



DU PAGE COUNTY

Technology Committee

Final Regular Meeting Agenda

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, August 15, 2023

11:30 AM

Room 3500A

1. CALL TO ORDER

2. ROLL CALL

3. CHAIRWOMAN'S REMARKS - CHAIR YOO

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [23-2693](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, August 1, 2023

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0060-23](#)

Recommendation for the approval of a contract purchase order issued to Intellias, Inc., for an upgrade to the Windows servers that the Infor/Lawson applications run on from Windows 2012 to Windows 2019, for Information Technology, for the period of August 22, 2023 through November 30, 2023, for a contract total amount not to exceed \$72,000; per RFP #23-086-IT.

6.B. [TE-P-0061-23](#)

Recommendation for the approval of a contract purchase order issued to Infor (US), Inc., for the purchase of MicroFocus COBOL licensing to be compatible with upgraded Windows Server 2019, for Information Technology, for the period of August 22, 2023 through November 30, 2023, for a contract total amount not to exceed \$112,709.53; per sole source.

6.C. [TE-P-0062-23](#)

Recommendation for the approval of a contract purchase order issued to KARA Company, Inc., for the management of the County GPS CORS sites, to include operating, monitoring and upgrading of software and firmware, for Information Technology - GIS Division, for the period of September 1, 2023 through August 31, 2024, for a contract total amount of \$39,500; per sole source. KARA Company is the only known vendor for this service.

7. PRESENTATION

7.A. [23-2390](#)

FY2024 Information Technology Budget Presentation

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: 23-2693

Agenda Date: 8/15/2023

Agenda #: 5.A.



DU PAGE COUNTY

Technology Committee

Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, August 1, 2023

11:30 AM

Room 3500B

1. CALL TO ORDER

11:30 AM meeting was called to order by Chair Yoo at 11:30 AM.

2. ROLL CALL

PRESENT	Berlin, Carrier, Eckhoff, Galassi, Gustin, Henry, Kaczmarek, White, and Yoo
ABSENT	Cronin Cahill, Mendrick, and Rutledge

3. CHAIRWOMAN'S REMARKS - CHAIR YOO

Chair Yoo notified the Committee that at the next Technology Committee meeting on August 15th, the FY2024 Information Technology budget will be presented.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [23-2387](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, July 11, 2023

RESULT:	APPROVED
MOVER:	Kathleen Carrier
SECONDER:	Bill White

6. PROCUREMENT REQUISITIONS

6.A. [23-2500](#)

Recommendation for the approval of a contract purchase order to DLT Solutions, LLC, for the procurement of Bitsight software, for Information Technology, for the period of September 1, 2023 through August 31, 2024, for a total contract amount of \$28,942.10. Exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.

Anthony McPhearson, Chief Information Officer, said this software helps keep the County's websites and webpages safer. Every month, the IT Department is given a risk score from the vendor. This score can then be submitted to the County's cybersecurity insurance provider to help keep insurance costs down.

RESULT:	APPROVED
MOVER:	Gwen Henry
SECONDER:	Kari Galassi

6.B. [TE-P-0058-23](#)

Recommendation for the approval of a contract purchase order to Gartner, Inc., for one (1) subscription for Gartner for IT Leaders and one (1) subscription for Gartner for CIOs, for Information Technology. This contract covers the period of October 1, 2023 through September 30, 2024, for a contract total amount of \$101,600. Exempt from bidding per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids – Sole Source. Gartner is the only vendor to provide these resources.

Member Carrier asked if the subscription is transferable, since it is assigned to Wendi Wagner and she will be leaving the County soon. Anthony McPhearson confirmed that is it based upon role and not specific user.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Patty Gustin
SECONDER:	Kari Galassi

6.C. [TE-P-0059-23](#)

Recommendation for the approval of a contract purchase order to Adlib Ventures Solutions, for the procurement of RAM for the VSAN, for Information Technology, for a contract total amount of \$49,500, per lowest responsible bid #23-078-IT.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Patty Gustin
SECONDER:	Kari Galassi

7. OLD BUSINESS

Member Gustin inquired about an Information Technology courtesy program, so that departments around the County can see what software/IT products other departments use and what they might possibly recommend. She commented that this would be a great way to share resources. Anthony McPhearson, Chief Information Officer, stated that he is working with Board Members and their committees to have any technology-related procurements be submitted to the Technology Committee as informational items. This will aid in providing transparency surrounding the various software platforms that departments utilize. Member Evans also commented that the County already has a lot of good software tools, such as SnagIt and Monday.com, that employees may not be aware of.

8. NEW BUSINESS

No new business was discussed.

9. ADJOURNMENT

With no further business, the meeting was adjourned.



Technology Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: TE-P-0060-23

Agenda Date: 8/15/2023

Agenda #: 6.A.

AWARDING RESOLUTION ISSUED TO
INTELLIAS, INC.
TO PROVIDE UPGRADES TO WINDOWS SERVERS
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL AMOUNT \$72,000)

WHEREAS, proposals have been taken and processed in accordance with County Board policy; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Intellias, Inc., to provide upgrades to the Windows servers that Infor/Lawson applications run on from Windows 2012 to Windows 2019, for the period of August 22, 2023 through November 30, 2023, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that said contract to provide upgrades to the Windows servers, for the period of August 22, 2023 through November 30, 2023, for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to Intellias, Inc., P.O. Box 1269, Allen, TX 75013, for a contract total amount not to exceed \$72,000, per RFP #23-086-IT.

