Inc., satisfactory in form to the City Solicitor, in financial content to the Chief Financial Officer & City Treasurer, and in technical content to the Chief Information Officer & Executive Director of Information Technology.

Report Number: CAOP 87/2026
Clerk's File: APM/15084

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
September 18, 2026

Department Distribution

Administrative Assistant
Manager, Corporate & Departmental Business Applications
FPA for Information Technology
Purchasing Manager
CIO/Executive Director of Information



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

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Technology
Commissioner, Corporate Services
City Solicitor
Commissioner, Finance and City Treasurer
Chief Administrative Officer