Enacted and approved this 22nd day of August, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: TE-P-0060-23	RFP, BID, QUOTE OR RENEWAL #: RFP #23-086-IT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$72,000.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$72,000.00
	CURRENT TERM TOTAL COST: \$72,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Intellias, Inc.	VENDOR #: 37505	DEPT: Information Technology	DEPT CONTACT NAME: Alma Montero
VENDOR CONTACT: Chandra Herrin	VENDOR CONTACT PHONE: 303-905-6846	DEPT CONTACT PHONE #: 630-407-5015	DEPT CONTACT EMAIL: alma.montero@dupageco.org
VENDOR CONTACT EMAIL: cherrin@intellias.net	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Professional services to upgrade the windows servers that the Infor/Lawson applications run on from Windows 2012 to Windows 2019, per RFP #23-086-IT.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Windows 2012 will be out of support with Microsoft by the end of October 2023. Infor has informed us that they will not support any of their products running on Windows Server 2012.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. Vendor selected pursuant to RFP #23-086-IT.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Awarding Intellias the contract will ensure Infor/Lawson applications are compatible with Windows servers. 2. Status quo will result in problems occurring with Infor/Lawson applications. 3. Bid out for a new vendor that already complies with Infor/Lawson applications.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Intellias, Inc.	Vendor#: 37505	Dept: Information Technology	Division:
Attn: Chandra Herrin	Email: cherrin@dupageco.org	Attn: Sarah Godzicki	Email: sarah.godzicki@dupageco.org
Address: PO Box 1269	City: Allen	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75013	State: IL	Zip: 60187
Phone: 303-905-6846	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Information Technology	Division:
Attn:	Email:	Attn: Alma Montero	Email: Alma.Montero@dupageco.org
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5015	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 22, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25): Alma Montero			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Migration of Infor applications from the existing Windows Server 2012 R2 servers to County provided Windows Server 2019 servers, as per specifications outlined in SOW.	FY23	1000	1110	53020		72,000.00	72,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 72,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement



THE COUNTY OF DUPAGE
 FINANCE - PROCUREMENT
 INFOR LAWSON SERVER MIGRATION 23-086-IT
 BID TABULATION

√

Criteria	Available Points	Intellias	Cendien	Insight Public Sector
Firm Qualifications	20	20	17	18
Key Qualifications	30	30	23	18
Project Understanding	30	30	15	15
Price	20	20	15	8
Total	100	100	69	58

Fee and Rate Proposal	\$ 72,000.00	\$ 98,800.00	\$ 177,120.00
Percentage of points	100%	73%	41%
Points awarded (wtd against lowest price)	20	15	8

NOTES

RFP Posted on 07/05/2023	
Bid Opened On 07/24/2023, 2:30 PM CST by	DW,MP
Invitations Sent	110
Total Requesting Documents	3
Total Bid Responses Received	3

SECTION 8 - BID FORM PRICING

NO	ITEM	UOM	QTY	PRICE
1	Migration of Infor applications from the existing Windows Server 2012 R2 servers to County provided Windows Server 2019 servers, as per specifications outlined in RFP.	LS	1	\$72,000.00
GRAND TOTAL				
(In words) Seventy-two thousand dollars				

The following Rate Card will be utilized for any work out-of-scope for this engagement.

Resource	Rate
Project Manager	\$195
Functional Lead	\$185
Technical Lead	\$185
Junior Technical Analyst	\$185

Further, the offeror certifies that he has provided services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the cost schedule.

PROPOSAL AWARD CRITERIA

This proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Contractor agrees to provide the service described above and in the contract specifications under the conditions outlined in attached documents for the amount stated.

X [Redacted Signature]

(Signature and Title)

PRESIDENT

CORPORATE SEAL

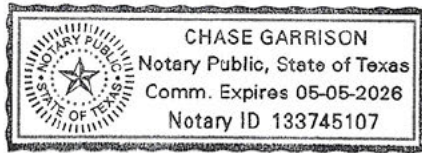
(If available)

PROPOSAL MUST BE SIGNED FOR CONSIDERATION

Subscribed and sworn to before me this 21st day of July AD, 2023

[Redacted Notary Signature]

My Commission Expires: 05-05-2026
(Notary Public)



PROPOSAL

RFP No. 23-086-IT INFOR LAWSON SERVER MIGRATION

Prepared for: THE COUNTY OF DUPAGE



Prepared by:

Chandra Herrin
Director, Business Development
303-905-6846
cherrin@intellias.net

Intellias, Inc.
4215 Beltwood Pkwy
Dallas, TX 75244
www.intellias.net
7/24/2023

intellias[®]



Anthony McPhearson
Information Technology Department
421 North County Farm Road
Wheaton, IL 60187

Re: RFP No. 23-086-IT INFOR LAWSON SERVER MIGRATION
Date of Submission: July 24, 2023

Dear Anthony,

Thank you for considering Intellias, Inc. for your Infor/Lawson consulting needs. We are pleased to present you with a solution for your Infor Lawson Server Migration. We have a clear understanding of your system environment and specific requirements for this effort, based on the received RFP and associated addenda, and look forward to the opportunity to work with The County of DuPage, IL ("DuPage County").

With an established Infor Alliance partnership and experience completing multiple server migrations (both from Windows 2008 to 2012 and Windows 2012 to 2019), Intellias understands both the importance of this initiative as well as the sensitive timeline. Our team will utilize our knowledge of Infor applications, our experience with similar migrations, and a thorough understanding of DuPage County's requirements to develop a comprehensive solution that meets your organizational needs.

Intellias believes in the importance of fully understanding goals and investigating challenges to deliver innovative, cost-effective results. We work closely with our clients to develop a true partnership, enhancing our ability to deliver successful projects.

As of the date of this response submission, Intellias has twenty-four (24) server 2012 to server 2019 upgrade/migration projects underway and/or completed. Our team of technical consultants have encountered a variety of configurations and functional requirements and have delivered successful results for each client. We are confident we can achieve this same success with the server migration for DuPage County.

If you have any questions regarding this proposal, please don't hesitate to reach out to the primary contact for this response.

Primary Contact:

Chandra Herrin, Director - Business Development
cherrin@intellias.net
303-905-6846

Thank you,



Chad Mitchell
President



Firm Qualifications

As a member of Infor's Alliance Partnership Network, Intellias provides Infor consulting services, including Implementations, Business Application Consulting, Technical Services & Upgrades, and Cloud Migrations. We are fully certified and bring the expertise, knowledge, and professionalism our clients expect from a trusted partner.

Intellias has over twenty (20) years of experience working with Infor applications and 25 full-time employees dedicated to delivering high-quality solutions. We are headquartered in Farmers Branch, TX, (Dallas area), with an office in Chicago, IL, and remote-based consultants located across the country. Intellias will tap into expertise from resources who have completed multiple migrations from Server 2012 to Server 2019 to complete DuPage County's server migration.

The proposed project lead, TJ Mann, has been involved in almost all of our 20+ server migration projects. He's highly skilled in working with the technical aspects of Infor Lawson applications and is extremely efficient in completing server migration efforts.

He reports up to Rob Flannery, VP of Services, who has extensive experience working with DuPage County. Rob will be lending his knowledge of your organization and expertise in Lawson applications to help ensure a successful project.

The project team will also feature a project manager to manage communication, the project plan and timeline, and oversee the successful completion of each deliverable. More information on the proposed team can be found in Section 3 – Key Qualifications.

Intellias has partnered with DuPage County on multiple initiatives leading up to this engagement, including the server migration from Windows 2008 to Windows 2012 (partnered with/subcontracted by Cherry Road for this effort). With respect to migrations from Windows 2012 to Windows 2019, we have successfully completed twelve (12) projects with an additional twelve (12) in progress.

Additionally, Intellias has served as a leader in the Infor space in providing informative content since the announcement of the decommissioning of Windows 2012, as well as strategic planning support for clients seeking an understanding of version compatibilities and support timelines. Our latest webinar on the topic ([Infor Lawson System Upgrades Requiring Immediate Action](#)), as well as our entire [YouTube library](#) allows for further exploration and validation of our knowledge on the subject.

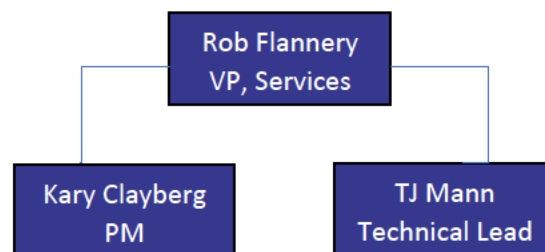
As mentioned above, Intellias has experience working with DuPage County to provide Infor Lawson technical expertise. Additionally, we have worked multiple public sector entities on various engagements over the past 5+ years including:

- City of St Charles, IL
- City and Borough of Juneau, AK
- West Basin Municipal Water District
- Chicago Housing Authority
- Fresno Unified School District
- Community Unit School District 300 (Algonquin, IL)
- Atlanta Public Schools
- ISO New England

Client References	
Client & Contact Info	Engagement Profile
City of St Charles Penny Lancor Manager, Enterprise Applications Ph: 630-762-7089 E: plancor@stcharlesil.gov	Server Upgrade/Migration in progress. Also previously completed: <ul style="list-style-type: none"> - Implementation of Infor’s SSO solution (AD FS) - BSI Upgrade - Crystal Server Upgrades - Multiple other technical projects
City & Borough of Juneau Chris Murray Director, IT Ph: 907-586-5295 E: chris.murray@juneau.gov	Server Upgrade/Migration from 2012 to 2019 in progress. Also previously completed the implementation of Infor’s SSO solution (AD FS) and updated user interface (Infor OS). Similar to server upgrades, allowed client to maintain compliance/support and utilize new functionality.
West Basin Municipal Water District Isaiah Suarez IT Supervisor Ph: 310-660-6254 E: isaiahs@westbasin.org	Server Upgrade/Migration from 2012 to 2019. Implementations of EMSS and Requisitions functionality, as well as general support.

Key Qualifications

Intellias has a technical team of resources featuring experts dedicated to server upgrade projects. For the DuPage County migration project, Intellias proposes the following team and project structure. The Technical Lead resource proposed in this response has extensive experience leading server upgrade projects and is available to complete this effort by October 2023 or as close to the deadline as possible.



From a project structure standpoint, the PM will provide regular status updates that include deliverable progress and budget monitoring to ensure our team is completing the effort on time and on budget. As reflected in the organizational chart above, all roles involved in this project report to Rob Flannery. Not only do our resources have a direct line of communication to internal leadership, but if at any point the project requires executive escalation, Rob Flannery will actively engage to resolve any issues.

Team Member Profiles



Rob Flannery

Role: VP, Services
Location: Chicago, IL
Years of Experience: 10
Years with Intellias: 6
Clients Currently Assigned: n/a

Area of Expertise/Responsibility: Rob will serve as the Point of Escalation and provide background of the technical environment, ensuring success on this project. He has extensive experience with all aspects of the Infor suite of products, including server upgrades. In addition, due to his previous undertakings with DuPage County, Rob has more in-depth knowledge of the system landscape and team requirements.



Kary Clayberg

Role: Project Manager
Location: Texas
Years of Experience: 2
Years with Intellias: 2
Clients Currently Assigned: 2

Area of Expertise/Responsibility: Kary will serve as the Project Manager, leading the planning and management for this engagement. Kary will specifically help with further discovery via system assessment interviews, project planning, and deliverables management throughout the project. She and the project team presented in this proposal will be available to begin this effort upon contract execution and will support the engagement through the post go-live support period.



TJ Mann

Role: Technical Lead
Location: New Jersey
Years of Experience: 20+
Years with Intellias: 5
Clients Currently Assigned: 4

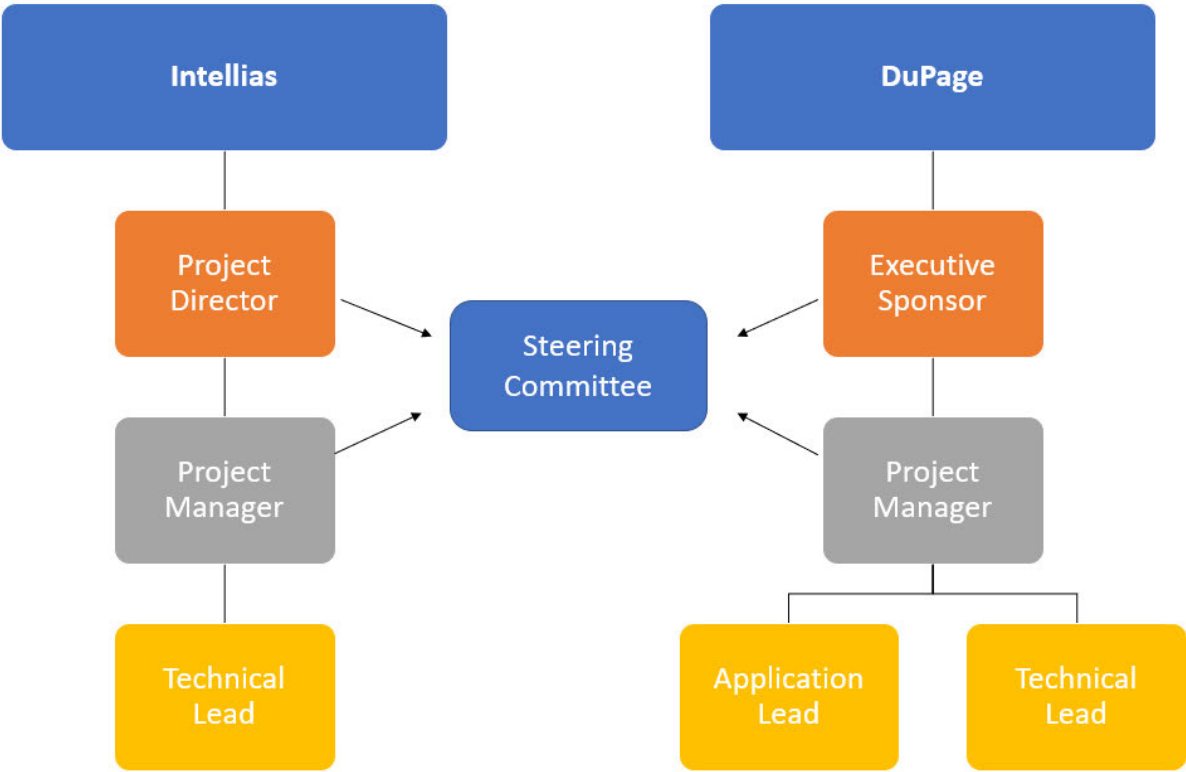
Area of Expertise/Responsibility: TJ will serve as the key resource for the server migration, including addressing any technical issue resolution. He has served in a similar role for the majority of our successful server migration projects.

As an Infor Certified System Administrator and a Lawson Security Authorization Certified Consultant, he assists with enterprise system implementation projects including installs, upgrades, security, conversions, and application enhancements. He has worked with Lawson versions through their evolution, and also holds certifications in the latest Infor technology, such as Birst Analytics.

“Early and Often” is the key to successful communication and is the foundation for our communication plan. It is vital to have early involvement and sponsorship from DuPage County’s leadership (Steering Committee). Their role in promoting the project will foster buy-in from project team members and power users.

Empowering DuPage County’s project team to take ownership of the system and testing requirements and providing them with the knowledge and documentation for ongoing support, will increase the likelihood of success while migrating to new servers.

The following displays the project roles involved from each of our organizations and their respective responsibilities, which demonstrates how our teams will work and communicate with each other.



Project Understanding

Our firm's interest in supporting server migrations has been steadily displayed since the announcement of the decommissioning of Windows 2012. Intellias has led the Infor space in providing informative content and served as a strategic partner for our clients seeking an understanding of version compatibilities and support timelines. Our latest webinar on the topic ([Infor Lawson System Upgrades Requiring Immediate Action](#)), as well as our [YouTube library](#) allows for further exploration and validation of our knowledge on the subject.

DuPage County currently utilizes Infor Lawson applications to manage HCM, Financial and Supply Chain functions within the organization. With the announcement from Microsoft of end of support for Windows Server 2012, Intellias understands that DuPage County desires to migrate all Infor Lawson applications to new Windows 2019 servers, without updating any versions so long as the server build and installations are compliant with the latest Infor compatibility matrix. Doing so allows DuPage County to maintain compliance and stability for their Infor Lawson applications.

The following Scope of Work and demonstrate the services and performance metrics/deliverables involved in our project management and technical work. Our methodology and experienced resources will provide a custom solution and timeline to meet DuPage County's expectations. The following Scope, Deliverables and Project Plan reflect our understanding of your project and the required tasks involved in a successful implementation.

Scope of Work

The scope for this proposal includes installing the same versions of Infor Lawson applications on a Windows 2019 platform. All existing configurations, customizations and data will be migrated to the new servers. Intellias will provide testing and data validation guidance, support and issue resolution. Detailed documentation of configurations, setup instructions and troubleshooting guidelines will be provided upon successful Go Live.

In-Scope

The following activities are In-Scope for completion of this effort:

- Project Planning & Management
- LSF Installation
- Landmark Installation
- LBI Installation
- Data Migration
- Testing Support
- Go Live/Post Go Live Support

Out-of-Scope

- AD FS Upgrade (DuPage County is already on Windows 2016)
- Infor OS Upgrade (DuPage County is already on Windows Server 2019/SQL Server 2019)
- Smart Office Upgrade (should be retired by the time this project goes live)

Deliverables

The following table details Scope Activities and the associated Details/Deliverables for the Server Upgrade Project. The detailed deliverables reflect our performance metrics for each task.

Activity	Details/Deliverables
LSF Installation	<p>Included Components:</p> <ul style="list-style-type: none"> -Windows Server 2019 -LSF Core Technology 10.0.11.X (latest version) -Lawson MSP 10.0.X (latest version) -Portal (Lawson For Ming.le) 10.1.X (latest version) -DSP 11.0.X (latest version) -WebSphere 8.5.5.X (latest FP) -AD LDS -IIS Web Server -VisualCOBOL 5 -Bouncy Castle -Java 8 (Oracle or Amazon Corretto JDK) -Perl (latest version) -Implement LDAP Channel Binding -AD FS -Configure SSL Encryption -BSI Tax Factory 11 -Employee/Manager Self-Service (EMSS) (including external web server deployment) <p><i>NOTE: Oracle JDK requires a separate license agreement</i></p>
Landmark Installation	<p>Included Components</p> <ul style="list-style-type: none"> -Windows Server 2019 -Landmark 11.0.X (latest version) -Infor ION Grid (latest version) -Infor Process Automation -WebSphere 8.5.5.X (latest FP) -IIS Web Server -Bouncy Castle -Java 8 (Oracle or Amazon Corretto JDK) -Perl (latest version) -Implement LDAP Channel Binding -AD FS -Configure SSL Encryption <p><i>NOTE: Oracle JDK requires a separate license agreement</i></p> <p>Out of Scope/Additional Fee: SSCM, Landmark Financials, external web server deployment</p>

Activity	Details/Deliverables
Lawson Business Intelligence Installation	<p>Included Components</p> <ul style="list-style-type: none"> -Windows Server 2019 -Infor Lawson BI 10.6 (latest HF) -WebSphere 8.5.5.X (latest FP) -Crystal Reports Server (latest version) -Java 8 (Oracle or Amazon Corretto JDK) -AD FS -Configure SSL Encryption <p><i>NOTE: Oracle JDK requires a separate license agreement</i></p>
Data Migration	<p>3 total passes (1 in new TEST and 2 in new PROD)</p> <p>One of the three migration passes is to be reserved for go-live.</p> <p>Includes application and environment data (users, security, bookmarks, jobs)</p> <p>Out of Scope/Additional Fee: Migration of Landmark transactional data (work units)</p>
Testing Support	<ul style="list-style-type: none"> - Guidance, support and issue resolution for testing and data validation - Documentation of configurations and setup instructions
Post go-live support	<p>1 week of post go-live support</p>
Project Management	<p>Coordinate Project Kickoff to include:</p> <ul style="list-style-type: none"> - Initial planning and interviews with project stakeholders/resources. - Establish and coordinate communication plan. - Review project deliverables and timeline. <p>Develop project plan, attend status calls and manage Intellias resources.</p> <p>Monitor and report on project progress and budget.</p>

Timeline

We anticipate this project will require ten (10) weeks to complete all necessary deliverables and services. The chart below details each phase and estimated timeframe for completion.

Month	1				2				3			
Week	1	2	3	4	5	6	7	8	9	10	11	12
Plan												
<i>Project Kick Off</i>												
<i>Project Planning</i>												
<i>Infrastructure Design/Deployment</i>												
Design												
<i>System Installations</i>												
<i>First Data Migration</i>												
<i>System Validation</i>												
Train												
<i>Deliver Exit Documentation</i>												
<i>Knowledge Transfer</i>												
Test												
<i>Second Data Migration</i>												
<i>User Acceptance Testing</i>												
<i>Issue Resolution</i>												
Deploy												
<i>Final Data Migration</i>												
<i>System Live</i>												
<i>Final System Validation</i>												
Post Live												
<i>Production Support</i>												

Management Plan

We approach Project Management by assuming both Project Managers (representing Intellias and DuPage County) will be peers, but with slightly different roles. Our Project Manager will bring the Infor knowledge, expertise, and implementation experience, while DuPage County’s Project Manager provides an understanding of the political landscape and organization goals. This dynamic ensures a cohesive team, leading to a positive work environment and a successful project for your organization.

Intellias believes that a strong project plan is essential in aligning both parties and creating a clear path forward. Our Project Manager will work with your Project Manager/Project Team to plan and manage the project throughout its entirety.

Deliverables

- Creation of Project Plan based on agreed upon dates and deliverables
- Management of Project Plan throughout project
- Execution of milestones and deliverables
- Management of Intellias project team
- Lead weekly/bi-weekly status calls
- Management of project issues or risks
- Work in tandem with client Project Manager throughout project
- Updates to the project steering committee
- Weekly status reports to client Project Manager

Risk and Issue Management

With the end of support for Server 2012 in October 2023, the primary risk for this initiative is not completing the effort before that date. However, this risk is mitigated by starting the project as quickly as

possible in/around August 2023. Our timeline above demonstrates how a Go-Live before or shortly after the end of October 2023 is attainable, given an August start date is achieved.

Other external risk factors include:

- Hardware Procurement
- Server Provisioning
- 3rd party licensing (Infor, Microsoft, MicroFocus, etc)

If an issue should arise that requires escalation, the following Risk and Issue Management process will be adhered to. If a change of scope is required, Intellias proposes the Change Management procedure as presented below.

Issues Management: If unforeseen conditions are discovered or unforeseen events occur that materially affect the original scope of work, the Intellias Project Manager will notify the DuPage County Project Manager. From there, Intellias will work with DuPage County to adjust the scope, cost and schedule as appropriate. The project timeline is partially dependent on resources outside of Intellias control. Such dependencies will be documented where possible as part of routine project communications.

Risk Management: Successful projects always have a comprehensive risk management plan in place. Intellias will work with DuPage County team members throughout the project and especially during the crucial cutover planning stage to:

- Identify potential risks and their impact
- Assess the likelihood of occurrence for each
- Develop mitigation strategies, including risk prevention and contingency plans
- Delegate responsibilities for risk mitigation and response
- Monitor identified risks and evaluate the management plan as risks evolve during the lifecycle of the project

Recommendations will be made with best practice and risk mitigation strategies in mind.

Change Management/Incident Reporting Process

Intellias' Change Management process will be used to manage any incidents or alterations to any Work Order/Statement of Work (SOW). Examples of alterations include but are not limited to: changes in scope, to deliverables (including accepted deliverables), to the schedule and to costs occurring for any reason, including failure of DuPage County to fulfill its roles and responsibilities, unforeseen events, delays caused by DuPage County, and inaccurate assumptions and dependencies. Intellias will work in conjunction with DuPage County to manage work efforts until the Change Request has been approved.

1. Either party may notify the other of intended changes by completing a Change Request (CR) form which provides justification for the change and the proposed impact to the project's scope, schedule, and cost.
2. If DuPage County has initiated the CR, Intellias will respond to the CR with the impact to the project's scope, schedule and cost, also referred to as a CR in this process.
3. The DuPage County approver will approve or reject the CR within ten (10) business days from the receipt of the CR form.

4. If the DuPage County approver does not approve or reject the change request within ten (10) business days from the receipt of the CR form and does not communicate a reasonable timeframe in which a decision will be made, the requested change will be considered deferred:
 - a. The change request status will be logged, tracked and managed as a 'deferred' request.
 - b. Work will progress without incorporating the requested change into the work plan.
 - c. Where an approval or rejection decision is necessary for the project to progress, Intellias and DuPage County will employ an Issues Escalation process.
5. For change requests that are outside the stated project scope, the DuPage County approver will authorize budget and/or schedule allowance for Intellias on a time and materials basis for the initial analysis of a change request.
6. Intellias and DuPage County shall resolve disputes regarding the 'in scope' or 'out of scope' classification of work using the Issues Escalation process.

The following persons have been designated as responsible for obtaining signature approval of change requests for the project:

Intellias Inc.	DuPage County
Name: Rob Flannery	Name: TBD
Title: Vice President	Title: Senior TBD

Price Proposal

Included in as separate attachment: INFOR LAWSON SERVER MIGRATION 23-086-IT_SECTION 8 BID FORM PRICING



Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Jul 20, 2023

Bid/Contract/PO #: Bid# 23-086-IT

Company Name: Intellias, Inc	Company Contact: Chandra Herrin
Contact Phone: 303-905-6846	Contact Email: cherrin@intellias.net

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

NONE (check here) - If no contributions have been made

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

[Redacted Signature]

Printed Name

Chad Mitchell

Title

President/Owner

Date

Jul 20, 2023

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)



Technology Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: TE-P-0061-23

Agenda Date: 8/15/2023

Agenda #: 6.B.

AWARDING RESOLUTION ISSUED TO
INFOR (US), INC.
FOR MICROFOCUS COBOL LICENSING
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL NOT TO EXCEED \$112,709.53)

WHEREAS, a sole source quotation has been obtained in accordance with 55 ILCS 5/5-1022 and County Board policy; and

WHEREAS, the County is authorized to enter into a Sole Source Agreement pursuant to Section 2-350 of the DuPage County Procurement Ordinance; and

WHEREAS, based upon supporting documentation provided by the using Department, the Chief Procurement Officer has determined that it is not feasible to secure bids or that there is only one source for the required goods or services, and/or has determined that it is in the best interests of the County to consider only one supplier who has previous expertise relative to the subject procurement; and

WHEREAS, in accordance with the Chief Procurement Officer's determination, the Technology Committee recommends County Board approval for the issuance of a contract to Infor (US), Inc., for MicroFocus COBOL licensing, for the period of August 22, 2023 through November 30, 2023, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for MicroFocus COBOL licensing, for the period of August 22, 2023 through November 30, 2023, for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Infor (US), Inc., 13560 Morris Road, Suite 4100, Alpharetta, GA 30004, for a contract total amount not to exceed \$112,709.53. Pursuant to 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole provider of compatible licensing software.)

Enacted and approved this 22nd day of August, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: TE-P-0061-23	RFP, BID, QUOTE OR RENEWAL #: Quote #SQB401199_1	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$112,709.53
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$112,709.53
	CURRENT TERM TOTAL COST: \$112,709.53	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Infor (US), Inc.	VENDOR #: 13553	DEPT: Information Technology	DEPT CONTACT NAME: Alma Montero
VENDOR CONTACT: Irwanto Aranadi	VENDOR CONTACT PHONE: 647-952-4741	DEPT CONTACT PHONE #: 630-407-5015	DEPT CONTACT EMAIL: Alma.Montero@dupageco.org
VENDOR CONTACT EMAIL: Irwanto.Aranadi@infor.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Purchase of MicroFocus COBOL licensing to be compatible with upgraded Windows Server 2019.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Windows Server 2012 is going out of support and Infor will not support their applications running on Windows 2012. Therefore, we must move the applications to Windows Server 2019, which requires us to purchase new MicroFocus COBOL licenses for those servers. MicroFocus COBOL licensing cannot be transferred between servers and we cannot run the ERP without this licensing.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. OTHER
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. MicroFocus COBOL is integrated into the Infor application and is required to run the Infor product.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. No, as this software must be purchased from Infor to run the Infor ERP system.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. As part of our licensing agreement with Infor, we must purchase MicroFocus COBOL licensing through them.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Infor (US), Inc.	Vendor#: 13553	Dept: Information Technology	Division:
Attn: Irwanto Aranadi	Email: irwanto.aranadi@infor.com	Attn: Sarah Godzicki	Email: sarah.godzicki@dupageco.org
Address: 13560 Morris Road, Suite 4100	City: Alpharetta	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: 30004	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Infor (US), Inc.	Vendor#: 13553	Dept: Information Technology	Division:
Attn:	Email:	Attn: Alma Montero	Email: alma.montero@dupageco.org
Address: NW 7418, PO Box 1450	City: Minneapolis	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55485-7418	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5015	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 22, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25):			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		MicroFocus Visual Cobol for Windows Compiler and Server Application Run Time for both Production and Test Servers as described in quote SQB401199_1	FY23	1000	1110	53806		112,709.53	112,709.53
FY is required, assure the correct FY is selected.										Requisition Total	\$ 112,709.53

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email PO to Wendi Wagner, Sarah Godzicki and Alma Montero.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement



Order Form

Agreement ID: ICMOF_987
Opportunity ID: OP-04481476
Quote ID: SQB401199_1

Infor Entity ("Infor"):
Customer ("Customer" or "Licensee"):
License Agreement Name:
License Agreement Effective Date:

Infor (US), LLC
County of DuPage
Software License Agreement
November 9, 2012

This Order Form is subject to the terms of the License Agreement between the parties and, if Support is the subject of a separate Support agreement related to the License Agreement, the terms of such Support Agreement (the "Support Agreement"). The License Agreement and related Support Agreement (if any) are collectively referred to herein as the "Agreement". All terms of the Agreement are incorporated herein by reference. In the event of a conflict, the terms of this Order Form control over the terms of the Agreement.

Capitalized terms not defined in this Order Form are defined in the Agreement. In the event the capitalized terms in this Order Form differ from the terminology used in the Agreement, the parties shall apply terms logically.

Effective date of this Order Form (the "Order Form Date") shall be the last date that this Order Form is executed either by Customer or Infor, unless otherwise stated.

THE PARTIES have executed this Order Form through the signatures of their respective authorized representatives.

For: Infor (US), LLC

For: County of DuPage

(Infor)

(Customer or Licensee)

Signature

Signature

Typed or Printed Name

Typed or Printed Name

Title

Title

Signature Date

Signature Date



Order Form

Agreement ID: ICMOF_987
Opportunity ID: OP-04481476
Quote ID: SQB401199_1

Customer: County of DuPage
GL ID: US0AB
Customer Account ID: 100011670
Account Executive: Irwanto Aranadi

I. On-Premise Software

New or Additional On-Premise Software

Line	Location	Product Description	Use Restriction	Support Level
1	PROD:PROD_2019	MF Visual COBOL for Windows Compiler	1 Named Users	XTP
2	PROD:PROD_2019	MF COBOL Server Application Runtime - Windows	300 Concurrent Users	XTP
3	TEST:TEST_2019	MF Visual COBOL for Windows Compiler	1 Named Users	XTP
4	TEST:TEST_2019	MF COBOL Server Application Runtime - Windows	30 Concurrent Users	XTP

License Fee: \$87,870.00

Annual Support Fee: \$19,331.40

Initial Term of Support: Order Form Date through November 12, 2024

Fee for Initial Term of Support: \$24,839.53

The Fee for Initial Term of Support is prorated based on the estimated Order Form Date. This fee will vary based on actual Order Form Date. Unless otherwise stated, the pro-rated portion of fees will be invoiced for the last period of the Initial Support Term.

Annual Escalation Cap: 6% or the then-current year-over-year increase in the Consumer Price Index (CPI), whichever is greater.

II. Fees and Payment Terms

Total Amount Due (before applicable taxes): \$112,709.53

Currency: US (Dollar)

Payment is due within 30 days of the date of the invoice.

The License Fee and Fee for Initial Term of Support, plus applicable taxes, will be invoiced promptly upon the Order Form Date.

Primary-Use Address**Invoice Address**

County of DuPage 421 North County Farm Road Wheaton IL 60187	County of DuPage 421 North County Farm Road Wheaton IL 60187
Wendi Wagner 630-407-5000 wendi.wagner@dupageco.org	Wendi Wagner 630-407-5000 wendi.wagner@dupageco.org

III. Additional Terms

1. Use/License Definitions if specified in the Use Restriction field can be found at <https://licensedefinitions.infor.com/>
2. Support Level Definitions:

“XT” = Infor Essential (24x5); “XTP” = Infor Premium (24x7). Program Descriptions of the XT and XTP Support plans can be found at: <http://www.infor.com/content/brochures/inforxtremesupportplanfeatures.pdf/>.
3. Unless excluded by applicable law, Infor reserves the right to issue invoices electronically.
4. The following terms apply to any Third Party Microfocus Software licensed under the Order Form: (1) Customer may not copy or modify Third Party Software or related Documentation. Customer may only use Third Party Software in accordance with related Documentation and solely in conjunction with the On-Premise Software. (2) The Third Party Licensor is a third-party beneficiary to the Agreement with respect to its Third Party Software. In the event of unauthorized use, export or disclosure of a Third Party Software in breach of the Agreement, the Third Party Licensor and Infor shall be entitled to an injunction against such breach, in addition to any other legal or equitable remedies that may be available to them.
5. Test/Development License On-Premise Software (TEST) - For the On-Premise Software(s) specified herein and identified as limited to a Test/Development License, Infor grants Customer a Test/Development License which will remain valid for so long as Customer maintains a license to a production instance of the On-Premise Software. Customer may install one copy of the On-Premise Software specified above on a single, non-production server solely for testing/development purposes. At no time may the test/development server be used in a production environment. This Test/Development License is limited to the On-Premise Software and User Restrictions set forth on this Order Form. In the event the production license terminates, this Test/Development License shall also terminate. For the avoidance of doubt, the Test/Development License does not include a license to the source code for the On-Premise Software. If Customer maintains support for the production On-Premise Software, Customer must subscribe to the same level of support for the Test/Development license. If Customer is not subscribed to a current support plan for the production On-Premise Software, then the Test/Development license shall not be eligible for any Support Services.
6. Customer’s purchase of the licenses specified herein is not contingent or dependent upon the provision of any consulting services Customer may choose to purchase from Infor contemporaneously with this Order Form or in the future.
7. The parties agree that no shipment shall be required for On-Premise Software previously licensed to the Customer. For any new On-Premise Software licensed herein, Delivery shall be FOB Shipping Point.
8. Support renewal of Customer’s previously licensed On-Premise Software is pending, and Customer hereby consents to the renewal of Support services for such On-Premise Software and irrevocably agrees to pay the corresponding fees. Non-payment of these fees will entitle Infor to suspend Support for the On-Premise Software licensed herein until such payment is received.

9. Customer's right to use the current On Premise Software set forth below shall terminate immediately as of November 13, 2023, and all provisions set forth in the Agreement regarding license termination shall apply. Customer shall not be entitled to a refund of any fees associated with the terminated licenses.

Part # (if applicable)	On Premise Software
PROD: Wheaton-SITE-2 and TEST: Wheaton-SITE-2	
BPP-MVC	MF Visual COBOL for Windows Compiler
BPP-MVX	MF COBOL Server Application Runtime - Windows



641 Avenue of the Americas
New York, NY 10011
800-260-2640
www.infor.com

August 9, 2023

DuPage County
421 N. County Farm Road
Wheaton, IL 60187

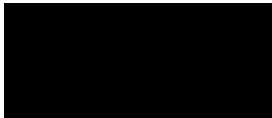
Dear Ms. Wagner:

Infor has received your request for a justification to single source the purchase of Micro Focus COBOL third-party products for the use with the Infor Lawson on-premises applications from Infor.

Infor Lawson customers must purchase the Micro Focus third-party products from Infor, not directly from Micro Focus or a Micro Focus reseller. The reason is because Infor provides first line and second line Micro Focus third-party product support to Infor Lawson customers.

Please don't hesitate to contact Irwanto Aranadi, the Account Manager for your account, at 647-952-4741 or Irwanto.Aranadi@infor.com, if you have additional questions on this matter.

Sincerely,



Tyler Haynes
VP Inside Sales
Tyler.Haynes@infor.com

09 August 2023 | 14:32:47 EDT



Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Aug 8, 2023

Bid/Contract/PO #: _____

Company Name: Infor (US), LLC	Company Contact: Tyler Haynes
Contact Phone: 864-987-3947	Contact Email: Tyler.Haynes@infor.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

NONE (check here) - If no contributions have been made

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature _____

Printed Name

Tyler Haynes

Title

VP, Inside Sales

Date

Aug 8, 2023

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)



Technology Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: TE-P-0062-23

Agenda Date: 8/15/2023

Agenda #: 6.C.

AWARDING RESOLUTION ISSUED TO
KARA COMPANY, INC.
FOR MANAGEMENT OF THE COUNTY'S GPS CORS SITES
FOR INFORMATION TECHNOLOGY - GIS DIVISION
(CONTRACT TOTAL NOT TO EXCEED \$39,500.00)

WHEREAS, a sole source quotation has been obtained in accordance with 55 ILCS 5/5-1022 and County Board policy; and

WHEREAS, the County is authorized to enter into a Sole Source Agreement pursuant to Section 2-350 of the DuPage County Procurement Ordinance; and

WHEREAS, based upon supporting documentation provided by the using Department, the Chief Procurement Officer has determined that it is not feasible to secure bids or that there is only one source for the required goods or services, and/or has determined that it is in the best interests of the County to consider only one supplier who has previous expertise relative to the subject procurement; and

WHEREAS, in accordance with the Chief Procurement Officer's determination, the Technology Committee recommends County Board approval for the issuance of a contract to Kara Company, Inc., for operation, monitoring, and upgrading software and firmware for seven (7) County GPS CORS sites, for the period of September 1, 2023 through August 31, 2024, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for operation, monitoring, and upgrading software and firmware for seven (7) County GPS CORS sites, for the period of September 1, 2023 through August 31, 2024 for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Kara Company, Inc., 5255 Dansher Road, Countryside, IL 60525, for a contract total amount not to exceed \$ 39,500.00. (Sole provider - KARA Company is the only known vendor for this service.)

Enacted and approved this 22nd day of August, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: TE-P-0062-23	RFP, BID, QUOTE OR RENEWAL #: Invoice #376551	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$39,500.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$39,500.00
	CURRENT TERM TOTAL COST: \$39,500.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Kara Company Inc	VENDOR #: 11029	DEPT: IT - GIS Division	DEPT CONTACT NAME: Tom Ricker
VENDOR CONTACT: Jon Pesek	VENDOR CONTACT PHONE: 708-482-8888	DEPT CONTACT PHONE #: 630-407-5062	DEPT CONTACT EMAIL: tom.ricker@dupageco.org
VENDOR CONTACT EMAIL: jpesek@karaco.com	VENDOR WEBSITE: karaco.com	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Management of the DuPage County GPS CORS sites. This includes operating, monitoring and upgrading of software and firmware for 7 GPS CORS sites, for a total amount of \$39,500, sole source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Management is needed for the County's 7 GPS CORS sites including the operating, monitoring and upgrading of high precision geodetic control instruments.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. KARA has designed & upgraded our CORS network system and the software that works with each of the 7 stations. They monitor each station and are able to diagnose and correct a problem when one of the stations goes down. In almost every case they were able to bring the downed station up within hours because of their familiarity with the system.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. Yes. Tom Ricker, GIS Manager, has reviewed the local market and cannot find a local company that can maintain system functions and software, has network knowledge, and has the ability to be on-site to correct any problems with the seven individual stations.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. Tom Ricker spoke with other industry professionals to see if they can fulfill the County's needs. The current GPS units are LEICA, for which KARA is the local dealer, and they include the related Spider Software. In order to switch brands we would need to replace all of the units and related software.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Kara Company Inc	Vendor#: 11029	Dept: IT	Division:
Attn: Jon Pesek	Email:	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 5255 DanSher Road	City: Countryside	Address: 421 N. County Farm Rd .	City: Wheaton
State: IL	Zip: 60525	State: IL	Zip: 60187
Phone: 708-482-8888	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Kara Company Inc	Vendor#: 11029	Dept: IT	Division: GIS
Attn: Jon Pesek	Email: jpesek@karaco.com	Attn: Tom Ricker	Email: Tom.Ricker@dupageco.org
Address: 5255 DanSher Road	City: Countryside	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60525	State: IL	Zip: 60187
Phone: 708-482-8888	Fax: 708-482-7171	Phone: 630-407-5062	Fax: 630-407-5555
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 1, 2023	Contract End Date (PO25): Aug 31, 2024
Contract Administrator (PO25): Tom Ricker			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Annual maintenance and management of the seven (7) DuPage County GPS CORS Sites. This includes: -Single "point to point" solutions for each individual stations, available for all GPS Users using modern Real Time Kinematic GPS systems. -Detailed usage logs, generated for each user on the system. -Master Auxiliary Concept (MAX) network correction for DuPage County Government units. -Yearly software and firmware maintenance.	FY23	1100	2900	53807		39,500.00	39,500.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 39,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to Sarah Godzicki and Tom Ricker and copy both when emailing PO to vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement



INVOICE

Kara Company, Inc.

INVOICE # 376551
DATE: JULY 18, 2023

5255 Dansher Rd. Countryside, IL 60525
Phone 708-482-8888 Fax 708.482.7171
www.karaco.com

TO DPC Info Tech - GIS
421 North County Farm Rd.
Wheaton, IL 60188

SALESPERSON	P.O. NUMBER	PAYMENT TERMS	DUE DATE
Jon Pesek		Net 30 Days	August 18, 2023

DESCRIPTION
<p>Real Time Products for the existing reference stations managed by the Kara Company Inc. for the period of September 1, 2023 to August 31, 2024.....\$39,500.00</p> <p>Includes:</p> <p>Single “point to point” solutions for each of the individual stations are available for all GPS Users using modern Real Time Kinematic GPS systems.</p> <p>Detailed usage logs are generated for each user on the system.</p> <p>Master Auxiliary Concept (MAX) network correction for DuPage County Government units.</p> <p>Yearly software and firmware maintenance.</p>

SUBTOTAL	\$39,500.00
SALES TAX	0
TOTAL	\$39,500.00

Make all checks payable to Kara Company
THANK YOU FOR YOUR BUSINESS!

- when it has to be right



Leica Geosystems, Inc.
5051 Peachtree Corners Circle, #250
Norcross, GA 30092
Mobile: 319-855-8206
Email: brett.black@leicaus.com

Monday, July 24, 2023

To Whom It May Concern,

Please accept this letter as confirmation that KARA Company, based in Countryside, IL is an authorized Distribution Partner for Leica Geosystems' High-end Surveying segment consisting of GNSS, Robotic surveying instruments, MultiStations, field controllers, related field and office software, firmware and CCP (Customer Care Packages).

KARA Company is currently the only authorized Distribution Partner that has a Service Center within the state of Illinois to provide technical service on our high-end survey related instruments.

On behalf of Leica Geosystems, I would like to thank you for your interest in our portfolio of Surveying Solutions. We are confident that KARA Company will provide the highest level of sales, service and support.

If you should have any questions, please feel free to contact me directly.

Regards,



Brett Black
Distribution Manager, Survey US

Leica Geosystems Inc.
5051 Peachtree Corners Circle
Norcross, GA 30092
United States

www.leica-geosystems.us



Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: _____

Bid/Contract/PO #: _____

Company Name: Kara Company, Inc.	Company Contact: Christine Kara
Contact Phone: 708-482-8888	Contact Email: ckara@karaco.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

NONE (check here) - If no contributions have been made

Add Line	Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made
X					

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

Add Line	Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email
X			

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature 

Printed Name Christine Kara

Title President

Date August 3, 2023

Attach additional sheets if necessary. Sign each sheet and number each page. Page _____ of _____ (total number of pages)



Presentation

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 23-2390

Agenda Date: 8/15/2023

Agenda #: 7.A.
