



# DU PAGE COUNTY

## Technology Committee

### Final Regular Meeting Agenda

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

---

Tuesday, May 21, 2024

11:00 AM

Room 3500B

---

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CHAIRWOMAN'S REMARKS - CHAIR YOO**

4. **PUBLIC COMMENT**

5. **APPROVAL OF MINUTES**

5.A. [24-1551](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, April 16, 2024

6. **PROCUREMENT REQUISITIONS**

6.A. [24-1465](#)

Recommendation for the approval of a contract purchase order to Business Software, Inc., for the annual maintenance of the BSI Tax Factory Payroll Tax Calculation and Compliance Software, for Information Technology. This contract covers the period of June 15, 2024 through June 14, 2025, for a total contract amount of \$16,284.74. Exempt from bidding per 55 ILCS 5/5-1022 (d) - IT/Telecom purchases under \$35,000.00.

7. **INFORMATIONAL ITEMS**

7.A. [DT-P-0031-24](#)

Recommendation for the approval of a contract to Carahsoft Technology Corporation, for Fleet tracking equipment and service agreement, for the Division of Transportation, for the period June 1, 2024 through May 31, 2025, for a contract total not to exceed \$46,144.05; "Contract pursuant to the Intergovernmental Cooperation Act (NASPO)".

7.B. [FI-R-0078-24](#)

Acceptance and appropriation of the Illinois Court Technology Modernization Program Grant PY24 - Agreement No. TM24-082, Company 5000 - Accounting Unit 5925, \$346,906. (18th Judicial Circuit Court)

7.C. [JPS-P-0016-24](#)

Recommendation for the approval of a contract to JusticeText, Inc., for the purchase of audiovisual evidence management software licenses, for the Public Defender's Office, for the period July 1, 2024 through June 30, 2025, for an amount not to exceed \$45,000. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids - Sole Source. (Public Defender's Office)

8. **OLD BUSINESS**9. **NEW BUSINESS**10. **ADJOURNMENT**



# Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

---

**File #:** 24-1551

**Agenda Date:** 5/21/2024

**Agenda #:** 5.A.

---



# DU PAGE COUNTY

## Technology Committee

### Final Summary

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

---

**Tuesday, April 16, 2024**

**11:00 AM**

**Room 3500B**

---

**1. CALL TO ORDER**

11:00 AM meeting was called to order by Chair Yoo at 11:11 AM.

**2. ROLL CALL**

<b>PRESENT</b>	Berlin, Cronin Cahill, Carrier, Eckhoff, Galassi, Gustin, Kaczmarek, Rutledge, White, and Yoo
<b>LATE</b>	Henry

**3. CHAIRWOMAN'S REMARKS - CHAIR YOO**

Chair Yoo said we will holding the inaugural Municipal IT Roundtable on May 1. She said this is for the County IT department to present best practices and discuss trends in technology with municipal IT departments who are interested in partnering with us. She said if anyone has any municipalities who may like to join, please let her and Mr. McPhearson know.

Chair Yoo said we have two live demos today on our new intranet and Learning Management System.

She also reminded the committee that we do follow Robert's Rules so to be sure to be recognized before speaking.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

5.A. [24-1246](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, March 19, 2024

**Attachments:** [2024-03-19 Technology Minutes](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Sheila Rutledge

**6. INFORMATIONAL ITEMS**

6.A. [ETS-R-0030-24](#)

Recommendation to ratify the approval of a contract purchase order to Toshiba Business

---



Solutions, for multi-functional device equipment, supplies, software and service solutions, for the period of May 25, 2024 through March 31, 2029, for a contract total amount for ETSB of \$94,500; per County contract TE-P-0006-24.

**Attachments:** [Toshiba 924012 Checklist.pdf](#)  
[Toshiba 924012 Requisition.pdf](#)  
[Toshiba 924012 Decision Memo.pdf](#)  
[Pages from Technology Committee agenda and packet 2.5.24.pdf](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Kathleen Carrier
<b>SECONDER:</b>	Kari Galassi

6.B. [JPS-CO-0003-24](#)

Amendment to Purchase Order 2846-0001 SERV, issued to Journal Technologies, Inc., for a case management system, for New Pretrial Case Configurations total in the amount of \$10,000, a 1.20% increase. (Public Defender's Office)

**Attachments:** [Request for Change Order.pdf](#)  
[Decision Memo 2846.pdf](#)  
[Redacted Vendor Ethics.pdf](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Kathleen Carrier
<b>SECONDER:</b>	Kari Galassi

6.C. [JPS-P-0015-24](#)

Recommendation for the approval of a contract purchase order to SapphireHealth, LLC for the purchase of software licensing for an electronic medical record system in the Correctional Center for the period of May 1, 2024 through April 30, 2029, for a contract total not to exceed \$299,283.21, per bid 23-111-SHF. (Sheriff's Office)

**Attachments:** [SapphireHealth - PRCC.pdf](#)  
[SapphireHealth-Price Quote-REDACTED](#)  
[Sapphire Health-Section 10 - Proposal Form](#)  
[SapphireHealth23-111-SHF EMR RFP EVALUATION SCORECARD TABULATION 3.12.24](#)  
[SapphireHealth - Vendor Ethics Redacted.pdf](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Kathleen Carrier
<b>SECONDER:</b>	Kari Galassi

6.D. [24-1197](#)

FM – Allied Universal Technology Services 5566-0001 SERV – This contract is decreasing in the amount of \$41,138 and closing due to the contract expiring.

**Attachments:** [Allied Universal Technology Services 5566-1 SERV.pdf](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Kathleen Carrier
<b>SECONDER:</b>	Kari Galassi

6.E. [24-1199](#)

FM - Best Technology Systems, Inc. 5626-0001 SERV – This contract is decreasing in the amount of \$20,200 and closing due to the contract expiring.

**Attachments:** [Best Technology Systems, Inc. 5626-1 SERV.pdf](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Kathleen Carrier
<b>SECONDER:</b>	Kari Galassi

6.F. [24-1242](#)

Tritech Software Systems, 6454-0001 SERV - This Purchase Order is decreasing in the amount of \$847,546.88 and closing due to cancellation of the contract. (Clerk of the Circuit Court)

Member Gustin asked if County staff will be doing the work previously done by Tritech Software Systems, resulting in the savings. Kevin Vaske responded yes, explaining that staff developed an e-citation system, for which they will be providing support. He said they had pretty much been providing that support for the vendor system because they are an easier point of contact for the agencies who use it, noting that they do anticipate spending more time on support, but not significantly so.

**Attachments:** [6454-0001 SERV Tritech D&C](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Kathleen Carrier
<b>SECONDER:</b>	Kari Galassi

## 7. PRESENTATION

CIO Anthony McPhearson said Debra Deacy and Shanita Thompson have been working on

creating the new intranet site and will be presenting. He then said Ms. Deacy and Rhonda Breier will present on the Learning Management System.

Mr. McPhearson said an intranet site is an internal website that allows staff to communicate and collaborate better as well as provide a place where staff can find information quickly. He said he thinks this new site will make a huge difference in how we communicate as an organization.

Mr. McPhearson said the new Learning Management System replaces a 13-year-old system that was completely out-of-date, cumbersome, and difficult to use. He said employees will now be able to access any type of training at any time on any device.

7.A. [24-1248](#)

New County Intranet

Debbie Deacy said the new intranet is scheduled to go live June 3, 2024. She also noted that it is a cloud application that will be available at all times. She and Shanita Thompson then provided an overview on the new system.

7.B. [24-1249](#)

New Learning Management System

Rhonda Breier presented a demo on the new Learning Management System (LMS). She said it can be accessed through Okta at [dupageco.okta.com](https://dupageco.okta.com) or directly at [dupagecounty.myabsorb.com](https://dupagecounty.myabsorb.com).

Member White asked if the system is live yet. Mr. McPhearson said it officially started April 1st but the first training module went live yesterday.

Member Rutledge asked if the LMS will keep you logged in. Ms. Breier responded that it will log you out after two hours.

**8. OLD BUSINESS**

Member White requested that there be an update on the B2G Now implementation at a Technology Committee meeting in May. Mr. McPhearson said he will partner with Valerie Calvente and the Procurement team to provide an update. He said Procurement uses it on a daily basis with great success. He said a lot of organizations have submitted their information to B2G Now and Ms. Calvente runs regular reports. Chair Yoo reminded the committee that B2G Now is our MBE WBE tracking software.

**9. NEW BUSINESS**

No new business was discussed.

**10. ADJOURNMENT**

With no further business, the meeting was adjourned.



# Technology Requisition under \$30,000

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

---

**File #:** 24-1465

**Agenda Date:** 5/21/2024

**Agenda #:** 6.A.

---



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-1465	RFP, BID, QUOTE OR RENEWAL #: Inv. #LUC-24375	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$16,284.74
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 05/21/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$16,284.74
	CURRENT TERM TOTAL COST: \$16,284.74	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Business Software, Inc.	VENDOR #: 13565	DEPT: Information Technology	DEPT CONTACT NAME: Alma Montero
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: x5015	DEPT CONTACT EMAIL: Alma.Montero@dupagecounty.gov
VENDOR CONTACT EMAIL: customer.services@bsi.com	VENDOR WEBSITE:	DEPT REQ #:	
<b>Overview</b>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Annual maintenance agreement for the BSI Tax Factory Payroll Tax Calculation and Compliance Software, per 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Payroll tax calculation and compliance software is required for the payroll system. BSI will provide the needed support for the Infor/Lawson Payroll application.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Business Software, Inc.	Vendor#: 13565	Dept: IT	Division:
Attn:	Email: customer.services@bsi.com	Attn: Sarah Godzicki	Email: sarah.godzicki@dupageco.org
Address: 155 Technology Parkway, Suite 100	City: Peachtree Corners	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: 30092	State: IL	Zip: 60187
Phone: 770-449-3200	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5015	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 15, 2024	Contract End Date (PO25): Jun 14, 2025
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		Annual Tax Factory Premium Support	FY24	1000	1110	53806		16,284.74	16,284.74
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 16,284.74

<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 & Alma Montero and copy both when emailing 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

<b>Number</b>	LUC - 24375
<b>Date:</b>	05-01-2024
<b>Payment Terms:</b>	Due by 06-15-2024
<b>Federal ID NO</b>	59-1935198

**Bill To:**

Alma Montero  
 County of Dupage  
 421 N County Farm Rd  
 Wheaton IL, 60187

**Remit To:**

Business Software, Inc.  
 420 Technology Parkway  
 Suite 100  
 Peachtree Corners, GA 30092

<b>CLIENT'S PURCHASE ORDER</b>	<b># EMPLOYEES</b>
	3,773

DESCRIPTION	AMOUNT
TaxFactory™ Premium Support Renewal Fee for Period 06-16-2024 to 06-15-2025	\$16,284.74
<b>TOTAL DUE IN U.S. DOLLARS</b>	<b>\$16,284.74</b>

**SPECIAL INSTRUCTIONS:**

For billing questions, call (770) 449-3200 and select Accounting, then select Accounts Receivable.

Customer shall not be entitled to Support after 06-15-2024 unless, by that date the Support Fee has been paid in full by Customer.

If Support terminates, all back Support Fees and a Reinstatement Fee must be paid to reinstate Support. The amount of the Reinstatement Fee is currently \$500.00 for the first reinstatement, \$750.00 for the second reinstatement and \$1,000.00 for each subsequent reinstatement.





# 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: Mar 19, 2024

Bid/Contract/PO #: \_\_\_\_\_

Company Name: Business Software, Inc	Company Contact: Betty Rich
Contact Phone: <del>708</del> 449 3200 ext197	Contact Email: rich_betty@bsi.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 **Signature on File**

Printed Name Merryl Rindk

Title VP, Administration & Finance

Date Mar 19, 2024

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



## Transportation Requisition \$30,000 and Over

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

---

**File #:** DT-P-0031-24

**Agenda Date:** 5/7/2024

**Agenda #:** 7.A.

---

AWARDING RESOLUTION  
ISSUED TO CARAHSOFT TECHNOLOGY CORPORATION  
FOR FLEET TRACKING EQUIPMENT AND SERVICE AGREEMENT  
FOR THE DIVISION OF TRANSPORTATION  
(CONTRACT TOTAL NOT TO EXCEED \$46,144.05)

WHEREAS, the County of DuPage by virtue of its power set forth in the Counties Code (55 ILCS 5/1-1001 *et seq.*) is authorized to enter into this Agreement; and

WHEREAS, pursuant to the Governmental Joint Purchasing Act (30 ILCS 525/2), the County is authorized to enter into a Joint Purchasing Agreement for the procurement of Fleet Tracking Software and Equipment; and

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and the NASPO Master Contract #AR2472, the County of DuPage will contract with Carahsoft Technology Corp.; and

WHEREAS, the Transportation Committee recommends County Board approval for the issuance of a contract to Carahsoft Technology Corp., for the procurement of Fleet Tracking Software and Equipment, for the period of June 1, 2024 through May 31, 2025, for the Division of Transportation.

NOW, THEREFORE BE IT RESOLVED, that said contract, for the procurement of Fleet Tracking Software and Equipment, for the period of June 1, 2024 through May 31, 2025, for the Division of Transportation, be, and it is hereby approved for issuance to Carahsoft Technology Corp., 11493 Sunset Hills Road, Suite 100, Reston, VA 20190, for a contract total amount not to exceed \$46,144.05, per contract pursuant to the Intergovernmental Cooperation Act - NASPO Master Contract #AR2472.

Enacted and approved this 14th day of May, 2024 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#:	RFP, BID, QUOTE OR RENEWAL #: NASPO #AR2472	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$46,144.05
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 05/07/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$46,144.05
	CURRENT TERM TOTAL COST: \$46,144.05	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Carahsoft Technology Corp.	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Casey Oesterle	VENDOR CONTACT PHONE: 571-662-3010	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: casey.oesterle@carahsoft.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-35	
<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.).  DOT Maintenance is requesting a service agreement contract with Carahsoft. This software will help track location for DOT vehicles along with salt and liquid usage for our fleet of snow plows. Software also integrates into our GIS software providing operational awareness for winter operations. Effective June 1, 2024 through May 31, 2025, for a contract total not to exceed \$46,144.05, per NASPO Contract #AR2472			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  To track location and usage of vehicles and equipment for the Division of Transportation to improve efficiency.			

**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. COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

**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.  This contract was setup using the cooperative NASPO Contract #AR2472.
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. DOT staff recommends issuing a purchase order to Carahsoft, using NASPO Contract #AR2472. 2. The NASPO cooperative has proven to be cost savings over going out to bid.

### SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Carahsoft Technology Corp.	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Casey Oesterle	Email: casey.oesterle@carahsoft.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 11493 Sunset Hills Road	City: Reston	Address: 421 N. County Farm Road	City: Wheaton
State: VA	Zip: 20190	State: IL	Zip: 60187
Phone: 571-662-3010	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same as above	Vendor#:	Dept: Division of Transportation	Division: Highway Maintenance
Attn:	Email:	Attn: David Koehler	Email: david.koehler@dupagecounty.gov
Address: same as above	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6926	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 1, 2024	Contract End Date (PO25): May 31, 2025
Contract Administrator (PO25): Roula Eikosidekas			

**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		Service Agreement	FY24	1500	3510	53807		46,144.05	46,144.05
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 46,144.05

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.  This is a service agreement contract with Carahsoft and this software will help track location for DOT vehicles along with salt and liquids usage for our fleet of snow plows
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.  Email Approved PO: Casey Oesterle, David Koehler, Jason Walsh, Mike Figuray and Ivan Popovic at (Ivan.popovic@samsara.com)
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.  see above.
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

**PRICE QUOTATION**  
**CARASOFT TECHNOLOGY CORP**

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190  
PHONE (703) 871-8585 | FAX (703) 871-8505  
WWW.CARASOFT.COM | SALES@CARASOFT.COM



**TO:** David Koehler  
Highway Maintenance Supervisor  
DuPage County Division of Transportation  
140 N. County Farm Road  
Wehaton, IL 60187 USA

**FROM:** Casey Oesterle  
Carahsoft Technology Corp.  
11493 Sunset Hills Road  
Suite 100  
Reston, Virginia 20190

**EMAIL:** David.Koehler@dupagecounty.gov

**EMAIL:** Casey.Oesterle@carahsoft.com

**PHONE:** (630) 407-6920

**PHONE:** (571) 662-3010

**FAX:** (703) 871-8505

**TERMS:** Contract Number: 18CPOGS006  
**NASPO Master Contract Number: AR2472**  
Contract Term: 08/07/2017 to 09/16/2026  
Shipping Point: FOB Destination  
Credit Cards: VISA/MasterCard/AMEX  
Remit To: Same as Above  
Payment Terms: Net 60 (On Approved  
Credit) Sales Tax May Apply

**QUOTE NO:** 44134739  
**QUOTE DATE:** 04/03/2024  
**QUOTE EXPIRES:** 05/31/2024  
**RFQ NO:**  
**SHIPPING:** GROUND  
**TOTAL PRICE:** \$45,794.05  
**SHIPPING AMOUNT:** \$350.00  

---

**TOTAL QUOTE:** \$46,144.05

LINE NO.	PART NO.	DESCRIPTION	PRICING	QUOTE PRICE	QTY	EXTENDED PRICE
<b>HARDWARE AND ACCESSORIES</b>						
1	HW-VG54-NA-491	Enhanced Vehicle IoT Gateway for use in North America. Requires CBL-VG-Cxx class cables. Samsara, Inc - HW-VG54-NA	LIST: \$142.00 CONTR: \$139.16	\$0.00 COOP	49	\$0.00
2	CBL-VG-COBDII-Y1-491	Enhanced VG Series OBDII J1962 L-mount cable Samsara, Inc - CBL-VG-COBDII-Y1	LIST: \$43.00 CONTR: \$42.14	\$0.00 COOP	44	\$0.00
3	HW-CM31-491	Forward-facing AI Dash Cam Samsara, Inc - HW-CM31	LIST: \$329.00 CONTR: \$322.42	\$0.00 COOP	43	\$0.00
4	ACC-RS232-491	RS-232-to-USB adapter to for RS-232 serial data connectivity. RS-232 port is Female DB9, included adapter can convert to DB9 male. Samsara, Inc - ACC-RS232	LIST: \$22.00 CONTR: \$21.56	\$0.00 COOP	43	\$0.00
5	CBL-VG-CAUX-491	Breakout Cable for Auxiliary inputs on VG54 Samsara, Inc - CBL-VG-CAUX	LIST: \$17.00 CONTR: \$16.66	\$0.00 COOP	43	\$0.00
6	HW-VG54-NAH-491	Enhanced Vehicle IoT Gateway for use in North America, for Heavy Duty vehicles only. Requires CBL-VG-Cxx class cables. Samsara, Inc - HW-VG54-NAH	LIST: \$142.00 CONTR: \$139.16	\$0.00 COOP	43	\$0.00
7	CBL-VG-CJ1939-491	Enhanced VG Series J1939 or J1708 (9-pin) cable. Samsara, Inc - CBL-VG-CJ1939	LIST: \$43.00 CONTR: \$42.14	\$0.00 COOP	30	\$0.00
8	CBL-VG-CRP1226-491	Enhanced VG Series RP1226 cable for use with 2019+ Peterbilt, Freightliner, Volvo, Mack or Kenworth vehicles equipped with an RP1226 port. Samsara, Inc - CBL-VG-CRP1226	LIST: \$43.00 CONTR: \$42.14	\$0.00 COOP	13	\$0.00
9	HW-AG52-491	Samsara powered asset gateway for basic trailer, reefer and equipment tracking with cellular connectivity and real-time GPS location Samsara, Inc - HW-AG52	LIST: \$164.00 CONTR: \$160.72	\$0.00 COOP	11	\$0.00
10	CBL-AG-BPWR-491	Cable for HW-AG52 Samsara, Inc - CBL-AG-BPWR	LIST: \$43.00 CONTR: \$42.14	\$0.00 COOP	11	\$0.00

**PRICE QUOTATION**  
**CARASOFT TECHNOLOGY CORP**

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190  
 PHONE (703) 871-8585 | FAX (703) 871-8505  
 WWW.CARASOFT.COM | SALES@CARASOFT.COM



LINE NO.	PART NO.	DESCRIPTION	PRICING	QUOTE PRICE	QTY	EXTENDED PRICE
11	CBL-VG-CJ1939-491	Enhanced VG Series J1939 or J1708 (9-pin) cable. Samsara, Inc - CBL-VG-CJ1939	LIST: \$43.00 CONTR: \$42.14	\$0.00 COOP	8	\$0.00
12	HW-VG54-NAH-491	Enhanced Vehicle IoT Gateway for use in North America, for Heavy Duty vehicles only. Requires CBL-VG-Cxx class cables. Samsara, Inc - HW-VG54-NAH	LIST: \$142.00 CONTR: \$139.16	\$0.00 COOP	3	\$0.00
13	CBL-VG-CAUX-491	Breakout Cable for Auxiliary inputs on VG54 Samsara, Inc - CBL-VG-CAUX	LIST: \$17.00 CONTR: \$16.66	\$0.00 COOP	3	\$0.00
<b>HARDWARE AND ACCESSORIES SUBTOTAL:</b>						<b>\$0.00</b>
<b>YEAR 1 LICENSES AND BUNDLES</b>						
14	LIC-CM1-ENT-491	License for forward-facing dash cam, includes support, software updates, and hosted cloud service.  Full HD video with low-light recording for night vision. Built-in audio speaker supports optional in-cab alerts for driver coaching. Advanced edge computi Samsara, Inc - LIC-CM1-ENT Start Date: 06/01/2024 End Date: 05/31/2025	LIST: \$528.00 CONTR: \$517.44	\$377.35 COOP	43	\$16,226.05
15	LIC-AG-PWR-BASIC-491	License for basic powered asset tracking. Samsara, Inc - LIC-AG-PWR-BASIC Start Date: 06/01/2024 End Date: 05/31/2025	LIST: \$186.00 CONTR: \$182.28	\$154.09 COOP	11	\$1,694.99
16	LIC-FORMS-PREM-491	License for Forms Premier Samsara, Inc - LIC-FORMS-PREM Start Date: 06/01/2024 End Date: 05/31/2025	LIST: \$240.00 CONTR: \$235.20	\$127.66 COOP	10	\$1,276.60
17	LIC-VG-PS-491	Vehicle Gateway License without ELD and without WiFi that should be sold to Public Sector customers within a singled bundled price. Samsara, Inc - LIC-VG-PS Start Date: 06/01/2024 End Date: 05/31/2025	LIST: \$312.00 CONTR: \$305.76	\$222.65 COOP	52	\$11,577.80
18	LIC-VG-ENT-491	License for VG-series gateways, includes support, software updates, hosted service, and cellular connectivity.  The Vehicle Gateway provides live GPS tracking, FMCSA-registered ELD capabilities, engine diagnostics, a built-in WiFi hotspot, driver workfl Samsara, Inc - LIC-VG-ENT Start Date: 06/01/2024 End Date: 05/31/2025	LIST: \$528.00 CONTR: \$517.44	\$349.27 COOP	43	\$15,018.61
<b>YEAR 1 LICENSES AND BUNDLES SUBTOTAL:</b>						<b>\$45,794.05</b>
<b>SUBTOTAL:</b>						<b>\$45,794.05</b>
<b>TOTAL PRICE:</b>						<b>\$45,794.05</b>
<b>SHIPPING AMOUNT:</b>						<b>\$350.00</b>
<b>TOTAL QUOTE:</b>						<b>\$46,144.05</b>

# PRICE QUOTATION

## CARASOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190

PHONE (703) 871-8585 | FAX (703) 871-8505

WWW.CARASOFT.COM | SALES@CARASOFT.COM



---

**Carahsoft is the NASPO contract holder and Samsara is the approved manufacturer under Carahsoft's NASPO contract.**

### License Term

The license term for the Samsara Software licenses purchased under this Order Form begins on the day Samsara activates the applicable Samsara Software license by providing you a claim number and access to the Hosted Software ("License Start Date). If Hardware associated with a then-unactivated Samsara Software license will be shipped to you under this Order Form, such Samsara Software license will be activated on the day the Samsara Hardware ships. Notwithstanding the foregoing, if you are renewing the license term for a previously-activated Samsara Software license under this Order Form, the License Start Date for the renewal license term shall be the day that Samsara extends your access to the Hosted Software for the renewal license term. Samsara Hardware requires a valid license to function.

Samsara may ship Hardware under this Order Form subject to a schedule as mutually agreed between the Parties or as determined by Samsara. To the extent such Hardware is associated with then-unactivated Samsara Software licenses, the Samsara Software license term for each such Hardware device will start on the day that device ships regardless of the shipment schedule for the other such Hardware devices. If all such Hardware is shipped in one shipment, the license term for all such Hardware will be the full license term under this Order Form. If such Hardware is shipped in multiple shipments, only the license term of such Hardware in the initial shipment will be such full license term. The license term of the remaining such Hardware shipped after the initial shipment will be set to match the then-remaining license term of the initial shipment, so that the license term for all such Hardware under this Order Form expires on the same date. The total cost of the licenses for such Hardware shipped after the initial shipment will be pro-rated based on their actual license term, rounded up to the nearest month, as compared to the full license term under this Order Form. Certain payment amounts under this Order Form assume that the entire order is fulfilled at the same time and are subject to potential reduction based on the actual schedule of order fulfillment.

### Support and Warranty

Samsara stands behind its Products. Hardware Products that require a valid license to function come with a warranty that lasts as long as you maintain a valid license for such Hardware. All other Hardware Products, such as accessories, come with a one-year warranty, unless otherwise specified on the relevant Samsara data sheet. During the warranty period, Hardware exhibiting material defects will be replaced pursuant to our Hardware Warranty & RMA policy at [www.samsara.com/support/hardware-warranty](http://www.samsara.com/support/hardware-warranty). Additional support information can be found at [www.samsara.com/support](http://www.samsara.com/support).





**CLOUD SOLUTIONS 2016-2026** Lead by the State of Utah

Master Agreement #: AR2472 (expires September 16, 2026)

Contractor: **CARASOFT TECHNOLOGY CORPORATION**

Participating Entity: **STATE OF ILLINOIS**

The following products or services are included in this contract portfolio:

- *All products and accessories, except consulting/advisory services, statement of work services, and partner services, listed on the Contractor page of the NASPO ValuePoint website.*

**Master Agreement Terms and Conditions:**

1. **Scope:** This addendum covers **Cloud Solutions** lead by the State of *Utah* for use by state agencies and other entities located in the Participating State authorized by that State's statutes to utilize State contracts with the prior approval of the State's Chief Procurement Officer for General Services.
2. **Participation:** This NASPO ValuePoint Master Agreement may be used by all governmental units and qualified not-for profit agencies authorized to use statewide contracts in the State of Illinois. Issues of interpretation and eligibility for participation are solely within the authority of the State of Illinois Chief Procurement Officer for General Services.
3. **Access to Cloud Solutions Services Requires State CIO Approval:** Unless otherwise stipulated in this Participating Addendum, specific services accessed through the NASPO ValuePoint cooperative Master Agreements for Cloud Solutions by state executive branch agencies are subject to the authority and prior approval of the State Chief Information Officer's Office. The State Chief Information Officer means the individual designated by the state Governor within the Executive Branch with enterprise-wide responsibilities for leadership and management of information technology resources of a state.
4. **Primary Contacts:** The primary contact individuals for this Participating Addendum are as follows (or their named successors):

**Contractor**

Name:	Bethany Blackwell
Address:	1860 Michael Faraday Drive, Suite 100 Reston, VA 20190
Telephone:	703-230-7435
Fax:	703-871-8505
Email:	NASPO@carahsoft.com

**Participating Entity**

Name:	Michelle Casey
Address:	401 S. Spring Street, Room 712, Springfield, IL 62706
Telephone:	217-494-5577
Email:	CPO. UPP@illinois.gov



# 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: Mar 26, 2024

Bid/Contract/PO #: \_\_\_\_\_

Company Name: Carahsoft Technology Corp.	Company Contact: Sean Hiebert
Contact Phone: 703-871-8500	Contact Email: sales@carahsoft.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, 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.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

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

Authorized Signature Signature on File

Printed Name Sean Hiebert

Title Partner Alliance Manager

Date Mar 29, 2024

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



## Finance Resolution

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

---

**File #:** FI-R-0078-24

**Agenda Date:** 5/7/2024

**Agenda #:** 10.C.

---

ACCEPTANCE AND APPROPRIATION OF  
THE ILLINOIS COURT TECHNOLOGY  
MODERNIZATION PROGRAM GRANT PY24  
AGREEMENT NO. TM24-082  
COMPANY 5000 - ACCOUNTING UNIT 5925  
\$346,906

(Under the administrative direction of the  
DuPage County 18<sup>th</sup> Judicial Circuit Court)

WHEREAS, the County of DuPage, through the DuPage County 18th Judicial Circuit Court has been notified by the Administrative Office of the Illinois Court (AOIC) that grant funds in the amount of \$346,905.65 (THREE HUNDRED FORTY-SIX THOUSAND, NINE HUNDRED FIVE AND 65/100 DOLLARS) are available to be used for technology goods/services to modernize local court systems in DuPage County; and

WHEREAS, to receive said grant funds, the County of DuPage on behalf of the DuPage County 18<sup>th</sup> Judicial Circuit Court must enter into Agreement No. TM24-082 with the Administrative Office of the Illinois Courts (AOIC), a copy of which is attached to and incorporated as a part of this resolution by reference (ATTACHMENT II); and

WHEREAS, the term of the grant agreement is from January 2, 2024, through June 30, 2024; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant does not add any additional subsidy from the County; and

WHEREAS, the County Board finds that the need to appropriate said grant funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that Agreement No. TM24-082 (ATTACHMENT II) between DuPage County, on behalf of the DuPage County 18th Judicial Circuit Court, and the Administrative Office of the Illinois Courts (AOIC) is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount \$346,906 (THREE HUNDRED FORTY-SIX THOUSAND, NINE HUNDRED SIX AND 00/100 DOLLARS) be made to establish the Illinois Court Technology Modernization Program Grant PY24, Company 5000 - Accounting Unit 5925, for the period January 2, 2024, through June 30, 2024; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Chief Judge of the DuPage County 18<sup>th</sup> Judicial Circuit Court is approved as the County's Authorized Representative; and

BE IT FURTHER RESOLVED that should state and/or federal funding cease for this grant, the Judicial and Public Safety Committee shall review the need for continuing the specified program and head count; and

BE IT FURTHER RESOLVED that should the Judicial and Public Safety Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 14<sup>th</sup> day of May, 2024 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION TO ESTABLISH  
THE ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM GRANT PY24  
AGREEMENT NO. TM24-082  
COMPANY 5000 – ACCOUNTING UNIT 5925  
\$346,906

REVENUE

41401-0000 - State Capital Grant \$ 346,906

TOTAL ANTICIPATED REVENUE \$ 346,906

EXPENDITURES

CAPITAL

54100-0000 - IT Equipment \$ 135,691

54107-0000 - Software \$ 211,215

TOTAL CAPITAL \$ 346,906

TOTAL ADDITIONAL APPROPRIATION \$ 346,906



**ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM  
FUNDING AGREEMENT**

This Funding Agreement, hereinafter "Agreement", is entered into by and between the county of DuPage, hereinafter "County", the Chief Circuit Judge and the Administrative Office of the Illinois Courts, hereinafter "AOIC", for the purpose of defining the responsibilities of the County and the AOIC in regard to the Illinois Court Technology Modernization Program.

The AOIC, on behalf of the Supreme Court of Illinois, will reimburse or make payment to the County with Fiscal Year 2024 Judicial Branch funding for technology goods/services to modernize local court systems.

The AOIC agrees to the following responsibilities:

- The AOIC will remit payment to the Illinois Comptroller's Office for the approved technology goods/services listed on the Funding Request Form (Exhibit A) pursuant to the executed Funding Agreement.

The County agrees to the following responsibilities:

- By signing this agreement, the Chief Circuit Judge and County Treasurer, ensures the technology/resource requests are submitted for modernizing their local court system.
- Will only procure the approved technology goods/services on the Request Form. Any adjustments to the approved Request must be approved by the AOIC prior to making any purchases or procuring services.
- Will comply with the County's policies and procedures for the procurement of any approved technology goods/services.
- If requesting Reimbursement to the County (Option 1), the County will complete an Invoice Voucher and attach itemized vendor invoice(s) and forward all documents for payment.
- If requesting Payment to the County (Option 2), the County will complete an Invoice Voucher and attach vendor proposal(s) and forward all documents for payment. Once the equipment and services are purchased, the County will forward paid invoice(s) for reconciliation. If the payment received was more than the paid invoice(s), the County will return the over payment to the AOIC.

This Agreement may be terminated, by either party, for failure to comply with the provisions of this agreement. The AOIC reserves the right to audit the approved Funding Agreement.

This Agreement is effective upon signature of the Chief Circuit Judge, County Treasurer and the AOIC.

Chief Circuit Judge	County Treasurer	Chief Fiscal Officer or Designee
signature on file	signature on file	signature on file
_____ Signature	_____ Signature	_____ Signature
Bonnie M. Wheaton	Gwen Henry	Kara M. McCaffrey
_____ Print/Type Name	_____ Print/Type Name	_____ Print/Type Name
1-12-24	1/12/2024	3/13/24
_____ Date	_____ Date	_____ Date







**FISCAL YEAR 2024 ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM  
ITEMIZED TECHNOLOGIES GOODS/SERVICES REQUEST**

Please identify the technology goods/services, priority level, purpose, quantity and unit cost. The funding request will be calculated automatically based on the identified quantity and unit cost. Please attach all proposals/quotes for each good/service listed below.

Item Number	Goods/Services	Priority	Purpose	Quantity	Unit Cost	Funding Request	Approved (AOIC Use Only)
A	Global Cache iTach IP2SL with PoE Option	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	7	\$ 142.25	\$ 995.75	\$995.75
B	Low profile 22" Display stand	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	3	\$ 94.07	\$ 282.21	\$282.21
C	75" Commercial Display	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	6	\$ 2,300.24	\$ 13,801.44	\$13,801.44
D	Thin Swing Arm 25" Extension	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	6	\$ 490.64	\$ 2,943.84	\$2,943.84
E	PLL2250MW for Judge	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	3	\$ 142.86	\$ 428.58	\$428.58
F	86" Commercial Display	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	1	\$ 3,631.96	\$ 3,631.96	\$3,631.96
G	Micro-Adjust Tilt Wall Mount, X-Large	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	1	\$ 313.98	\$ 313.98	\$313.98
H	Compact 3GSDI Camera	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	12	\$ 302.66	\$ 3,631.92	\$3,631.92
I	INOGENI 4KXUSB3 HDMI To USB3.0 Converter	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	3	\$ 607.32	\$ 1,821.96	\$1,821.96
J	DM Lite 4K60 4:4:4 Transmitter for HDMI, RS-232, and IR Signal Extension over CATx Cable	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	7	\$ 284.50	\$ 1,991.50	\$1,991.50
K	2.8-12mm 4MP Varifocal CS Lens	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	3	\$ 96.85	\$ 290.55	\$290.55
L	1-Port USB 2.0 100m CAT 5e/6/7 Extender System, 100-240V Power Adapter, NA Power Cord-2301-NA	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	3	\$ 326.88	\$ 980.64	\$980.64
M	16 Channel Multiviewer	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	3	\$ 2,409.20	\$ 7,227.60	\$7,227.60
N	8x8 4K60 4:4:4 HDR AV Switcher	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	3	\$ 4,394.67	\$ 13,184.01	\$13,184.01
O	DM Lite 4K60 4:4:4 Transmitter for HDMI, Signal Extension over CATx Cable	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	13	\$ 242.13	\$ 3,147.69	\$3,147.69
P	DM Lite 4K60 4:4:4 Receiver for HDMI Signal Extension over CATx Cable	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	7	\$ 284.50	\$ 1,991.50	\$1,991.50
Q	DM Lite 4K60 4:4:4 Receiver for HDMI Signal Extension over CATx Cable	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	9	\$ 242.13	\$ 2,179.17	\$2,179.17
R	MICRO ANGLE MOUNT-WHITE	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	9	\$ 19.60	\$ 176.40	\$176.40
S	5-50MM 3mp Varifocal CS Lens	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	9	\$ 115.01	\$ 1,035.09	\$1,035.09
T	Camera Mount Mic Stand Adapter with Ball-and-Socket Head	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	3	\$ 8.40	\$ 25.20	\$25.20
U	X-Series Amplifier 300 W	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	3	\$ 532.69	\$ 1,598.07	\$1,598.07



**FISCAL YEAR 2024 ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM  
ITEMIZED TECHNOLOGIES GOODS/SERVICES REQUEST**

Please identify the technology goods/services, priority level, purpose, quantity and unit cost. The funding request will be calculated automatically based on the identified quantity and unit cost. Please attach all proposals/quotes for each good/service listed below.

Item Number	Goods/Services	Priority	Purpose	Quantity	Unit Cost	Funding Request	Approved (AOIC Use Only)
V	Desktop Mic Stand	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	3	\$ 20.57	\$ 61.71	\$61.71
W	Stand Alone Rack 25.5 inch Deep 44RU **Shown with optional front door**	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	1	\$ 1,319.77	\$ 1,319.77	\$1,319.77
X	Roller Truck With casters for 25 inch Deep FMA series	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	1	\$ 365.36	\$ 365.36	\$365.36
Y	15A-72 inch, 30 Outlet Vertical Power Strip	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	1	\$ 200.63	\$ 200.63	\$200.63
Z	Implementation Services- Includes labor, programming, freight and installation materials	High	Upgrade CR's 1001, 1002, 1003 w/ full DuPage standard court technology	1	\$ 72,064.12	\$ 72,064.12	\$72,064.12
<b>TOTAL</b>						\$ 135,690.65	
Aa	Furnish New Hi-Def IP cameras for (30) courtrooms located in the Dupage County Courthouse	High	Upgrade (30) courtrooms from Standard to Hi-Def IP cameras	30	\$ 740.00	\$ 22,200.00	Denied
Ba	Furnish (8) POE 16 Port switches for network connectivity to CourtSmart server	High	Upgrade (30) courtrooms from Standard to Hi-Def IP cameras	8	\$ 425.00	\$ 3,400.00	Denied
Ca	Implementation Services- Includes labor, programming, and installation materials	High	Upgrade (30) courtrooms from Standard to Hi-Def IP cameras	1	\$ 5,000.00	\$ 5,000.00	Denied
Da	Shipping	High	Upgrade (30) courtrooms from Standard to Hi-Def IP cameras	1	\$ 340.00	\$ 340.00	Denied
Ea							
<b>TOTAL</b>						\$ 30,940.00	
Ab	Installation & Configuration	High	Upgrade Jury Management System	1	\$ 18,600.00	\$ 18,600.00	\$18,600.00
Bb	License	High	Upgrade Jury Management System	1	\$ 166,617.00	\$ 166,617.00	\$166,617.00
Cb	Support & Maintenance - Year 1	Medium	Upgrade Jury Management System	1	\$ 25,998.00	\$ 25,998.00	\$25,998.00
Db	Support & Maintenance - Year 2	Medium	Upgrade Jury Management System	1	\$ 25,998.00	\$ 25,998.00	Not Eligible
Eb	Support & Maintenance - Year 3	Medium	Upgrade Jury Management System	1	\$ 25,998.00	\$ 25,998.00	Not Eligible
Fb	Support & Maintenance - Year 4	Medium	Upgrade Jury Management System	1	\$ 25,998.00	\$ 25,998.00	Not Eligible
Gb	Support & Maintenance - Year 5	Medium	Upgrade Jury Management System	1	\$ 25,998.00	\$ 25,998.00	Not Eligible
Hb	Annual wheel processing- includes address verification- Year 1 (included in above)	Medium	Upgrade Jury Management System	0	\$ -	\$ -	

**FISCAL YEAR 2024 ILLINOIS COURT TECHNOLOGY MODERNIZATION PROGRAM  
ITEMIZED TECHNOLOGIES GOODS/SERVICES REQUEST**

Please identify the technology goods/services, priority level, purpose, quantity and unit cost. The funding request will be calculated automatically based on the identified quantity and unit cost. Please attach all proposals/quotes for each good/service listed below.

Item Number	Goods\Services	Priority	Purpose	Quantity	Unit Cost	Funding Request	Approved (AOIC Use Only)
lb	Annual wheel processing- includes address verification- Year 2	Medium	Upgrade Jury Management System	1	\$ 3,600.00	\$ 3,600.00	Not Eligible
Jb	Annual wheel processing- includes address verification- Year 3	Medium	Upgrade Jury Management System	1	\$ 3,600.00	\$ 3,600.00	Not Eligible
Kb	Annual wheel processing- includes address verification- Year 4	Medium	Upgrade Jury Management System	1	\$ 3,600.00	\$ 3,600.00	Not Eligible
Lb	Annual wheel processing- includes address verification- Year 5	Medium	Upgrade Jury Management System	1	\$ 3,600.00	\$ 3,600.00	Not Eligible
Zb							
<b>TOTAL</b>						<b>\$ 329,607.00</b>	<b>\$346,905.65</b>

**DuPage County - 18th Judicial Circuit**  
**Illinois Court Technology Modernization Program FY2024**  
**Summary of Goods/Services**

**VENDOR BREAKDOWN**

		CTI - Conference Technologies, Inc (CR 1001, 1002, 1003) Upgrade
\$	135,690.65	Traffic Courtrooms to DuPage Standard Technology
\$	30,940.00	CourtSmart - upgrade cameras in 30 courtrooms to Hi-Def IP
\$	325,607.00	Judicial Systems, Inc. - upgrade Jury software
\$	492,237.65	



# PROPOSAL

## 18th Judicial Circuit, DuPage County IL

Traffic Courtroom Upgrades, 1001, 1002 and 1003

Updated 12/27/23

### DATE

Wednesday, 27 December 2023

### PREPARED BY

Gina Skrip-Surowiak

Design Consultant

# Scope of Work

**Proposal Number:** J23140491

**Proposal Date:** 12/27/2023

**Prepared for:** 18th Judicial Circuit, DuPage County IL

**Attn:** Aaron Green

**Phone:** (630) 407-8497

**Email:** aaron.green@18thjudicial.org

**Prepared by:** Gina Skrip-Surowiak

**Phone:** 872-806-1712

**Email:** Gina.Skrip@cti.com

**Bill to:** 18th Judicial Circuit, DuPage  
County IL

**Ship to:** 18th Judicial Circuit, DuPage  
County IL

Updated 12/27/23 – Changed terms to Net 30, and extended the proposal expiration to 60 days.

Conference Technologies, Inc. will provide and install an upgrade to the existing AV systems for Traffic Courtrooms CR1001, CR1002 and CR1003. Designed in accordance with the standard courtrooms approved for DuPage County.

Prevailing Wage, Normal Business Hours Labor Quoted

Traffic Courtrooms CR1001, CR1002 and CR1003 - feature set includes:

**All rooms to have the DSP dialer functionality added to the Panel as done in CR1000.**

**CR1001** AV Rack is existing. Equipment labeled 103,104,104 which is not used to be removed from existing rack. Equipment may be moved to another rack location.

- Two 75" Displays on Articulating Wall Mount at Front of Gallery
- One 22" desktop monitors (Witness as Judges display is existing)
- HDMI inputs for Judge and One External location TBD
- Three Cameras (Judge Close Up, Well, Witness)
- Power amplifier for additional audio zoning
- Related Programming Upgrades
- Audio Sources Existing

**CR1002** Shares a 21ru rack with CR1004 this will require a new rack.

- One 86" primary monitor above Witness
- Two 75" Displays on Articulating Wall Mount at Front of Gallery
- One 22" desktop monitors (Witness as Judges display is existing)
- HDMI inputs for Judge, Attorney Table 1, Attorney Table 2 (wall plate for disconnect)
- Six cameras (Judges Bench, Judge Close Up, Attorney Table 1, Attorney Table 2, Well, Witness)
- Power amplifier for additional audio zoning
- Related Programming Upgrades
- Audio Sources Existing

**CR1003** AV Rack is existing and may be reused.

- Two 75" Displays on Articulating Wall Mount at Front of Gallery
- One 22" desktop monitors (Witness as Judges display is existing)
- HDMI inputs for Judge and One External location TBD
- Three Cameras (Judge Close Up, Well, Witness)
- Power amplifier for additional audio zoning
- Related Programming Upgrades
- Audio Sources Existing

Please note that all electrical power, network, phone, and structural requirements are to be provided and installed by others. Any repair or replacement of the existing equipment either requested or necessary will be added to the cost of the project. All cables and connectors necessary for integration will be provided. Installation will occur according to an agreed upon schedule. Project delays due to either or both incomplete infrastructure requirements and unavailable site access once scheduled and confirmed will be added to the cost of the project. A dedicated Project Manager will be assigned for coordination of all work and will schedule a training session with users at a mutually agreed upon time. Protective coverings will be utilized with all work around owner furnishings and care will be taken with ceiling tiles to prevent damage.



# Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

## Proposal Summary

Description	Price
Equipment	\$63,626.53
Implementation Services	\$72,064.12
	Note this price includes labor, programming, freight, and installation materials
Subtotal	\$135,690.65
Tax	\$0.00
<b>Grand Total</b>	<b>\$135,690.65</b>

## Recommended

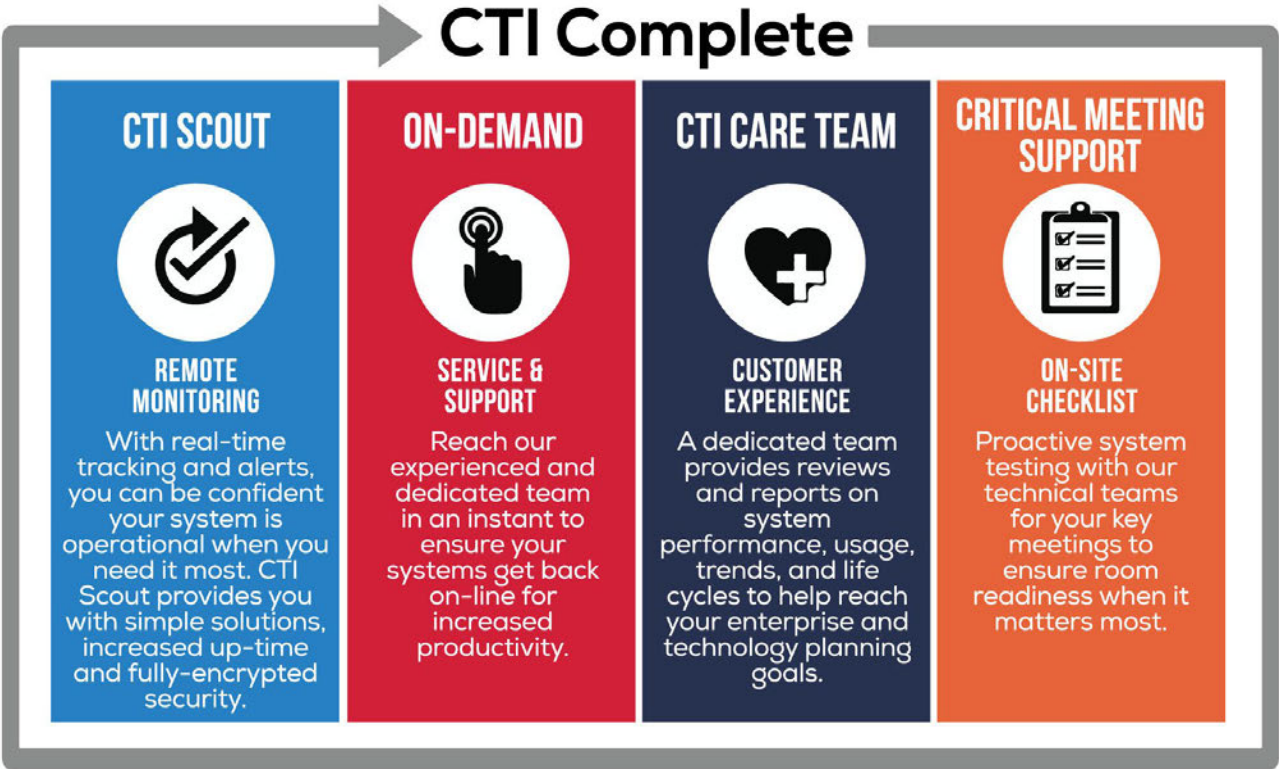
Description	Price
2 Additional Years CTI Complete Service Agreement	\$11,424.91
4 Additional Years CTI Complete Service Agreement	\$22,849.82

## Payment Requirements

Terms: Net 30

# Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.





# Bill of Materials

## CR1001

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
<b>General: \$284.50</b>					
		OFE 14RU Rack from CR1002	1	\$0.00	\$0.00
Global Cache	IP2SL-P	Global Cache iTach IP2SL with PoE Option	2	\$142.25	\$284.50
		Original Job Number J22140437	1	\$0.00	\$0.00
<b>Display Systems Equipment: \$5,818.69</b>					
Ergo	SL Limbo 100x100	Low profile 22" Display stand	1	\$94.07	\$94.07
LG	75UH5E-B	75" Commercial Display	2	\$2,300.24	\$4,600.48
CHIEF	TS525TU	THIN SWING ARM , 25" Extension	2	\$490.64	\$981.28
Planar	997-9044-00	PLL2250MW for Judge	1	\$142.86	\$142.86
<b>Video Systems Equipment: \$11,611.30</b>					
Marshall	CV344	Compact 3GSDI Camera	3	\$302.66	\$907.98
INOGENI	4KXUSB3	INOGENI 4KXUSB3 HDMI to USB3.0 Converter	1	\$607.32	\$607.32
Crestron	HD-TXC-4KZ-101	DM Lite 4K60 4:4:4 Transmitter for HDMI , RS-232, and IR Signal Extension over CATx Cable	2	\$284.50	\$569.00
Marshall	VS-M2812-4MP	2.8~12mm 4MP Varifocal CS Lens	1	\$96.85	\$96.85
Icron	2301	1-Port USB 2.0 100m CAT 5e/6/7 Extender System, 100-240V Power Adapter, NA Power Cord - 2301-NA	1	\$326.88	\$326.88
Osprey	OSP-MVS-16	16 Channel Multiviewer	1	\$2,409.20	\$2,409.20
Crestron	HD-MD8X8-4KZ-E	8x8 4K60 4:4:4 HDR AV Switcher	1	\$4,394.67	\$4,394.67
Crestron	HD-TX-4KZ-101	DM Lite 4K60 4:4:4 Transmitter for HDMI Signal Extension over CATx Cable	4	\$242.13	\$968.52
Panavise	846LW	MICRO ANGLE MOUNT - WHITE	2	\$19.60	\$39.20

Crestron	HD-RX-4KZ-101	DM Lite 4K60 4:4:4 Receiver for HDMI Signal Extension over CATx Cable	2	\$242.13	\$484.26
Marshall	VS-M550-5	5~50mm 3MP Varifocal CS Lens	2	\$115.01	\$230.02
Crestron	HD-RXC-4KZ-101	DM Lite 4K60 4:4:4 Receiver for HDMI , RS-232, and IR Signal Extension over CATx Cable	2	\$284.50	\$569.00
Gator Cases	GFW-MIC-CAMERA-MT	Camera Mount Mic Stand Adapter with Ball-and-Socket Head	1	\$8.40	\$8.40
<b>Audio Systems Equipment: \$553.26</b>					
Crestron	AMP-X300	X-Series Amplifier, 300 W	1	\$532.69	\$532.69
UltimateSu	JS-DMS50	Desktop Mic Stand	1	\$20.57	\$20.57

# Bill of Materials

## CR1002

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
<b>General: \$426.75</b>					
Global Cache	IP2SL-P	Global Cache iTach IP2SL with PoE Option	3	\$142.25	\$426.75
		Original Job Number J22140437	1	\$0.00	\$0.00
<b>Display Systems Equipment: \$9,764.63</b>					
LG	86UH5E-B	86" Commercial Display	1	\$3,631.96	\$3,631.96
CHIEF	XTM1U	Micro-Adjust Tilt Wall Mount, X-Large	1	\$313.98	\$313.98
LG	75UH5E-B	75" Commercial Display	2	\$2,300.24	\$4,600.48
CHIEF	TS525TU	THIN SWING ARM , 25" Extension	2	\$490.64	\$981.28
Planar	997-9044-00	PLL2250MW for Judge	1	\$142.86	\$142.86
Ergo	SL Limbo 100x100	Low profile 22" Display stand	1	\$94.07	\$94.07
<b>Video Systems Equipment: \$14,460.63</b>					
Gator Cases	GFW-MIC-CAMERA-MT	Camera Mount Mic Stand Adapter with Ball-and-Socket Head	1	\$8.40	\$8.40
Osprey	OSP-MVS-16	16 Channel Multiviewer	1	\$2,409.20	\$2,409.20
Crestron	HD-MD8X8-4KZ-E	8x8 4K60 4:4:4 HDR AV Switcher	1	\$4,394.67	\$4,394.67
Crestron	HD-RXC-4KZ-101	DM Lite 4K60 4:4:4 Receiver for HDMI , RS-232, and IR Signal Extension over CATx Cable	3	\$284.50	\$853.50
Crestron	HD-TX-4KZ-101	DM Lite 4K60 4:4:4 Transmitter for HDMI Signal Extension over CATx Cable	5	\$242.13	\$1,210.65
Crestron	HD-RX-4KZ-101	DM Lite 4K60 4:4:4 Receiver for HDMI Signal Extension over CATx Cable	5	\$242.13	\$1,210.65
Crestron	HD-TXC-4KZ-101	DM Lite 4K60 4:4:4 Transmitter for HDMI , RS-232, and IR Signal Extension over CATx Cable	3	\$284.50	\$853.50
INOGENI	4KXUSB3	INOGENI 4KXUSB3 HDMI to USB3.0 Converter	1	\$607.32	\$607.32

Icron	2301	1-Port USB 2.0 100m CAT 5e/6/7 Extender System, 100-240V Power Adapter, NA Power Cord - 2301-NA	1	\$326.88	\$326.88
Marshall	CV344	Compact 3GSDI Camera	6	\$302.66	\$1,815.96
Marshall	VS-M2812-4MP	2.8~12mm 4MP Varifocal CS Lens	1	\$96.85	\$96.85
Marshall	VS-M550-5	5~50mm 3MP Varifocal CS Lens	5	\$115.01	\$575.05
Panavise	846LW	MICRO ANGLE MOUNT - WHITE	5	\$19.60	\$98.00
<b>Audio Systems Equipment: \$553.26</b>					
UltimateSu	JS-DMS50	Desktop Mic Stand	1	\$20.57	\$20.57
Crestron	AMP-X300	X-Series Amplifier, 300 W	1	\$532.69	\$532.69
<b>Rack Accessories and Furniture: \$1,885.76</b>					
Atlas	FMA44-25SA	Stand Alone Rack 25.5 inch Deep, 44RU **Shown with optional front door**	1	\$1,319.77	\$1,319.77
Atlas	FMARTK25	Roller Truck With Casters for 25 inch Deep FMA Series	1	\$365.36	\$365.36
Atlas	AP-7230-15S	15A - 72 inch, 30 Outlet Vertical Power Strip	1	\$200.63	\$200.63



# Bill of Materials

## CR1003

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
<b>General: \$284.50</b>					
Global Cache	IP2SL-P	Global Cache iTach IP2SL with PoE Option	2	\$142.25	\$284.50
		Original Job Number J22140437	1	\$0.00	\$0.00
<b>Display Systems Equipment: \$5,818.69</b>					
Ergo	SL Limbo 100x100	Low profile 22" Display stand	1	\$94.07	\$94.07
CHIEF	TS525TU	THIN SWING ARM , 25" Extension	2	\$490.64	\$981.28
LG	75UH5E-B	75" Commercial Display	2	\$2,300.24	\$4,600.48
Planar	997-9044-00	PLL2250MW for Judge	1	\$142.86	\$142.86
<b>Video Systems Equipment: \$11,611.30</b>					
Marshall	VS-M2812-4MP	2.8~12mm 4MP Varifocal CS Lens	1	\$96.85	\$96.85
Osprey	OSP-MVS-16	16 Channel Multiviewer	1	\$2,409.20	\$2,409.20
Crestron	HD-RX-4KZ-101	DM Lite 4K60 4:4:4 Receiver for HDMI Signal Extension over CATx Cable	2	\$242.13	\$484.26
Crestron	HD-TXC-4KZ-101	DM Lite 4K60 4:4:4 Transmitter for HDMI , RS-232, and IR Signal Extension over CATx Cable	2	\$284.50	\$569.00
Crestron	HD-RXC-4KZ-101	DM Lite 4K60 4:4:4 Receiver for HDMI , RS-232, and IR Signal Extension over CATx Cable	2	\$284.50	\$569.00
Crestron	HD-TX-4KZ-101	DM Lite 4K60 4:4:4 Transmitter for HDMI Signal Extension over CATx Cable	4	\$242.13	\$968.52
Marshall	CV344	Compact 3GSDI Camera	3	\$302.66	\$907.98
Marshall	VS-M550-5	5~50mm 3MP Varifocal CS Lens	2	\$115.01	\$230.02
Gator Cases	GFW-MIC-CAMERA-MT	Camera Mount Mic Stand Adapter with Ball-and-Socket Head	1	\$8.40	\$8.40
Panavise	846LW	MICRO ANGLE MOUNT - WHITE	2	\$19.60	\$39.20

INOGENI	4KXUSB3	INOGENI 4KXUSB3 HDMI to USB3.0 Converter	1	\$607.32	\$607.32
Crestron	HD-MD8X8-4KZ-E	8x8 4K60 4:4:4 HDR AV Switcher	1	\$4,394.67	\$4,394.67
Icron	2301	1-Port USB 2.0 100m CAT 5e/6/7 Extender System, 100-240V Power Adapter, NA Power Cord - 2301-NA	1	\$326.88	\$326.88
<b>Audio Systems Equipment: \$553.26</b>					
Crestron	AMP-X300	X-Series Amplifier, 300 W	1	\$532.69	\$532.69
UltimateSu	JS-DMS50	Desktop Mic Stand	1	\$20.57	\$20.57

# Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

## Terms

Terms are NET 30. Payments made by credit card are subject to a 3.0% fee.

All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restock fees may apply. This proposal is valid for fourteen (60) days.

## Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

## Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

## Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of 18th Judicial Circuit, DuPage County II and AOIC Chief Information Officer, for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI Any effort to do so will be considered a violation of copyright law.

# Next Steps

1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.
2. If you have questions about the process as we move forward, please contact me at Gina.Skrip@cti.com or 872-806-1712.
3. A CTI Project Manager will contact you to schedule a project kickoff meeting to review the project scope and schedule.

<b>Total</b>
J23140491 - \$135,690.65

_____	<b>signature on file</b> :
Customer Signature	<i>CTI Signature</i>
_____	Gina Skrip-Surowiak
Printed Name	Printed Name
_____	Senior Design Consultant
Title	Title
_____	12/27/23
Date	Date





DATE:	09 January 2024
TIN:	04-3358086

<b>CourtSmart Digital Systems, Inc.</b>		Quote Prepared for:	<b>DUPAGE COUNTY COURTHOUSE</b>
51 Middlesex Street			
North Chelmsford, MA 01863		Quote Type:	<b>HD-IP CAMERA REFRESH</b>
978-251-3300		Document:	<b>STATEMENT OF WORK</b>
<a href="http://www.courtsmart.com">www.courtsmart.com</a>		Quote Version:	<b>v.2.0</b>
	Quote Expiration Date:	<b>26 February 2024</b>	

**CourtSmart** will provide new Hi-Def IP cameras for thirty (30) courtrooms located in the DuPage County Courthouse. **CourtSmart** will remove each existing Standard Def camera and replace it with an IP-based HD camera. **CourtSmart** will provide a POE 16 port switch per AV closet, which will need network connectivity to the **CourtSmart** servers. The Court has stated that the County will provide the CAT6 network cabling and connections from the cameras in the courtrooms to the audio closets on each floor.

The **Court** will provide the following:

- CAT6 cabling and termination from each camera location to floor’s AV closet
- Network Cabling from each AV closet to server room if required

All new hardware has a 1-year warranty. After the 1-year warranty period, the **Court** may elect to purchase annual support services for the new hardware.

**PLEASE READ:**

We have witnessed uncertainty in both production and delivery times for products purchased by **CourtSmart** during the past 3 years. Supply chain issues have affected both price changes and product availability. This makes quotes, fulfillment, and most importantly, scheduling installations difficult. **CourtSmart’s** ability to deliver product is contingent upon our suppliers’ ability to consistently fulfill our orders. On a regular basis we receive notices from suppliers that products are being discontinued and deliveries are delayed. **CourtSmart** will continue to provide the best possible solutions and additional sources for products. We appreciate both your flexibility and patience during these unpredictable times.

**MATERIALS AND INSTALLATION COSTS**

TYPE	DESCRIPTION	MODEL	SPEC	QTY	COST EA.		TOTAL
<b>CAMERA</b>	<b>Hi-Def IP Camera</b>	<b>Bosch</b>	2MP Cam; Inc Lens; POE required	<b>30</b>	<b>740</b>		<b>\$ 22,200</b>
	<b>POE Switch</b>		16 Port	<b>8</b>	<b>425</b>		<b>\$ 3,400</b>
				<b>MATERIALS COSTS</b>			<b>\$ 25,600</b>
				<b>INSTALLATION COSTS</b>			<b>\$ 5,000</b>
				<b>SHIPPING COSTS</b>			<b>\$ 340</b>
				<b>TOTAL</b>			<b>\$ 30,940</b>



DATE:	09 January 2024
TIN:	04-3358086

<b>CourtSmart Digital Systems, Inc.</b>		<b>Document:</b>	<b>COURTSMART STANDARD TERMS</b>		
51 Middlesex Street					
North Chelmsford, MA 01863					
978-251-3300					
<a href="http://www.courtsmart.com">www.courtsmart.com</a>		<b>VERSION</b>	<b>2024</b>		

**COURTSMART STANDARD TERMS**

**ALL PRICES ARE PLUS ANY APPLICABLE TAXES THAT THE USER IS SUBJECT TO ARISING FROM THIS TRANSACTION.**

The purchaser shall pay all taxes or duties based on or in any way measured by this procurement, the computer software, hardware, or any services related thereto, including any personal property taxes but excluding taxes based on **CourtSmart's** net income. If the purchaser elects to challenge the applicability of any such taxes, the purchaser shall pay such taxes to the taxing authority and the purchaser may thereafter challenge such taxes and seek refund thereof.

Installation included is for all **CourtSmart** identified hardware and software. **CourtSmart** is not responsible for providing wiring within the recording rooms or from the rooms to an external location unless specifically identified in the quotation. All network infrastructure including, but not limited to, switches, routers, hot spots, wiring, security, and bandwidth are strictly the responsibility of the end-user unless specifically outlined in this quotation for goods and services. Training of all associated staff is included at no additional charge. It is assumed that all staff trained will be experienced in the operation of Windows before training. **CourtSmart** will not train staff on Windows usage.

**CourtSmart** is basing the following quotation upon information provided verbally to us by the end user staff or a Statement of Work contained in a written communication or formal procurement request. These requirements serve as the basis upon which our quotation is based. Should your requirements change, it may be necessary to adjust our recommendations or pricing accordingly. **CourtSmart** reserves the right to substitute hardware manufacturers and models based upon availability and/or technology improvements. Any hardware so substituted will be of equal or greater performance. The prices quoted are valid for a period of 90 days from the date of this quotation and may be extended by agreement of the parties.

**WARRANTY AND MAINTENANCE:** All **CourtSmart** supplied software and hardware comes with a standard, limited one (1) year warranty from date of installation to the original purchaser of the product and cannot be transferred with the exceptions noted below. This Warranty covers all parts and labor for any failures that occur in the normal course of system operation. It does not cover problems that occur through the misuse or abuse of the system. It does not cover administrative, policy changes, or other non-support or maintenance actions taken. Modifications made to the system contrary to the express direction of **CourtSmart** or failure to seek approval prior to undertaking such actions are also not covered. If functional changes or additions are requested, these are not normally covered under warranty or standard support services. The Warranty does not cover normal wear and tear nor does it cover physical damage to any products unless that damage was the direct result of manufacturing defects. **CourtSmart** is not responsible for any consequential damage due to any failure of the hardware or software to perform as intended. **CourtSmart** bears no responsibility or obligation with respect to the manner of use of any **CourtSmart** system or components of the system. **CourtSmart** disclaims and negates any warranty of merchantability or fitness of use of such system or components of such system including, without limitation, any warranty that the use of such system or components for any purpose complies with applicable laws or regulations.

**CourtSmart** will not continue to support hardware that has reached the manufacturer's end-of-life cycle. Third party software such as Microsoft Windows and SQL are not covered under warranty or maintenance.

**CourtSmart** provides at the conclusion of the warranty period an optional annual Support Services Agreement covering applicable hardware, software enhancements, fixes, and upgrades deemed appropriate by **CourtSmart** at its sole discretion. An Annual Support Services Agreement also provides telephone support. The annual maintenance contract is invoiced at a cost of 12% per year of the purchase price of the hardware and software. Support services require a VPN or other high-speed access provided by the end-user. The laws of the Commonwealth of Massachusetts govern the terms of the Warranty. Exceptions to the Annual Support Services Agreement include but are not necessarily limited to UPS batteries and other parts considered normal wear and tear.

**CourtSmart** proprietary software is provided in accord with **CourtSmart's** End-User Licensing Agreement (EULA) that provides the User with a limited, non-exclusive, personal license to use the software on the computer that it was originally installed and for the purpose originally intended. The end-user may not resell, assign, or give the software to any other entity without the express written permission of **CourtSmart** Digital Systems, Inc. Likewise; **CourtSmart** application software may not be installed on additional computers or in additional rooms without payment of the required licensing fees. **CourtSmart** does allow the transference of licenses from one computer to a replacement computer for maintenance or upgrade purposes. **CourtSmart** recording software is licensed to a specific room or venue and may not be relocated or dynamically switched to a different room without the payment of licensing fees or the express written permission of **CourtSmart** Digital Systems. Client software is licensed to a specific workstation PC.

**CourtSmart** developed hardware, reference manuals, and software constitutes a valuable asset of the corporation and are protected by Federal and International copyright law. The end-user must protect this material from accidental or deliberate disclosure to third parties by employees of the court system, its agents, or users of the system. Any such disclosures could cause irreparable harm to **CourtSmart** Digital Systems.







**THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
UPGRADE JURY MANAGEMENT SYSTEM 23-138-CCT  
BID TABULATION**

<b>Criteria</b>	<b>Available Points</b>	Judicial Systems Inc.	Jury Systems Inc.	Avenu Insights & Analytics LLC	Tyler Technologies
Firm Qualifications	20	19	18	19	16
Key Qualifications	30	30	28	29	27
Project Understanding	30	30	25	28	26
Price	20	15	20	13	13
<b>Total</b>	<b>100</b>	<b>93</b>	<b>92</b>	<b>89</b>	<b>82</b>

Fee and Rate Proposal	\$ 329,607.00	\$ 242,520.00	\$359,649.40	\$ 368,596.00
Percentage of points	74%	100%	67%	66%
Points awarded (wtd against lowest price)	15	20	13	13

**NOTES**  
1. Judicial Systems Inc.'s Grand Total was incorrectly entered as \$325,607.00. This was corrected to \$329,607.00.

RFP Posted on 11/30/2023	DW,NE
Bid Opened On 12/18/2023, 2:30 PM CST by	
Invitations Sent	112
Total Requesting Documents	2
Total Bid Responses Received	4

# DuPage County, IL

## RFP # 23-138-CCT

# Jury Management System

December 15<sup>th</sup>, 2023

Judicial Systems, Inc.  
211 Robert E. Lee  
Tyler, Texas 75703  
(903) 561-8328





December 15<sup>th</sup>, 2023

**Aaron Green**

Micro Systems Supervisor

Having received the RFP 23-138-CCT Upgrade Jury Management System, along with Addendum 1, Judicial Systems, Inc., the preeminent provider of Jury Management Software Solutions, is pleased to submit this response to your Request for Proposal for a Jury Management System.

We have carefully reviewed the requirement and are extremely confident **Genesis** will exceed your needs. **Genesis** is a dynamic, robust, and uniquely flexible web-based Juror Administration Software System. Not only does this system provide the services one customarily associates with computerized systems but written into **Genesis** is the keystone of flexibility. **Genesis'** capability to customize features to meet the demands of any Federal, State, County, or Municipal government entity consisting of varying dimensions from its geographical dispersion of a diverse population to the judiciary itself.

Thanks to our active User's Group for expressing the many innovative ideas for functionality and reports in the past and through their continued support we will continue to keep **Genesis** the premier jury management system available. **Genesis** will provide updates and enhancements so that your jurisdiction should not have to purchase or develop new software every few years as technology progresses.

Judicial Systems is proposing a Jury Management Software package that will allow DuPage County, IL to automate the entire process from the time the initial qualification or summons until the Juror is paid in full. This system will allow the courts the ability to track, update and maintain all the information in the Jury Wheel.

Judicial Systems, Inc. has been working with Federal, State, County and Local courts for the past 40+ years. We are confident that as you review this response, you will agree that Judicial Systems, Inc. offers a wonderful opportunity to not only meet and exceed current requirements for a Jury Management System, but also establish a solid foundation for future savings in costs by means of efficiencies enabled by future technological advancements.

Thank you for the chance to provide this proposal.

Sincerely,

signature on file

  
**Gary Dower**  
President  
Judicial Systems, Inc.  
903.561.8328  
gary@judicialsystems.com



# Company Information and Qualifications

Judicial Systems, Inc. is the premier provider of jury management software systems and court technology services to courts and municipalities nationwide since its incorporation in the State of Texas in 1982. Judicial Systems, Inc. corporate headquarters are located at:

211 R. E. Lee Drive  
Tyler, TX 75703

Phone: (903) 561-8328  
Fax: (903) 561-8329

[www.judicialsystems.com](http://www.judicialsystems.com)

## Points of Contact:

Gary Dower - (903) 561-8328 – [gary@judicialsystems.com](mailto:gary@judicialsystems.com)  
Patrick Dalton - (903) 561-8328 – [patrick@judicialsystems.com](mailto:patrick@judicialsystems.com)

[www.judicialsystems.com](http://www.judicialsystems.com)  
[www.genesisjury.com](http://www.genesisjury.com)

Judicial Systems, Inc. serves our customers by delivering services and solutions focused on each customer's specific needs, with emphasis on developing and integrating information systems and improving technology in court processing. Judicial Systems clients are our best marketing tools.

- We conduct ongoing research and development to keep our customers on the leading edge of technology. This philosophy ensures that we provide solutions that exceed today's and tomorrow's court requirements.
- We serve our customers by delivering services and solutions focused on each customer's specific needs. The customer is always involved and receives total support from Judicial Systems, Inc. throughout the installation process and for the system's life.
- Judicial Systems, Inc.'s commitment to service, concern for our customers, and continual enhancement to **Genesis**, is the foundation of each customer's success.
- Judicial Systems, Inc. is built around our core values which are at the heart of who we are and what we do, and a climate that is fostered to support every customer with every aspect of our organization.
- By working closely with each jurisdiction since 1982, we have a unique and thorough understanding of the many unique court processes. **Genesis** has over 1,100 customization points and template-based documents to ensure each jurisdiction can have a specialized installation, using the same code base for reliable processing.
- Judicial Systems is part of your team. We are a resource, a partner in every sense of the word.
- Our team of 11 with 8 full-time members ensures a consistent level of quality and consistency. We do utilize Contract-To-Hire flex personnel on an as needed basis, allowing us to build our organization with known quality and with personnel that fit our company and team. Our Staffing Plan for 2024 should bring our team to 16 full-time members.
- Our team currently supports over 165 counties across the nation that are running various versions of our software.

## YOUR TEAM

Judicial Systems, Inc. is built on the foundation of serving our clients' unique needs with 24/7/365 personal support. We take pride in our approach to personal and responsive service. The key to that time-honored method of support is ensuring our staff all share the commitment to our client's success. We don't use call services, web-forms or client-faced ticketing systems. We focus on security and compliance at every level of support and development. Every client has an assigned dedicated client support representative that ensures each unique client experience meets our service level agreements and standards.

### Key Staff Members

#### ***Gary Dower***

President, Software Architect, Senior Programmer

Since 1984, Gary has focused on analysis, design, development and implementation of software and hardware systems specializing in integrated governmental solutions. Gary has a proven track record in delivering governmental-critical solutions in a variety of environments ranging from mainframe, client/server, to Web-based delivery systems. Design, development, and support software applications for Federal, state and local governments is his specialty. By working closely with users of applications to understand their unique needs Gary has supplied quality solutions and industry leading software. Gary has spent his entire career with Judicial Systems.

#### ***Patrick Dalton MCSD, MCT***

Software Architect, Compliance Officer, Project Manager, Senior Programmer, Author

Patrick's background in the industry dates to 1982 and covers an incredible depth and breadth of experience across virtually every discipline from networking, hardware and software to managing global projects. With decades of enterprise system development experience, data warehouse, application development, training, security, and design best practices experience, Patrick brings a unique vision and perspective to thoughtful and process driven development.

Patrick is the author of the Microsoft SQL Server Black Book series and has travelled internationally teaching and providing project augmentation in database and development best practices to companies like NASA, Honeywell, Atlas Van Lines, MMREM, HUD, DHS, Cray Computer Corporation and has been a full-time employee of the Judicial Systems Team since 2019.

#### ***Lance Johnson***

Software Architect, Senior Programmer, Systems Administrator

Lance has an extensive development portfolio covering web-application development, data warehouse processing, security implementation and hardware infrastructure. With decades of experience in the industry, Lance provides the "hands-on" level of experience few engineers and developers can come close to. As an integral developer in the security and development of Genesis, Lance is an incredible lead for client support and application development. Lance has been a full-time employee since 2020.



## Primary Project Contact Qualifications

Patrick Dalton has an extensive background in project management and software implementation. He will be assigned as the primary contact for this project and assigned as the Project Manager for the delivery of Genesis. Patrick is currently assigned as the lead client representative and primary contact for 2 clients.

Patrick will be executing the onboarding checklist, data migration, and staff training for Genesis. Patrick will be responsible for scheduling, meetings and eventual go-live operations.

Lance Johnson will also be performing onboarding tasks, converting documents, and ensuring configuration and network settings are correct prior to launch. Being assigned as the primary support contact for the county, Lance currently supports 7 other clients as the lead support contact on an ongoing basis.

## JUDICIAL SYSTEMS SERVICE LEVEL AND COMPLIANCE PROCESSES

Judicial Systems utilizes a Service Level Agreement to provide security and compliance activities regarding client interactions and issue resolution. Judicial Systems uses an internal ticketing system to provide documentation, status and resolution metrics for our entire support department.

All reported support requests will be logged and documented in JSI's internal ticketing system. Reports must be submitted by a designated user and/or approved by the designated POC for the county. The initial report should include enough information to properly recreate, research, and classify the reported incident or defect.

See **Attachment 3** for our Service Level Abstract that describes our policies and procedures in more detail and illustrates our commitment to Compliance, Communication and Services.

## GENESIS PRODUCT DESCRIPTIONS

While Genesis is made up of a series of modules, each jurisdictional need is different. We therefore price and install according to each county, their needs, customization, and processes. Here is an overview of the modules and their highlights.

### Genesis Jury System



The Genesis Jury Management System is the most advanced, integrated jury management system available. Because no two courts are alike, Genesis, the most comprehensive Jury Management System on the market today, is designed to match each court's unique requirements. By working closely with each jurisdiction since 1982, we have a unique and thorough understanding of the many different court processes. Genesis makes extensive use of user-defined tables and templates, which allow courts to customize the application to their own environments and business practices.

Genesis Jury Module is completely web-based! Genesis has been built from the ground up with security, performance, and customizability as its primary focus. This web-based solution is the evolution of decades of experience and leveraging current technology to deliver state-of-the-art, best-in-class software to the courts.

Genesis uses a modular approach to allow courts to choose those services that matter most to them, but in a highly secure, seamlessly interconnected platform. Taking all the lessons learned from our award-winning windows-based application, combined with best practices web development – Judicial Systems, Inc. has delivered the NEW industry standard for Jury Management.

Because Genesis modules are designed and developed by Judicial Systems, Inc., each one is 100% integrated with Genesis. Each module reduces the amount of staff time required to process much of the information received and disseminated, resulting in the jury operations of the court to function more efficiently.



## GENESIS JURY HIGHLIGHTS:

- **Completely Integrated Interfaces:**
  - Document Imaging System: Scanning
  - Interactive Voice Response System: IVR
  - Juror Self-Service Web Response System: Portal
  - Interactive Juror Messaging System: Messaging
  - Interactive Chat Bot and Chat Rooms: Chat
  - Built-in Attorney Portal and Voir Dire Support
- **Save Time** – This fully automated Genesis software can process jurors more efficiently allowing your courts to complete the jury selection process faster.
- **Save Money** – Processing jurors more efficiently through the jury process saves you money.
- **Simple to Operate** – Processing jurors through qualification, summoning check-in, courtroom assignments and payment functions can be accomplished with minimal effort.
- **Superior Technical Support** – Our trained technical support specialists are available to assist your staff with any questions that might occur.
- **Context Sensitive Help** – On-line help is available with many data screens within the system, allowing quick retrieval of an explanation of system functionality.
- **Customizable Reporting** – There are over 95 Standard reports that are customizable provided by Genesis.
- **Data Accuracy and Integrity** – Field edits and system processes are completely logged to ensure data is entered and updated correctly within the system.
- **Secure and Reliable** – Genesis uses enterprise level security best practices and encrypted juror documents to ensure the highest levels of security. The multi-tier design provides a fast and reliable user experience that is highly tunable to any court's needs.
- **Microsoft SQL Server** – The database foundation of any system is the key to a high-performance application. Genesis leverages SQL Server and its enterprise performance capabilities to deliver the best possible foundation to its design.
- **Court Customization** – Genesis makes use of over 1,100 user-definable parameters and configuration settings, allowing courts to customize Genesis to their own unique operating requirements. All Documents are template based for re-use by different jurisdictions leveraging one template and macros.
- **Security Profiles** – Individual user security profiles and passwords restrict user access at key levels within the system.
- **Custom User Interfaces** – Menus, processes and locations are all secured on a user-by-user basis to provide the maximum control over who can access what parts of Genesis. Ensuring you can tune Genesis for the workflow that best matches your staffing and processes.
- **Real-Time Content Editing** - Users can easily create an unlimited number of templates, letters, and forms for mail merging to send customized correspondence and court orders to potential jurors. Additionally, Content of documents, web pages and text used throughout the system can be managed without programming changes in real time as needed.

# Genesis Self-Service Web Portal (Portal)



An optional component of the Genesis Jury Management System, Genesis Self-Service Web Portal (Portal) allows citizens to communicate with the court via the Internet. Upon receiving a qualification postcard, questionnaire or summons, jurors can access court information, enter biographical information, request service postponements and deferrals, and more.

Jurors can visit your Web site to find answers to commonly asked questions, accept service, view instructions for the next day's service, or request an exemption or deferment according to court specific rules. By incorporating Portal into your court's Web strategy, you can provide jurors with essential information about your court and jury processes. E-mail links allow jurors to contact the court electronically, so your employees can respond during times when they are not busy. With Portal, you can provide the superior service your constituents expect, both in person and online.

## PORTAL HIGHLIGHTS:

- Fully integrated with Genesis
- Allows immediate access for jurors to jury service information, 24 hours a day.
- Provides individual reporting instructions for each juror including an interactive map from the juror's residence to the courthouse including turn by turn directions.
- Provides juror with detailed county policy regarding: Length of Service, Rate of Pay, Dress code, Parking and Security requirements.
- Jurors can complete Qualification Questionnaires and or Summons Profile Questionnaires on-line.
- Jurors may request to defer themselves to a future date, as specified by the court's own rules.
- Updates individual juror history with all Portal activity.
- Eliminates the need for jury staff recording reporting instructions on voice mail or an automated attendant system.
- Frees court staff for more productive work.
- Improved service & citizen/juror satisfaction.
- Ability to pre-qualify via the internet.



# Genesis Imaging System (Imaging)



Judicial Systems, Inc. provides courts with a seamless data and image capturing solution. Using Intelligent Character Recognition (ICR), Optical Character Recognition (OCR), Optical Mark Recognition (OMR) and barcode reading, juror qualification questionnaires and summons profiles can be digitally scanned to make processing more efficient. The digital images can be stored, displayed, and printed keeping actual paperwork to a minimum. In addition to taking a digital picture of the front and back of these forms, the data is read from the forms and updated within Genesis. The quality and integrity of the captured data is dramatically improved by reducing errors inherent with manual data entry procedures.

One of the critical operational problems faced by most courts today is how to provide adequate storage for an ever-increasing volume of court documents. There are several issues that make up this problem. First, the courts are mandated by law to store records for extended periods of time. This can require a significant amount of physical storage space. Digital scanning of qualification questionnaires and summons profiles and template-based documents can provide immediate access to a prospective juror's documents within seconds, without having to sort through thousands of stored paper documents. Imaging is an important part of a reduced storage and paperless strategy.

## IMAGING HIGHLIGHTS:

- Fully integrated with Genesis
- Uses barcode and OCR/OMR to update juror information automatically.
- Windows based application for better interaction with your scanning hardware
- Eliminates the need for paper storage.
- Utilizes industry standard hardware and is scalable to handle your court's requirements.
- Provides accurate, reliable, and up to date information.
- Frees court staff for more productive work.
- Improved service & citizen/juror satisfaction.
- Ability to pre-qualify via the internet.



# Genesis Interactive Voice Recognition (IVR)



Handling juror telephone inquiries can be time-consuming and labor intensive. With the Genesis Interactive Voice System (IVR), a significant reduction in the amount of time your staff spends responding to routine juror telephone calls can be realized by allowing prospective jurors to obtain their qualification status and retrieve reporting information over the telephone 24-hours-per-day, 7 days-a-week.

Jurors may respond to qualification questionnaires, reschedule their service date, and be informed of up to the minute reporting instructions. With user defined parameters within IVR, you take control of just how much latitude each prospective juror is allowed when requesting an excuse or reschedule of their service date. Using real-time voice processing, the IVR system can speak information to your potential jurors and prompt them to provide data needed to complete many of the routine telephone inquiries.

## IVR HIGHLIGHTS:

- Fully integrated with Genesis
- Eliminates the need for jury staff recording reporting instructions on voice mail or an automated attendant system.
- Automatically handle every call Professionally & Consistently.
- Speak to callers in a clear human tone of voice customizable by each jurisdiction.
- Efficient, accurate and detailed information dissemination.
- Frees court staff for more productive work.
- Improved service & citizen/juror satisfaction.
- Ability to pre-qualify via telephone.
- Provide detailed reporting instructions on an individual juror basis.
- Provides juror with detailed county policy regarding: Length of Service, Rate of Pay, Dress Code, Parking and Security requirements.
- Automate Repetitive Information Requests
- Allows immediate access for jurors to jury service information, 24 hours a day.
- Jurors can verify appearance status, reschedule service dates, obtain courthouse directions, and determine court assignments via telephone.
- Traffic performance monitoring - call information is collected, and reports generated to gauge performance and usage of each telephone port.
- Updates individual juror history with all telephone activity.
- Full logging of callers' details and the selections made during the call.

# Genesis Chat (Chat)



Judicial Systems, Inc. Chat and Chat-Bot System (Chat) allows jurors to interact with our machine learning based chat bot for conversational interactions. Chat leverages our NLP Processing, so responses are consistent across any communication channels.

You can create and customize your Chat Bot to have your own personality, avatar and sense of context using our machine learning prompt-response interface. We install Chat with over 100,000,000 different permutations of words and phrases to provide a wide range of question and response options for the prospective Juror.

Genesis NLP can recognize local slang, regional terms and respond with your own customized responses to suit your jurisdiction. Best of all, the NLP can be taught and updated to learn more about how your Jurors interact with it to continuously improve the Juror experience.

## CHAT HIGHLIGHTS:

- Support for recognizing and responding to emojis.
- Many standard acronyms are easily translated by the NLP.
- Contractions are expanded for clarity and allow for targeted responses regardless of word usage.
- Word filtering can improve the recognition and comprehension of Juror inquiries.
- Phrase Lists are used to ensure common phrases are translated in a standardized prompt to ensure higher response rates.
- String stripping ensures that someone who uses or misuses punctuation in the text is not penalized or forced to re-type questions.
- Synonyms are a powerful feature that allows you to respond to different words in a string in a powerful and efficient way. ("Talk", "Chat", "Speak", "Person", "Someone" can be used in any combination and the NLP will still find a matching prompt with which to respond.)

## MACHINE LEARNING

The ability to log, analyze and improve the NLP over time is where the true power and flexibility of this module comes into play. The NLP can show you what it was asked over time that it did not know how to answer, along with how many times that has occurred.

You can then "teach" the NLP how to answer that question, test it to ensure the response is just what it should be and then see those results in real time.



## RFP REQUIREMENTS SUMMARY

The following list of requirements outlined in RFP 23-138-CCT has been summarized by item, with a Response for each requirement and which modules address the requested functionality.

Section	Requirement	Response	Genesis Module(s)
6 Scope of Work	Ordering an average of about 700 hundred summonses a week.  Addendum 1 Re: 850 weekly averages	Genesis can generate thousands of documents at a time using the print queue service to off-load that overhead and allow the staff to continue to work while document generation is being performed.	Juror
6 Scope of Work	Statistical Analysis	Qualification, Summons, Access Statistics to modules by Jurors are all automatically tracked and presented to the staff via dashboards and reports.	Juror, Portal, Messaging, Chat, IVR
6 Scope of Work	Checking/updating juror demographics	Staff has complete access to demographic information that is either loaded during wheel processing, updated by the Juror when answering questions or via the self-service portal.	Juror, Portal
6 Scope of Work	Ability to maintain notes on all interactions with jurors	Internal staff only notes for each juror, along with alert notes that are displayed any time that juror is accessed to ensure nothing is missed by staff. Additionally, all juror interactions with the system are time stamped and logged to a complete history record for that juror	Juror, Portal, Messaging, Chat, IVR
6 Scope of Work	Excuse jurors if they do not qualify to serve as a juror	There are several methods excuses can be done manually by staff, or automatically based on rules defined by the court based on answers to qualification questions or specific juror requests submitted via the self-service portal.	Juror, Portal, Chat, IVR

Section	Requirement	Response	Genesis Module(s)
6 Scope of Work	Provide postponements to jurors that need a different date than originally assigned	There are several methods deferrals can be done manually by staff, or automatically based on rules defined by the court based on answers to qualification questions or specific juror requests submitted via the self-service portal.	Juror, Portal, Chat, IVR
6 Scope of Work	Scan juror mail in black and white that includes request for excusal/postponements	External content can be added to any juror record via a document attachment. Color or Black and White images are handled as needed.	Juror, Imaging, Chat
6 Scope of Work	Scan juror profiles day of service	External content can be added to any juror record via a document attachment.	Juror, Imaging
6 Scope of Work	Assign jurors to panel to go to courtroom	Once check in has been performed, randomly selecting jurors for the Voir Dire process is a simple form that asks what case and how many jurors are needed.	Juror
6 Scope of Work	Create payroll and run checks for jurors' day of service	Any check-in or attendance activity will create a payment record for a juror and can be traced through to payment via the Unpaid Jurors Report. Payment Batches can be created for Check-in, Summons, Case, and Date Range to allow maximum flexibility.	Juror
6 Scope of Work	Enter case information for each trial.	Cases can be tracked within Genesis with as little as a case number or placeholder through complete case information including judge, room, seating chart, jurors included in Voir Dire, case expenses, and service during a case. Case History, Status and Outcome are also available in Genesis.	Juror
6 Scope of Work	Create/update letters for hearings, Failure to Appear, phone letters	Document templates combined with over 200 macros are used to create any document required in the system. All documents can be edited or created in our Template Editor and used via a drop-down list for juror correspondence.	Juror



Section	Requirement	Response	Genesis Module(s)
6 Scope of Work	Set phones to request jurors to report	Reporting Instructions as well as Phone Prompts are customizable to suit the jurisdiction requirements in real time. Additionally, Judges instructions can be overridden on a case-by-case basis if needed.	Juror
6 Scope of Work	I-Juror system (online access for jurors) allows jurors to request postponement, excusal, and check to see if they are required to report for service.	The self-service portal allows for excuse requests, postponement is enabled by the jurisdiction. All system access by the Juror via ANY module always displays their current instructions and if instructions are updated from the default, Genesis automatically tracks the presentation to the juror via which module for reference. If a request is made, Genesis provides a business rule-based review process for staff to approve or deny the request quickly and efficiently.	Juror, Portal, IVR, Messaging, Chat
6 Additional Requirements	Allow potential jurors to upload pertinent documentation online	Staff can request documents from the Juror remotely via the chat module, review and approve or reject them via the Chatroom interface in real time.	Juror, Portal, Chat
6 Additional Requirements	Documentation uploads can be done in color	All documents are converted to PDF and store encrypted regardless of color or black and white.	Juror
6 Additional Requirements	Ability to modify Application phone greeting.	IVR prompts can be edited and reviewed real time via the management interface.	Juror, IVR
6 Additional Requirements	Use of automated chat attendant to answer basic questions related to jury service	Genesis' Chat Bot is a machine learning algorithm that can be trained to respond automatically with a response, documents, custom workflows and perform deferrals is needed. The Chat Bot is installed with over 107,000,000 word and phrase combinations as a starting point and is then modified based on the jurisdiction needs during the training process.	Juror, Chat, Messaging

Section	Requirement	Response	Genesis Module(s)
6 Additional Requirements	Ability for juror to communicate directly with a Jury Commission employee via a chat box	Genesis provides robust chatroom features that allow staff to engage directly via chat with a juror. Features like quick text responses, requesting files, reviewing juror information are all done through the chatroom interface. Chatroom hours of operation and availability business rules are applied to enable staff to operate and engage via chat when time permits. Chatroom Statistics are monitored and reported to administrators to ensure response times and interactions are timely.	Juror, Chat
6 Additional Requirements	Importation/conversion of current juror database to new system	Imports of Judicial Systems JuryPlus2000 to JuryPlus2023 are built into Genesis and included in our pricing. Import of existing data is used to train staff and part of the approval to go live process.	Juror
6 Implementation	The system shall be fully implemented no later than June 30, 2024	Judicial Systems utilizes a Client Installation Process template, Project Manager, and 6 milestones during the process that keep the project on track and provide visibility to the jurisdiction. The usual process averages 43 days from start to finish but will be adjusted as needed to provide each deliverable requested before Go Live. A sample project plan is attached ( <b>Attachment 2</b> ) to our response for review. With a stated anticipated start date of March 1st, 2024, the 90 days is over twice the time anticipated.	Project Manager



Section	Requirement	Response	Genesis Module(s)
7 License Options	On premise	Genesis can be installed on-premises providing the jurisdiction has adequate hardware and SQL Server license or SQL Server space for the installation. The Jurisdiction will be responsible for all hardware, OS and SQL licensing and all networking support for the configuration. Hosting with JSI on Azure Cloud is available as an alternative if infrastructure is not available. Our quote is for an on-premises installation.	Infrastructure
7 License Options	After hours support	Judicia Systems provide 24/7/365 support for our products per our service level agreement. We do NOT use a ticketing system for client access and provide a company resource on call for after-hours support.	Support Services
7 License Options	IT Infrastructure set up and maintenance	Judicial Systems provides installation instructions and step-by-step configuration guidance for our systems. Once the hardware and network are configured and tested, our staff can complete installation and setup maintenance plans and tasks via VPN and remote desktop access.	Infrastructure
7 License Options	Security	Judicial systems will import any existing active users into Genesis and configure those user account within Genesis as part of our installation process.	Juror
7 Security	Supports Individual Logins for Users	All Genesis Users should have individual logins to support security and compliance requirements. Complete system access and audit trails are tied to individual user accounts. Genesis should NOT use shared logins. Judicial Systems creates individual administration accounts for audit trails as well.	Juror



Section	Requirement	Response	Genesis Module(s)
7 Security	Individual User's Logins tied to Locations and Menus	Genesis provides menu and location-based settings to restrict users from menu and locations they are not supposed to access. Genesis does NOT license by user seats, so there are an unlimited number of user accounts provided to Genesis.	Juror
7 Security	Document Encryption	All documents generated by Genesis or added as attachments are encrypted PDF files at rest via up to 2 levels of encryption. Users must be successfully logged into Genesis to access any files associated with a juror or PII.	Juror, Chat, Portal
7 Security	Oauth Security	All modules utilize oAuth security at each endpoint to ensure that API access is secured and being performed by an authorized system account.	Juror, Portal, IVR, Messaging, Chat, Imaging, Core, Print Queue
7 Security	VPN Protected Access	Regardless of installation location (on-premises or hosted) VPN access to the system for non-DMZ endpoints is supported and recommended. All URLs are designed to work over HTTPS and support industry standard network restrictions.	Juror
7 Application	Runs on Windows Runs on MAC Runs in any web browser	Genesis runs via a web browser. (Current version of all major web browsers have been tested) Imaging is a Windows install product, but still connects to CORE API. Some printing features may be limited on iOS. Genesis has been tested on Windows, iOS, Android devices from PC to tablet and phones, including specialized kiosk hardware from AML.	Juror, Portal, Chat, Kiosk

Section	Requirement	Response	Genesis Module(s)
7 Application	3-Tier Application (Data – Business Rules – Presentation)	See Technical Abstract attached to RFP Response for diagram of the Genesis Architecture. Genesis leverages a 3-tier design and also scalability of any tier for performance needs for performance.	Juror, Portal, IVR, Messaging, Chat, Imaging, Core, Print Queue
7 Application	Print Queue / Reprint / Print Preview	Genesis Utilizes a separate print queue service to print submissions and stores documents in a historical queue for each user that can be configured to keep days, weeks or even months of documents around for viewing or printing as needed. Genesis also supports multiple print queue services so that users can share or have individual queues based on their needs.	Juror, Portal, Print Queue
7 Application	IVR Phone Response Real-Time	Genesis IVR uses a real-time text to speech conversion engine to provide not only customizable voice options, but instant edits and updates to the phone prompts based on administrative edits.	Juror, IVR
7 Application	Real Time Performance Updates	Genesis provides for flexible, tunable application performance based on settings, configuration options and the ability to distribute functions across multiple servers and services.	Juror
7 Application	Daily Reminders / Outbound Communication Dashboard	Jurors can be sent reminders and real time communication from staff and Genesis automatically based on actions and service status. Genesis provides a week-at-a-time view of all communications along with delivery status and confirmation sources.	Juror, Messaging
7 Application	Built-In Document Customization	Genesis uses native HTML and hundreds of macros to generate all documents in the system. Our template editor allows change to be made instantly to any form or document in the system.	Juror



Section	Requirement	Response	Genesis Module(s)
7 Application	Real Time UI Customization	Genesis stores presentation text and text areas in its database so they can be adjusted or updated real-time via our template editor technology.	Juror, Portal
7 Application	Fill out Jury questionnaire online and attach to juror record	Jurors can answer qualification and demographic questions via IVR or Portal interfaces. Answers are recorded as they are provided, so jurors can step away and come back to finish later and submit them for review. Questions/Answers are displayed on the Juror Detail page for quick access. Juror answers can be mapped to automatically update the juror record for accuracy.	Juror, Portal, IVR
7 Database	Enterprise Database Services	Genesis leverages Microsoft SQL Server as it's storage engine. This high-performance database engine is capable of handling millions of records and large databases with ease.	Core
7 Database	Scalability Built In	Genesis is designed with a modular approach that allows portions of Genesis to be placed on dedicated and distributed resources to provide the most flexibility and performance tuned specifically to the needs of the jurisdiction. (See <b>Attachment 4</b> )	Juror, Portal, IVR, Messaging, Chat, Imaging, Core, Print Queue
7 Database	Automated Index / Table Maintenance	All index optimization and server maintenance tasks are completely automated by Genesis using SQL Server Agent technology and scheduled tasks.	SQL Server
7 Database	Support for 7 years or more history	Compliance and data retention rules along with historical data storage in Microsoft SQL Server is only limited by available disk space. Decades of history can be kept and accessible in Genesis if needed.	Core, SQL Server

Section	Requirement	Response	Genesis Module(s)
7 Support	Jury Commission Business Hours Phone Support	Judicial Systems provides live phone and email support during business hours. Judicial Systems does NOT use a client ticketing system for support. A real person will answer your call or email based on our Service Level Agreement and Compliance standards.	Judicial Systems
7 Support	After Hours Phone Support	Judicial Systems uses an after-hours on-call number staffed by Judicial Systems engineers and support staff to ensure your needs are addressed regardless of time of day or day of week.	Judicial Systems
7 Support	Annual Support	Judicial Systems charges annual support based on jurisdiction size combined with modules purchased. Support includes phone and remote support, modifications, troubleshooting, and version enhancements and upgrades.	Judicial Systems
7 Support	Version Upgrades	Genesis Annual support includes patches, improvements and version updates at no cost to our clients. Genesis is built around using a single code base with over 1,100 customizable configuration settings. Genesis is updated with client requested improvements periodically during the year, scheduled around your jurisdiction schedule.	Judicial Systems

### Genesis Module Summary

Based on the requirements listed above, the following modules would be used to meet or exceed the requested functionality and services:

- Genesis Juror
- Genesis Portal
- Genesis Imaging
- Genesis IVR
- Genesis Chat
- Genesis Messaging

## REFERENCES:

### **Patty Arms**

Montgomery County TN  
Chief Deputy of Court Operations  
Circuit Court Clerk's Office  
2 Millennium Plaza, Suite 115  
Clarksville, TN 37040  
931-648-7681  
paarms@mcgtn.net

### **David R. Llyod**

District Clerk  
Johnson County TX  
Cleburne, TX  
817-556-6108  
dlloyd@johnsoncountytexas.org

### **Marge Cesare**

First Deputy, Jury Board  
Montgomery County PA  
Main and Swede Streets  
P.O. Box 311  
Norristown, PA 19404  
610-278-3879  
marge.cesare@montgomerycountypa.gov

## ATTACHMENTS

The following list of supporting documentation for this RFP are attached in sequence as described here:

- Attachment 1 – Business License, Tax ID
- Attachment 2 – Genesis Implementation Plan
- Attachment 3 – Service Level Agreement Abstract
- Attachment 4 – Technical Abstract
- Attachment 5 – W-9

Hard copy documents can be provided as needed according to RFP schedule or upon request.

Additional details can be provided during the presentation / demonstration phase of this RFP as identified by DuPage County IL.



# ATTACHMENT 1 - BUSINESS LICENSE WITH TAX ID



## Franchise Tax Account Status

As of : 12/14/2023 13:43:27

This page is valid for most business transactions but is not sufficient for filings with the Secretary of State

JUDICIAL SYSTEMS, INC.	
<b>Texas Taxpayer Number</b>	17524981853
<b>Mailing Address</b>	211 ROBERT E LEE DR TYLER, TX 75703-4614
<b>Right to Transact Business in Texas</b>	ACTIVE
<b>State of Formation</b>	TX
<b>Effective SOS Registration Date</b>	07/12/1993
<b>Texas SOS File Number</b>	0127717000
<b>Registered Agent Name</b>	GARY DOWER
<b>Registered Office Street Address</b>	211 ROBERT E. LEE DR. TYLER, TX 75703

\*\*\* End of Attachment



## ATTACHMENT 2 – GENESIS IMPLEMENTATION PLAN

This is a sample project plan that outlines the delivery of Genesis to the county. The top section lists key milestones along with each stage of delivery and the estimated amount of time to deliver each task specifically to transitioning from the current Windows application to Genesis. Using the stated March 1<sup>st</sup> launch, the tasks and sequences are listed below:

Task Name	Duration	Start	Finish
<b>Client Installation Plan</b>	<b>43 days</b>	<b>Fri 3/1/24</b>	<b>Tue 4/30/24</b>
Request Client Data	0 days	Fri 3/8/24	Fri 3/8/24
Kick Off Meeting	0 days	Mon 3/18/24	Mon 3/18/24
Start Date	0 days	Tue 3/19/24	Tue 3/19/24
Client Training Begins	0 days	Wed 4/10/24	Wed 4/10/24
Go-Live Meeting	0 days	Wed 4/24/24	Wed 4/24/24
Genesis Live	0 days	Thu 4/25/24	Thu 4/25/24
<b>Pre-Execution</b>	<b>12 days</b>	<b>Fri 3/1/24</b>	<b>Mon 3/18/24</b>
Internal Planning Kick-off Meeting	0.5 days	Fri 3/1/24	Fri 3/1/24
Document Needs and Requirements	5 days	Fri 3/1/24	Fri 3/8/24
Compare Requirements Against Compliance Controls	1 day	Fri 3/8/24	Mon 3/11/24
Document any Scheduling needs	1 day	Mon 3/11/24	Tue 3/12/24
Verify Schedule Against Master Plan	2 days	Tue 3/12/24	Thu 3/14/24
Document Install Checklist	1 day	Thu 3/14/24	Fri 3/15/24
Client Requirements Review	1 day	Fri 3/15/24	Mon 3/18/24
Schedule Kick-Off Meeting	0.5 days	Mon 3/18/24	Mon 3/18/24
Schedule Start Date Based On Schedules	0.5 days	Tue 3/19/24	Tue 3/19/24
<b>Execution Phase</b>	<b>26 days</b>	<b>Tue 3/19/24</b>	<b>Wed 4/24/24</b>
Load Staging Site with Client data and Defaults	3 days	Tue 3/19/24	Fri 3/22/24
Perform and Data cleansing or imports	3 days	Fri 3/22/24	Wed 3/27/24
Verify Installation Checklist	5 days	Tue 3/19/24	Tue 3/26/24
Perform Data Integrity Checks	2 days	Wed 3/27/24	Fri 3/29/24
Perform Document Template Edits	10 days	Tue 3/26/24	Tue 4/9/24
Client Approval of Document Templates	1 day	Tue 4/9/24	Wed 4/10/24
Client Access to Staging Site for Testing	5 days	Wed 4/10/24	Wed 4/17/24
Final Review Edits Made	3 days	Wed 4/17/24	Mon 4/22/24
Final Review of New Site	1 day	Mon 4/22/24	Tue 4/23/24
Document Go-Live Process and Timing	1 day	Tue 4/23/24	Wed 4/24/24
<b>Go-Live Phase</b>	<b>1.5 days</b>	<b>Wed 4/24/24</b>	<b>Thu 4/25/24</b>

Task Name	Duration	Start	Finish
Stop Any Services That May Change Data	1 hr	Wed 4/24/24	Wed 4/24/24
Acquire Current Back-Up and Re-Import If Needed	6 hrs	Wed 4/24/24	Thu 4/25/24
Internal Verify of Services and Functionality	4 hrs	Thu 4/25/24	Thu 4/25/24
Client Verification of Service and Functionality	2 hrs	Thu 4/25/24	Thu 4/25/24
<b>Post-Launch</b>	<b>3 days</b>	<b>Fri 4/26/24</b>	<b>Tue 4/30/24</b>
<b>Transition to Support Services</b>	<b>1 day</b>	<b>Fri 4/26/24</b>	<b>Fri 4/26/24</b>
Review Support Processes and Review Call-Tree	0.5 days	Fri 4/26/24	Fri 4/26/24
Update Internal Controls	0.5 days	Fri 4/26/24	Fri 4/26/24
After Actions Review with Client	1 day	Mon 4/29/24	Mon 4/29/24
Update Master Plan with Completion	1 day	Tue 4/30/24	Tue 4/30/24

\*\*\* This plan is further refined based on county needs, schedules and various planning meetings performed during the delivery process.

**Note: This 43-day process would be completed 2 months prior to the stated June 30<sup>th</sup> date in the RFP. (Client approval required before go-live transition)**

\*\*\* End of Attachment



## ATTACHMENT 3 – SERVICE LEVEL AGREEMENT ABSTRACT

Incidents will be evaluated based upon reported information via JSI authorized contact channels and/or direct JSI monitoring of a system. The level of response and severity will be communicated to the reporting individual during the actual incident report process. Additional information discovered during troubleshooting may require adjustments to severity or level of response.

JSI will measure all data reasonably required by client to determine JSI's performance of the measured Services against the applicable SLRs. JSI will keep complete and accurate logs of all such interactions for no less than the duration of the Agreement or 3 years. Reporting data over 3 years old can be summary reporting data kept for the duration of the Agreement.

JSI will measure all data reasonably required by client to determine JSI's performance of the measured Services against the applicable SLRs.

Upon client's request, JSI will provide client data and details for measured SLRs in an industry standard form and format containing:

- All data relating to the provision of the measured SLR during the applicable day or event.
- Details of JSI's performance as measured against the SLRs during the applicable day or event.
- Details of any measured SLRs that were supposed to be performed during the applicable day or event that were not fully performed as required.

In generating data for reports provided by JSI, JSI will use, for each SLR, the measurement tools and methodologies needed to adequately measure each Service Level, or such other means as reasonably expected by the client to confirm JSI's compliance with the SLRs.

Each Service Level Requirement (SLR) identifies key performance measures that will be used to evaluate the delivery of the Services. The overriding goal in developing SLRs is to support the desire to manage JSI compliance controls and policies.

Part of the onboarding process includes determining what SLRs are required for each client. Our onboarding process provides the county with the ability to define what incident report format, items and SLR items are most important to them. We then integrate those requirements into our compliance and process protocols. Judicial System has a dedicated Compliance Officer whose responsibilities include ensuring all Compliance tasks are performed across all clients, and all levels of our organization.

## SLR COMPONENT DEFINITIONS

SLR Component	Definition
Level	Identification if the SLR is either Critical or Monitored. (C or M)
Formula	Description of the mathematical formula used to measure the delivery of a Service against the service-level metric.
Performance Metric (Metric)	Service-level performance metric for the work that the Agreement requires JSI to perform.
Performance Target (Target)	Measurement of the work that the Agreement requires JSI to perform, generally expressed as a percentage.
Reporting Period (Period)	Period of reporting that JSI measures the target SLR. (D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annual, P – Periodically as Needed)
Service Measure (Measure)	The specific type of service that is measured (e.g., schedule adherence, time to resolve, time to report, availability of system).
SLR Name (Name)	The specific service level requirement that is measured.
SLR Type (Type)	The specific service type that is measured (e.g., reporting, incident resolution time, Root Cause Analysis, response time, availability, recovery time objective, recovery point objective, disaster recovery, downtime, documentation).

## DEFINED TERMS

Term	Definition
Authorized User	Means, unless otherwise indicated, all Clerks, Clerk's staff, Judicial Officers, and any individual, system or entity authorized to access or use the Services provided by JSI under the Agreement.
Incident	<p>Any inquiry that generates a call ticket may or may not be considered a defect. User questions, process questions, status updates, and general questions about the system are not considered a defect. There are 4 levels of incident:</p> <p><b>Critical</b> – Complete failure to deliver key services to jurors, that will result in a failure by the county to perform jury operations.</p> <p><b>High</b> – Loss of a high value service with time sensitive resolution.</p> <p><b>Medium</b> – Incident where no available work-around or solution exists and/or data will need to be modified as part of the corrective action.</p> <p><b>Low</b> – A user error, training, or process change is required. A work-around is available as a short-term solution. Typically, does not require code/data changes.</p> <p>Only Critical priority level incidents will be candidates for work during non-business hours.</p>
Defect	Any bug, error, malfunction, adverse data condition, or other performance interruption that causes the system to fail to operate in conformance with JSI's then current publicized specifications, but that does not cause a complete application outage. User Error or not following processes or procedures shall not be considered a defect.
Defect Level 1	<p>A Documented Defect that causes:</p> <ul style="list-style-type: none"> <li>a) Complete application failure or application unavailability</li> <li>b) Application failure or unavailability in one or more of Authorized Users' locations or</li> <li>c) Systemic loss of multiple essential system functions.</li> </ul>
Defect Level 2	<p>A Documented Defect that causes:</p> <ul style="list-style-type: none"> <li>a) Repeated, consistent failure of Essential Functionality affecting more than one user or</li> <li>b) Loss or corruption of data.</li> </ul>



Defect Level 3	A Level 1 Defect with an existing Circumvention Procedure, or a Level 2 Defect that affects only one user or for which there is an existing Circumvention Procedure.
Defect Level 4	A documented Defect that causes failure of non-essential functionality or a cosmetic or other documented Defect that does not qualify as any other service level defect.
Documented Defect	<p>A Defect submitted with sufficient information to recreate the Defect or otherwise clearly and convincingly document or evidence its occurrence, including, but not limited to, the operating environment, data set, user, or any other such information that JSI may reasonably request.</p> <p>Authorized User shall deliver such information to JSI concurrently with notification to JSI of a Defect. All reasonable efforts must be used to eliminate any nonapplication related issues prior to notification to JSI of such Defect, including, but not limited to, issues related to the network, user training, extensions produced by Authorized Users, and data problems not caused by the system.</p>
Failure, SLA Failure, Critical SLR Failure	Means the failure to meet, achieve, or attain the designated performance target for a specified SLR or a Critical SLR for the applicable Measurement Period.
Problem / Issue / Incident	Means any material problem, including any (i) Security Incident, (ii) failure to deliver any Services, (iii) failure to deliver any Service Levels, (iv) situation that has negatively impacted or reasonably could negatively impact the maintenance of Clerk's Office internal controls or compliance with Clerk's Office physical or information security, operations, and any policies, procedures, or services described in the Agreement, the Statement of Work or work authorization, or Applicable Laws; or (v) situation that has had or reasonably could have any adverse impact on the Services.
Scheduled Downtime	Planned outage of Services (in whole or in part) that is scheduled by JSI with the Clerk's Office or client more than 48 hours in advance of the commencement of such outage.



# Service Problem Analysis

## NOTIFICATION OF PROBLEMS

If JSI becomes aware of any issue, JSI will: (i) provide client with prompt notice of such issue (no later than two (2) days after discovery); (ii) provide client with a complete description of the issue, including its expected impact; and (iii) meet with client (no later than four (4) days after discovery) to formulate and implement an action plan to minimize or eliminate the impact of such issue.

## CORRECTIVE ACTION PLAN (CAP)

If either Party reasonably determines that a Problem has or is likely to occur, such Party shall promptly (no later than two (2) days) notify the other Party of such Problem (a “CAP Notice”). Concurrent with delivery or receipt of such CAP Notice, as applicable, JSI shall: (A)(i) immediately take steps to mitigate any harmful effects of such failure within its control, (ii) upon client’s approval, correct the Problem as soon as practicable, (iii) continuously, and when requested by client, advise client of the progress and status of remedial efforts being undertaken with respect to such Problem, and (iv) demonstrate to client that all reasonable action has been taken to prevent a recurrence of the immediate failure; (B) promptly upon resolution of the Problem (and in any event, within five (5) days after resolution of the Problem) perform a Root Cause Analysis; (C) report to the client on the nature and scope of the Problems identified; and (D) prepare a Corrective Action Plan to correct the source of the Problems and take all actions necessary to prevent recurrence. JSI shall commit all additional resources necessary to resolve and prevent Problems under the Corrective Action Plan. Following delivery of a Corrective Action Plan and Acceptance of such Corrective Action Plan by the client, JSI shall, within the timeline set forth in the Corrective Action Plan, promptly correct the source of the Problems in accordance with the Corrective Action Plan, advise client of the progress of correction efforts at stages determined by the Corrective Action Plan, and demonstrate to client that all reasonable action has been taken to prevent a recurrence of the failure.

\*\*\* End of Attachment

## ATTACHMENT 4 – TECHNOLOGY SUMMARY ABSTRACT

What is Genesis Jury Management System and what does it take to understand, install, and maintain Genesis. Genesis Jury Management System is designed to utilize a modular approach to delivery of your jury management needs. At the heart of the system is our highly secure and scalable database engine that utilizes Microsoft SQL Server. A core business layer that controls access and integrates module functionality without the silo approach to software many vendors use. All Genesis Jury modules communicate with each other via this Core service so that data integrity and security is maintained at the highest levels, while providing incredible performance and flexibility. Our presentation layer is designed to streamline jury operations and save time and money.

“The Next Generation of Jury Management software”

### DESIGN GOALS

Genesis was designed from the ground up with new frameworks, current technology standards and decades of experience in the industry. We started with a clean slate and built this suite of applications based on lessons learned and customer feedback.

Some of our guiding principles:

- Use any web browser to login and access your system.
- Any device should be able to run **Genesis Jury Management** (Computer, Tablet, Smart Phone) if it supports a current web browser.
- No more local installations of a program to keep synchronized or updated. **Genesis Jury Management uses a centralized web server and database to allow for more users from more locations.**
- Operating System should no longer become a limiting issue. If it can run a web browser, it can run Genesis Jury.
- Easy portability for access on the move. If you get a new computer, just open the web link and login!
- Access from multiple locations if you have access to the web application.
- Maintenance and Updates must be easier and centralized across the client base.
- Each location can control user access via completely custom user by user permissions.
- Customized menus displayed on a per client and per user basis.
- Streamlined processes to reduce pop-up dialogs, windows, and clicks.
- Ability to view multiple forms at once and easily switch between tasks.
- Provide extensive tuning and configuration options to tailor the user experience and processes to suit your needs.
- Superior security enhancements to protect not only your system, but juror data and documents you receive and generate.
- Flexible installation options and support to meet or exceed the needs of even the most restrictive environments.
- Provide for easy to manage template-based document generation.



- Provide content customization on a per client basis.
- Ability to generate more than 5,000 documents in a batch.
- Provide for focused area of operation security.
- Support for multi-factor login security models.
- Provide flexible password enforcement and rules to meet various client's needs.
- Utilize design practices that allow for micro-customization of content, workflows, and process within the court.
- Provide a sustainable upgrade and enhancement path.

Many of these goals are a blend of industry requirements, development best-practices and decades of experience in jury management. Every module, component or process in Genesis is weighed against these goals before, during, and after development.

## OUR MODULES

Judicial Systems (JSI) believes one size does not fit every court and that some features and functions may not make sense. Genesis solves that by utilizing a modular approach to meeting your needs. The core and database storage needs are separated from the User Presentation layer so that modules can be used to organize functions and reduce costs.

### Genesis Juror

Genesis Juror Module is the base jury management module that delivers state of the art jury management features in a highly secure and flexible framework. Juror is the hub for all other modules and is required for all other modules to operate.

Supporting 1-Step, 2-Step, and 1.5-Step processes for qualifying jurors. The Juror Module allows for qualification and summons, check-in, payments, case management and assignment and so much more. Dozens of customizable reports, seating charts, letters, attendance, payments, and expense reports bundled into a highly flexible web interface sets the bar for performance and flexibility.

Included in the Juror Module is a Voir Dire Manager, which provides real time processing of Jurors in the courtroom. Judges, attorneys, and court personnel can view real time updates via a courtroom approved electronic device. No more legal pads nor handwriting Juror names or drawing seating charts by hand. Unparalleled Security, coupled with user-based UI customization can create an easy to use, powerful experience for any court.

### Genesis Imaging

Imaging is a module that provides a Windows based control application for bulk scanning and OCR/ORM document import abilities. This powerful application interacts with your scanner and gets those stacks of papers quickly and efficiently added to each juror in the system.

Using Intelligent Character Recognition (ICR), Optical Character Recognition (OCR), Optical Mark Recognition (OMR) and barcode reading, juror qualification questionnaires and summons profiles can be digitally scanned to make paper processing and storage more efficient.

Genesis Portal

Genesis Portal provides potential juror self-service via a secure web site that allows for several features like gathering questionnaire answers, verify addresses, payment, and communication preferences, requesting excuses or deferrals, printing maps to the courthouse from the juror's own browser.

Providing 24-hour-a-day web access. Jurors can visit the portal to find answers to commonly asked questions, accept service, view instructions for the next day's service, obtain work certification documentation and request exemptions or deferrals according to your court specific policies.

### **Interactive Voice Response (IVR)**

Genesis IVR is the Interactive Voice Response module that allows jurors to dial into the system with their phone, follow a phone prompted series of questions and answers to complete their questionnaires over the telephone. They can also check reporting instructions and get basic help from this automated, machine learning interface.

IVR allows prospective jurors to obtain their qualification status and retrieve reporting information over the telephone 24-hours-per-day, 7 days-a-week.

### **Genesis Messaging**

The Genesis Messaging module allows jurors and court staff to text/email via Genesis throughout the jury process. Messaging provides text responses, reminders, and instructions to jurors.

JSI has developed and imbedded natural language processing (NLP) algorithms into the Messaging module. Messaging receives text or email input from a potential juror, in "everyday language", and evaluates the meaning of the request. Messaging then provides an accurate response to the potential juror's inquiry. This enables jurors to hold two-way meaningful conversations with Messaging in a humanlike, intelligent manner.

### **Genesis Chat**

The Genesis Chat module allows jurors, our chat bot, and court staff to chat back and forth throughout the jury process. Chat provides text responses, reminders, documents, and instructions to jurors.

It is like having a 24/7 full time staff member that can service Juror's inquiries and keep Jurors informed! Genesis Chat is a whole module dedicated to providing chat support to your jurors and is fully integrated with Genesis Jury Management.

Chat programs in general are not interconnected with their host system very thoroughly and rarely provide insight you can see quickly into a person's chat experience. Genesis Chat was designed to create a flexible and fluid experience for the juror. Reducing frustration, guiding the juror and being a force multiplier for your staff and not just a "Chat Plug-In".

JSI has also embedded NLP algorithms into the Chat module.

Chat Rooms allow court staff to interact with the Jurors in real time. Staff can request documents, interact with the potential juror, and create a more service-based experience. Complete Chat history is stored for review by staff.

### **Genesis Kiosk**

Checking jurors in can be a time-consuming process and require additional personnel to support a seamless transition from walking in the door to becoming an active juror. The Kiosk Check-In module is a small footprint check-in station that has limited features, but focuses on tasks to speed up check-in.



Kiosk can make jurors are provided automated instructions on what to do next. This self-service kiosk can help save time and speed the check-in process incredibly. Jurors can scan their Driver License or their Summon barcode to check-in, for Jury pool or active case attendance.

### **Attorney Portal**

Many courts provide information to counsel to support the Voir Dire process, Genesis Jury Management allows for a separate, secure area for counsel to interact with the information they need to perform Voir Dire and access information about the cases they have been granted permission to access.

Basic Case information, reports, and the ability to save, reuse and create custom question sets for each case as well as a Voir Dire interface to score and evaluate prospective jurors during the Voir Dire process.

Attorneys are given a separate secure portal with limited access that is controlled completely by the court.

### **JSI Monitoring**

JSI Monitoring Service is a free client service we provide our customers to ensure your forward facing (Juror) services are up, running, and available. Our software monitoring system is designed to provide real-time monitoring of web sites, phone lines and Chat Services to ensure that they are running smoothly and efficiently.

We cannot control the weather, utility, or service availability, but knowing something is potentially wrong BEFORE the Juror is exposed to an issue can be priceless.

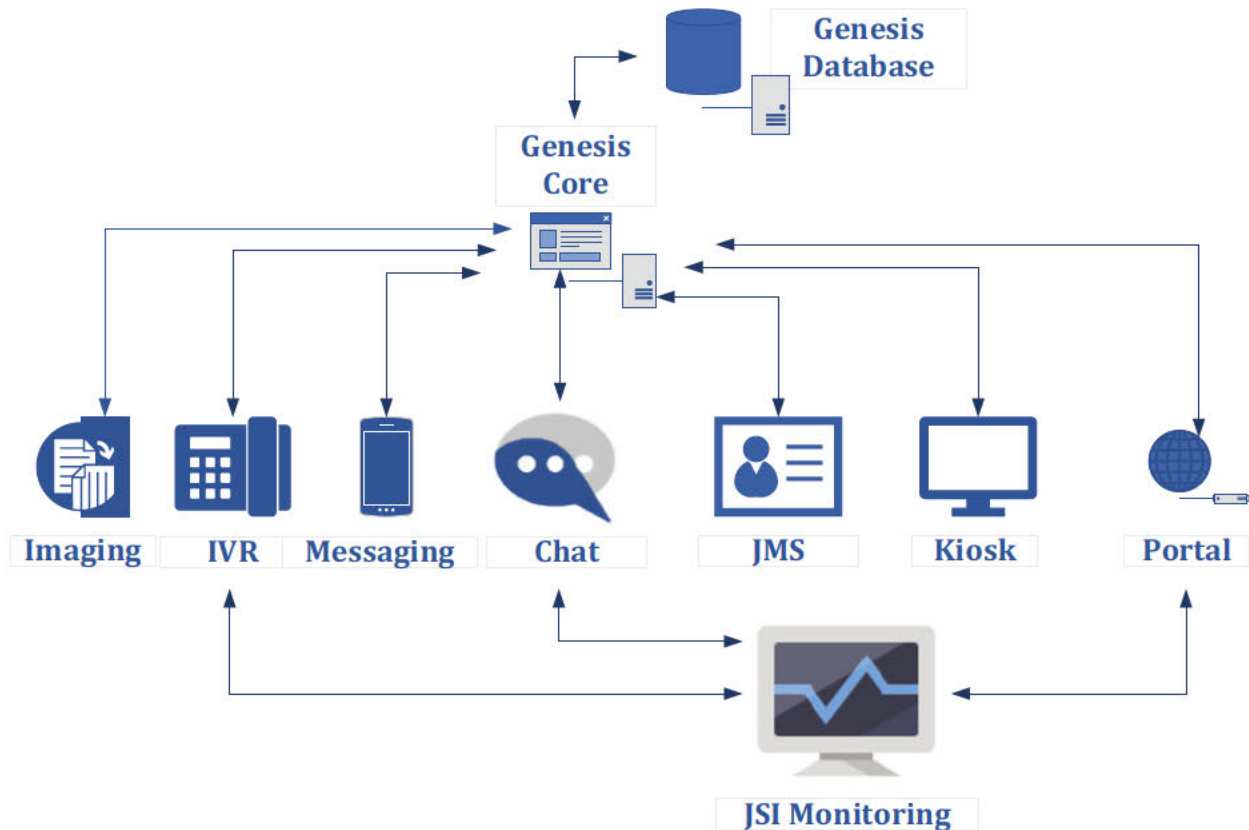


## TECHNOLOGY

Genesis technology stack was evaluated using decades of experience in the industry. Ensuring performance, scalability, and security. Our choices in each tier were guided by the principles of “one size does **not** fit all” and flexible choices for our clients.

To service a broad range of needs, pre-existing hardware, and growth we developed a 3-tier design that is flexible and provides the best performance possible. See figure 1 for a basic diagram of Genesis.

Figure 1: Genesis Design Overview



Our technical choices to deliver on this design were as follows:

- Web servers – We chose Microsoft IIS for web services given its stability, availability, and flexibility.
- Application servers – We developed Genesis Core as the main hub for business logic and database isolation. Core is written in C# utilizing .NET framework.
- Database servers – Microsoft SQL Server was chosen due to our extensive experience and the industry performance benchmarks.
- Programming languages – ASP.NET, Java, C#, and ANSI compliant SQL are used as appropriate.
- Frameworks – C# leveraging .NET framework were used to design the underlying frameworks for presentation layer and Core, while SQL Server Stored Procedures and Functions are used to isolate and access data.

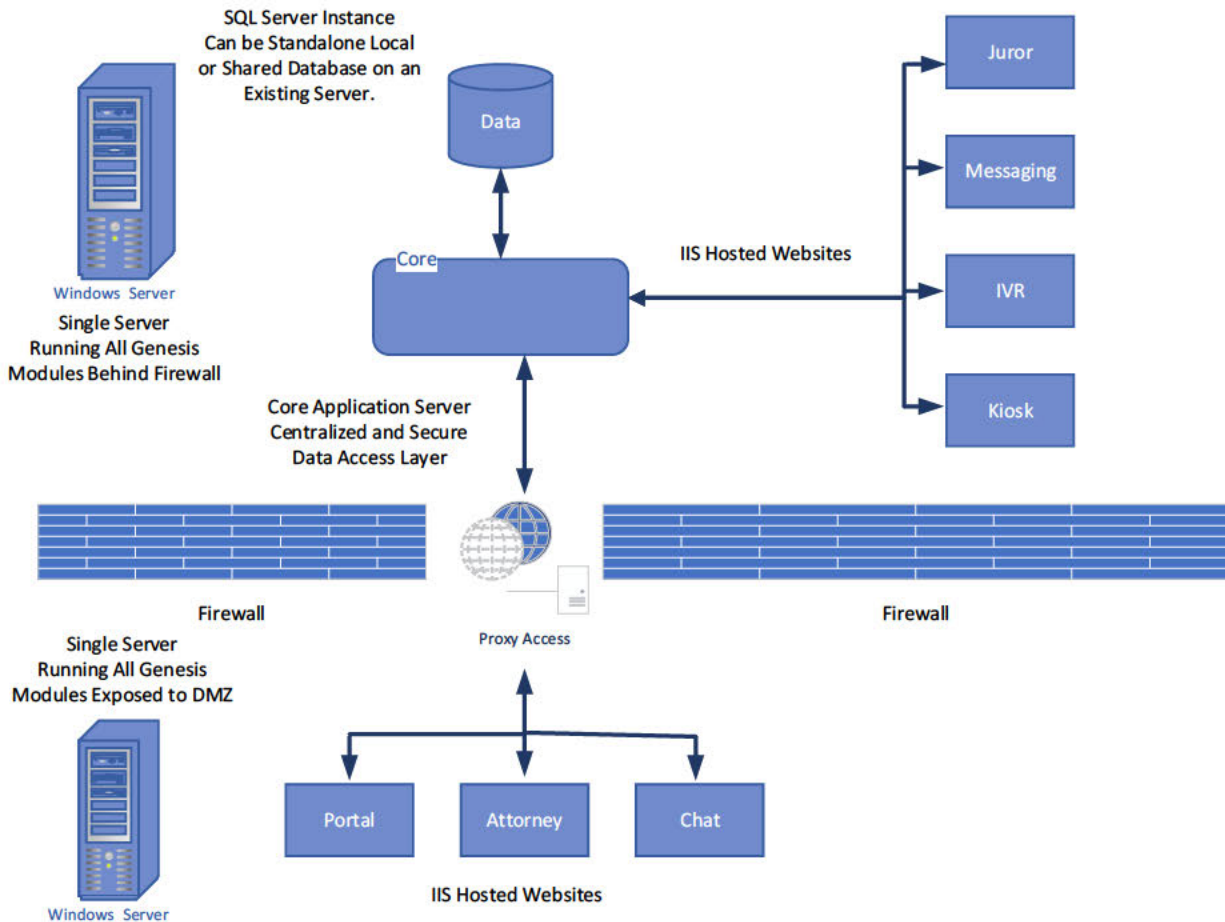
## ARCHITECTURE

Genesis started with a clean white-board and decades of real-world experience being brought to bear of delivering a highly flexible application architecture and a secure application. Security was paramount and the ability to run in many separate locations using the same code base.

### Tiers

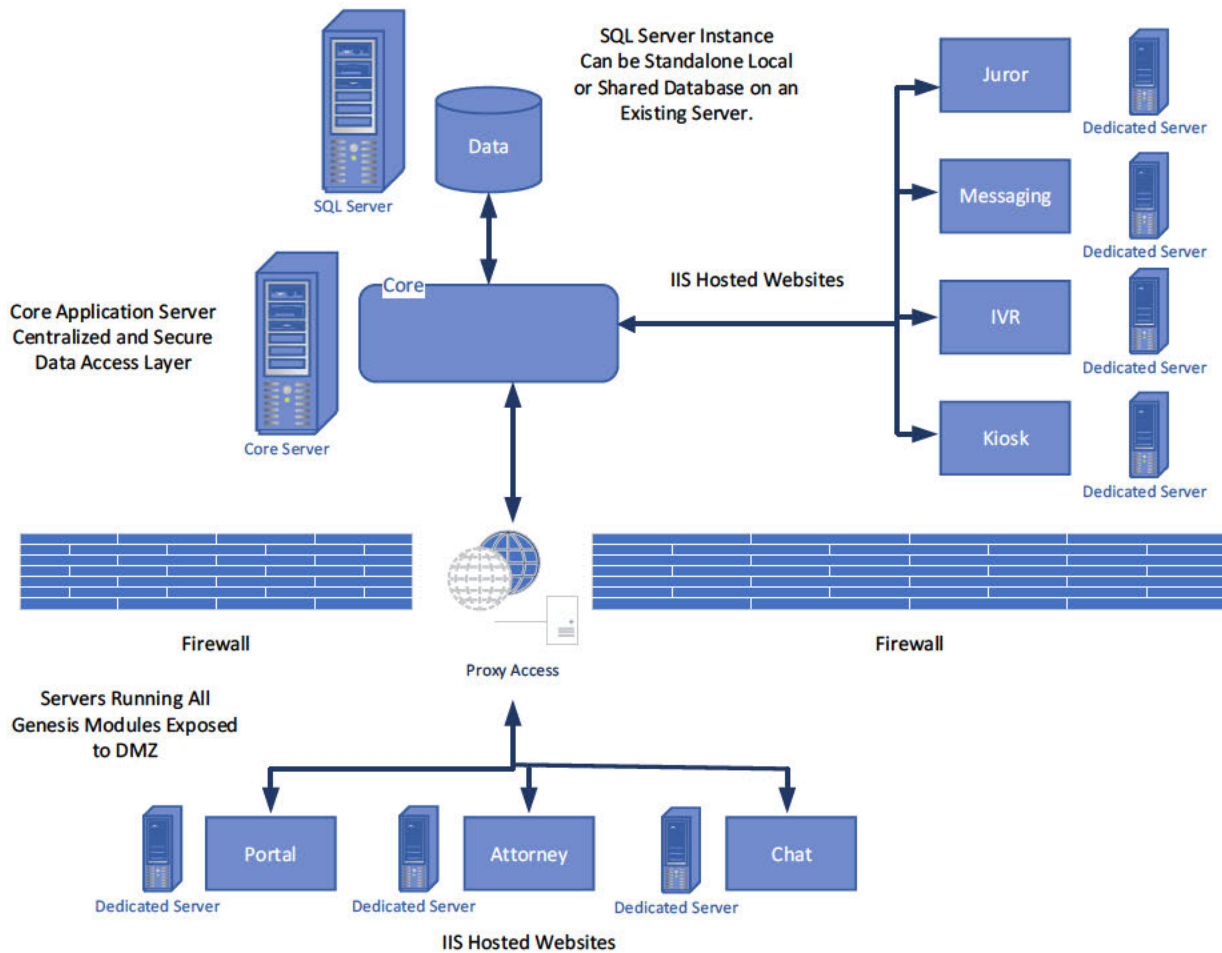
Genesis was designed as a tiered model with implementation of the tiers to be determined by the environment in which it is installed. This tiered model allows for scalability and high performance. The tiers are hosted on Microsoft Server installations. See figure 2 for an example of a smaller Genesis installation.

Figure 2: Single Machine Installation (Small installations)



The Tier configuration allows the flexibility to put high-performance servers in key roles, and less utilized servers in other roles. This allows processing to be off-loaded and handled by servers that are not competing for memory, CPU, or disk. See Figure 3 for a more complex, high performance and tunable configuration.

Figure 3: Multiple Machine Installation (High Performance)



As shown above, this design allows for growth on an as needed basis with limited down-time for upgrades or tuning. This support for growth provides industry leading flexibility and performance.

### Layers

By isolating layers into business specific functions, Genesis can reuse logic and processes across the entire suite of modules, reducing complexity, while adding stable, reusable, and consistent components in all modules. Focusing on each layer independently allows for better development, standardized testing, and reduced complexity of the code at each layer.

### Protocols

All communication to and from Genesis Core is via HTTP/HTTPS to ensure secure point to point communication. Even the windows scanning application utilizes Genesis Core via its extensive and secure Rest-API.



# SECURITY

Security of user access, module communication and data access are a central base requirement of Genesis. Each layer, all frameworks and all modules utilize as secure communication and authentication models as much as possible.

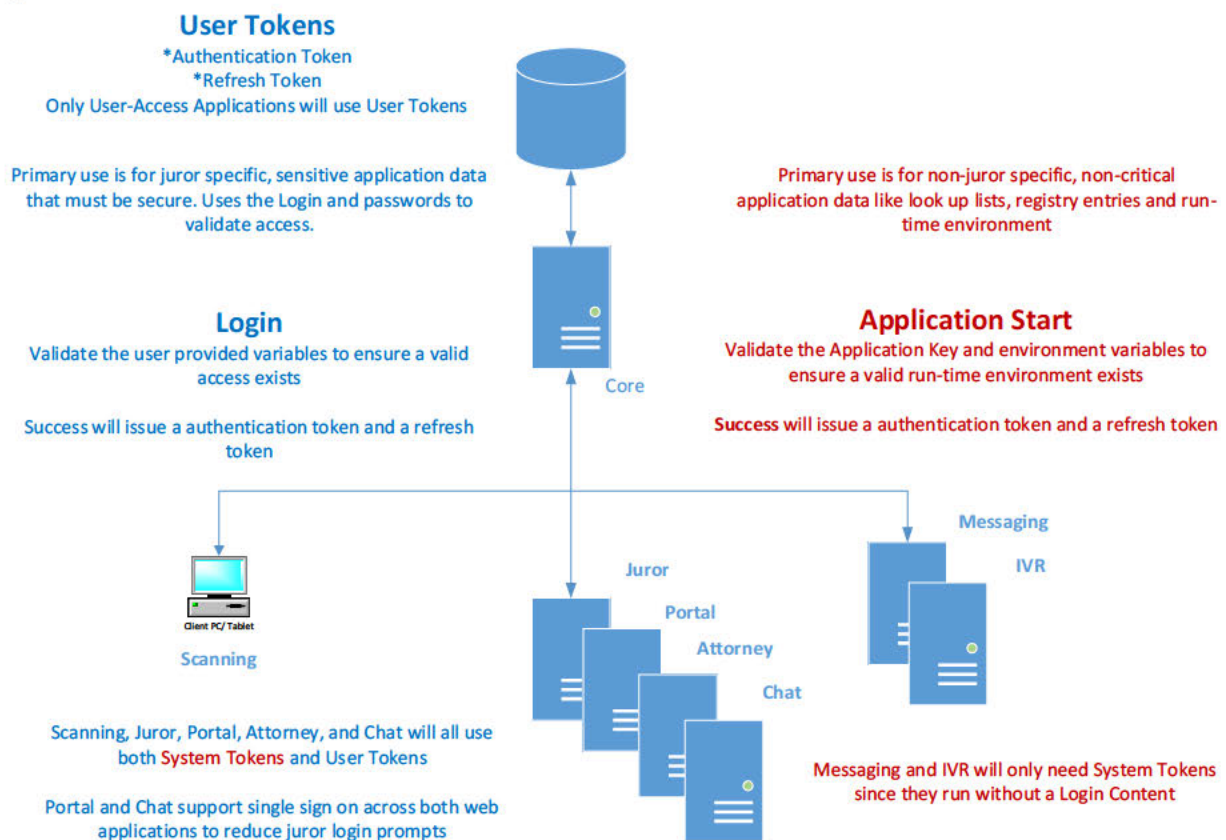
## Authentication

Internal Staff Users are managed via a role based and functional requirement driven framework. Staff users must provide a separate login and password to access the system. This allows for extensive audit trails and activity tracking within Genesis. Genesis provides support for a broad range of security requirements, from 2 factor authentication, password retrieval, and functional area access controls.

## Authorization

All communication between modules and core are protected by a 2-part OAuth2 implementation. System Level Tokens are used for application and environmental access control, while individual User Tokens are used for access to the application via secured Authentication. External access also uses the OAuth2 model for access to forward-facing web applications to ensure rogue access is denied and data and/or communications are secure. Our OAuth2 model comes directly from the Microsoft OAuth guides and adheres to the requirements listed there. See Figure 4 for a Genesis OAuth explanation.

Figure 4: Genesis OAuth Model





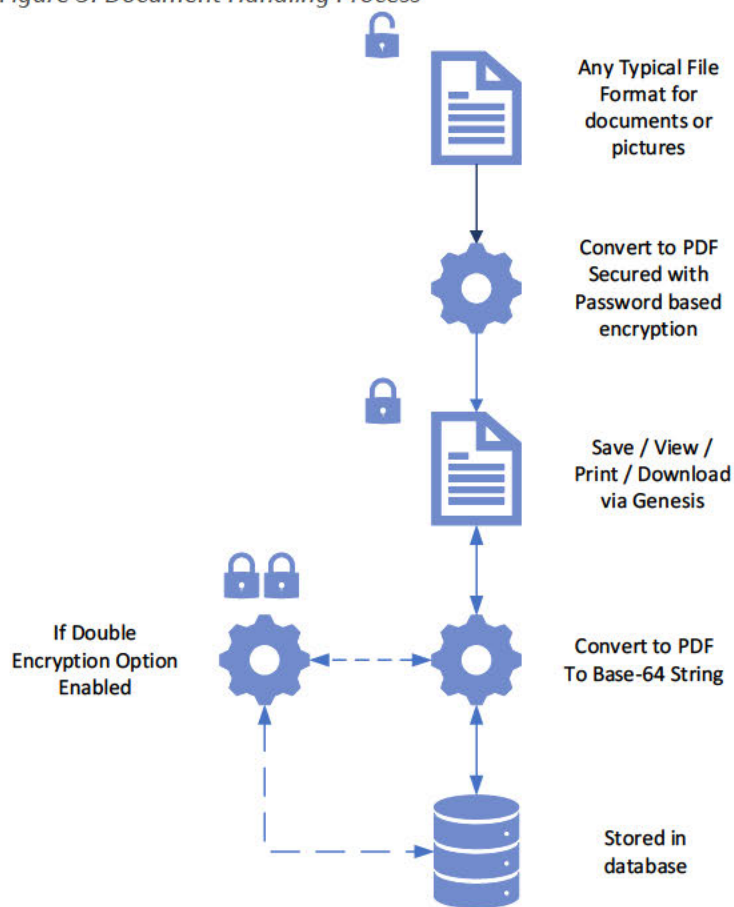
## Data encryption

Encryption takes on different forms in Genesis. All communications via the web are supported via HTTPS which requires a valid and known certificate identifying a site and server as a true and accurate location. The HTTPS protocol is commonly used in Banking, e-Commerce, and Government systems.

Genesis stores all documents as encrypted PDF files at rest. Following the PDF standards for encrypting a file provides a level of security for opening a document. You can only access documents in Genesis via Genesis. Genesis decrypts the file before presentation to the user based on the existing 256-bit encryption process and Base-64 encoding, no end-user juror documents are available for use in Genesis. Documents are stored within the Genesis database as a Base-64 encoded string and not on the operating system file system. This allows for a level of security for server access to the file system by IT personnel.

Files encrypted within Genesis are protected by a Genesis specific user and password to control access to juror documents ONLY through Genesis. You must be properly logged in and request the document via Genesis to view/print it. See figure 5 for our document process.

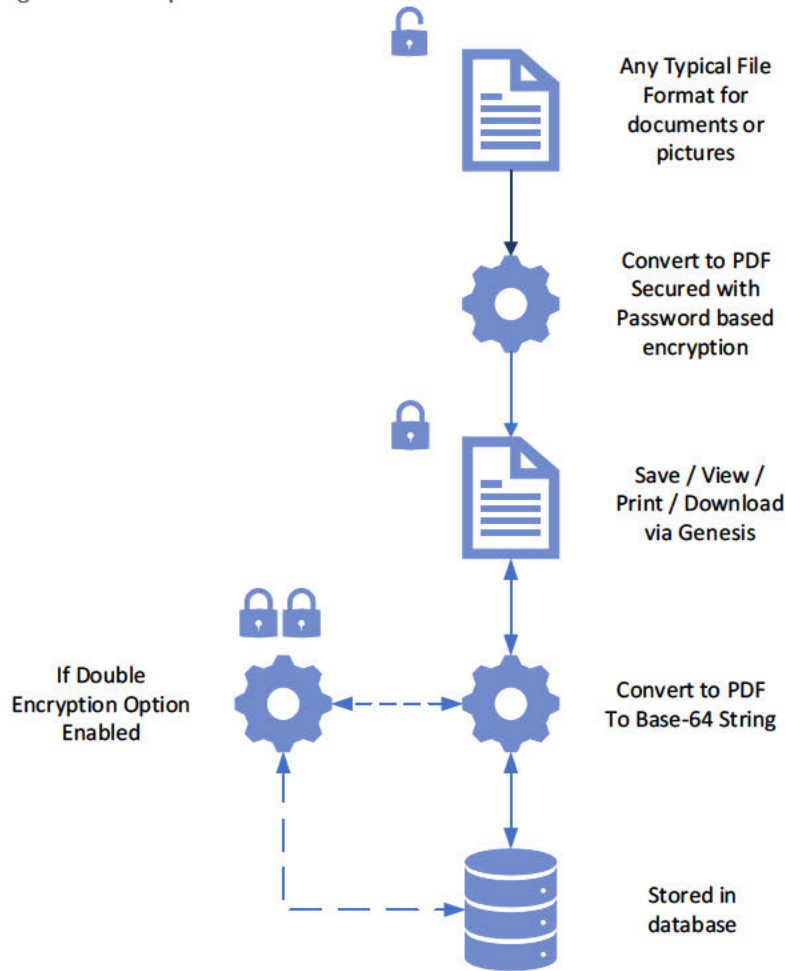
Figure 5: Document Handling Process



Genesis also provides an additional layer of encryption that can be enabled; extended 256-bit AES encryption of the documents at rest. Even with access to the server, database and file system, documents are protected from theft or un-authorized use.

Genesis Chat allows staff to request a file from a prospective juror to verify some statement or condition. These files are handled in a secure and encrypted process to isolate these files until they are approved by a staff member. Then and only then will Genesis add that document to the list of documents for a juror in Genesis. See Figure 6 for the File Upload Process.

Figure 6: File Upload Process



No other Jury management system on the market provides for 2-layered, double encrypted with 256-bit AES encrypted documents at rest.

## Web Proxy

Genesis provides access to prospective jurors via web portals and Chat to answer questions and get information about their service. Genesis Modules that live outside the DMZ utilize an OAuth2 based Token access via a web proxy. This proxy isolates access between Core and the Web site so secure access is only allowed based on firewall and routing rules.

## DEPLOYMENT

Genesis uses a standard process for deployment that ensures maximum success and reduces system down time. JSI stores copies of Client Databases on their local network and all deployments are first tested on a simulated client installation.

All development activities are managed via a comprehensive workflow management system to control and document the required items to be deployed for any version or upgrade of Genesis. JSI uses a build and version number system that ties to proper code bases and ensures deployments are accurate.

Each build has a “Build Items Checklist” that clearly calls out each item needed for that deployment. A fresh installation has an over 400-point installation checklist used to ensure proper configuration and operation of Genesis. Patches and upgrades also have Checklists to guide the thorough deployment of Genesis.

A build is not deployed until all requirements testing, developer testing, QA instance testing and All Client testing have been accomplished. Builds can then be coordinated with each client based on their schedule and needs.

Basic builds usually follow this process before deployment:

1. Developer Tested Local Build
2. Integrated QA Testing
3. All Clients QA Testing
4. Build Packaging and Checklist Review

## Hardware and software requirements

Genesis is designed to run on many different classes of Microsoft servers. Here are a few configurations we recommend: (These vary based on usage and usually determined after several interviews with client)

### Small to Medium counties wanting a Single Server solution.

- 4 CPU 16/32 GB RAM
- 512 MB Disk Storage
- Microsoft SQL Server Web Edition (2017 or greater) \*

\*Limited 2016 Support is available. Do not use SQL Express.

- IIS Enabled
- .NET installations as needed.

### Medium to Large County wanting Distributed Processing solution.

#### Database Server

- 8 CPU 32/64 GB RAM
- 1.5 TB Disk (SSD if possible)
- Microsoft SQL Server Web Edition (2017 or greater) \*

\*Limited 2016 Support is available. Do not use SQL Express.

#### Core Server

- 4 CPU 32 GB RAM
- 512 GB Disk (SSD if possible)
- .NET installations as needed.

#### Web Server(s)

- 4 CPU 16/32 GB RAM
- 512 GB Disk
- IIS Enabled
- .NET installations as needed.



## Installation and configuration

JSI has an extensive pre-installation questionnaire that drives most of the initial system configuration for Genesis. Typically, we are granted Remote Access to the server so we can document the installation, install necessary patches, and configure the various software packages. We will pre-install it at our office to simulate the process, document any steps needed. This pre-installation heads off any unknown installation issues typically uncovered once a client is ready to be installed. We do reuse existing hardware for this step. Some clients take advantage of our Testing/QA instance support. We can install a complete copy of the Production System in Training Mode with real client data. This instance can be used to train staff, test initial and future configuration changes, and an additional QA step for the client where we install a build on their Testing/QA instance before we schedule a production installation or upgrade.

## Testing and QA

Each Genesis build has a “Build Items Check List”, a “Build QA Testing List” along with documented build items that describe functionality and requirements for each feature or change. Once a build has been tested locally by a developer, the build is then integrated into a QA instance of each client to ensure there are no configuration impacts on the build.

A build is typically tested at least 4 distinct levels before being applied to a client instance. Release Notes for major Builds are made available via our online help system. These notes outline major changes and fixes that are included in this release.

## MAINTENANCE AND SUPPORT

We offer standard telephone support during business hours for all our customers. Customers can contract additional levels of support on an as needed basis.

Some modules require periodic maintenance and support. Our process always starts with our ticketing system where we document the item with as much detail as possible. That ticket then moves through a process of design review, impact analysis on existing code, level of effort and our design goals listed above.

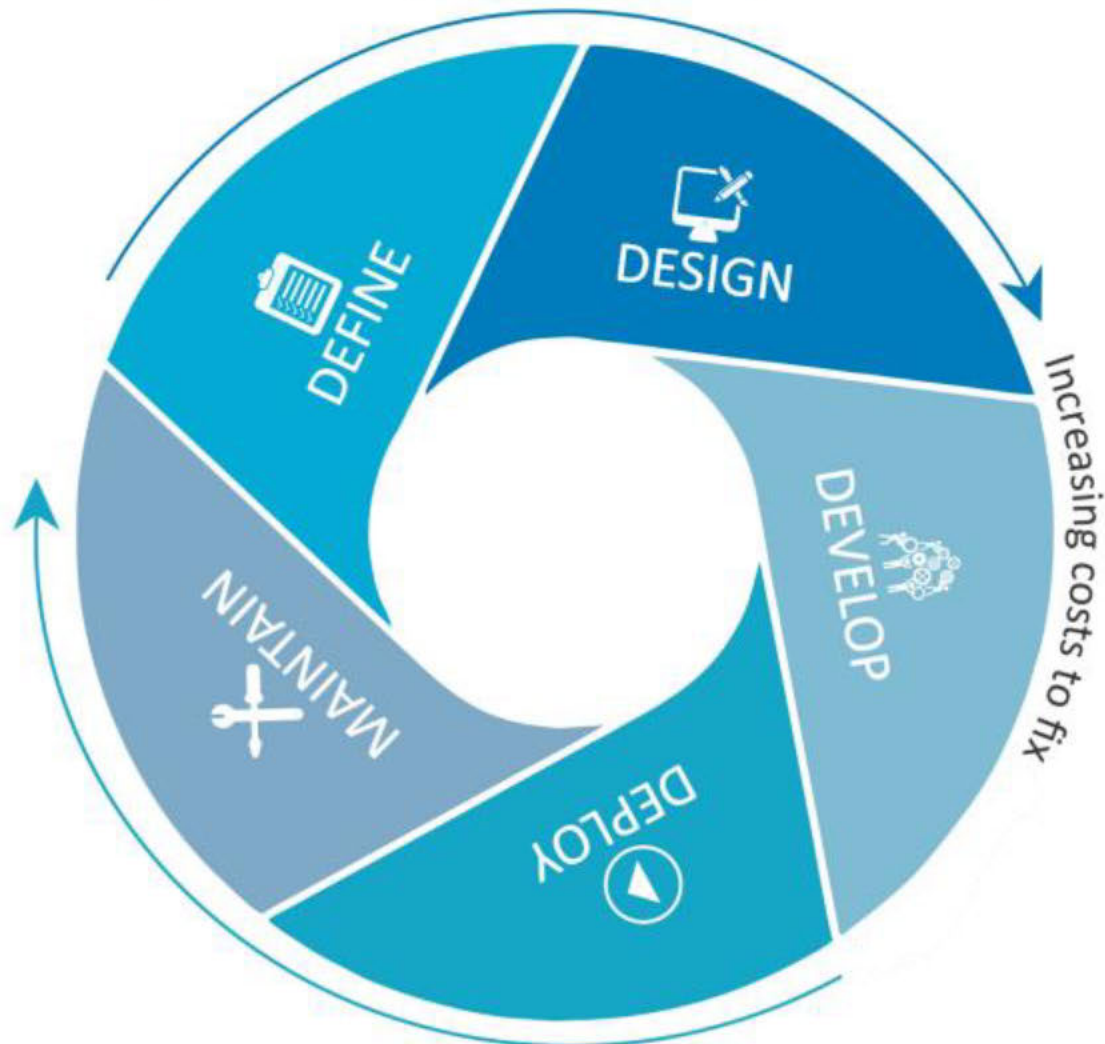
The Genesis Chat module should be monitored as the NLP is used in a specific environment. People spell, talk, chat and use slang differently in each locale, the NLP should be periodically tuned for best results. Early installations are checked daily, then weekly and usually only require a monthly review once established language patterns are accounted for.

JSI Supports on-premises and cloud-based installations of Genesis. JSI even offers a hosted option for those counties that wish to contract the care and maintenance of their Genesis system to a third party due to staffing or infrastructure needs.

JSI also provides ongoing training and phone support of Genesis based on annual support contracts.

## Development

JSI utilizes an Agile development model with iterative sprints to deliver enhancements or new features for Genesis. Our Software Development Life Cycle (SDLC) recognizes that software is a continuous cycle of activity and must be managed and documented so that stability is maintained. JSSI recognizes the cost of development or time to fix and test any feature increases the farther along you get in the cycle. We always start with defining the need, determining the use-case before we design a solution or a fix.



JSI has decades of real-world experience in Jury Management and the support of our systems in the field. Many clients come to depend on our suggestions for ways to improve the process on their end and are actively engaged with us giving feedback and suggestions for new features.

### **Patching and updates**

Due to the modular nature of Genesis, patches and updates are greatly simplified. Some patches involve a simple SQL Script update which requires no down time, to a specific module update that only impacts that module, so only that module is taken offline briefly. A full system update is usually pre-staged, and the length of time needed is usually dictated by how long a backup takes and how long it takes to replace files and start back up. Most updates take less than 15 minutes.

### **Monitoring and alerts**

JSI has developed a backup alert system that can alert us to a major system issue along with a Monitoring Module that runs around the clock checking service availability and responses. JSI Monitoring is a free service we provide to give clients the peace of mind that their jurors are being taken care of around the clock.

### **Incident response**

Typical incidents during business hours are addressed while we have you on the phone. Some require us to call you back after a bit of research, but only a few issues are extended length or require a patch. Our goal is to get you taken care of while we have you on the phone.

We man our phones covering business hours East Coast to West Coast along with an after-hours service level that can span 24/7/365. If your court is in session, we will staff the phones.



## CONCLUSION

Genesis has set the bar for Jury Management software, security, and performance not only in our industry but across any industry. Genesis has over 1,100 end-user customizations and settings to allow you the most flexibility in doing things “the way you want”. Our state-of-the-art software has been field tested, client approved, in both small and large jurisdictions across the country.

You can run Genesis on a computer, tablet, or your phone. We have developed modules to provide current features that are being adopted regardless of the age and demographic of your prospective juror pool.

We have developed a system and approach with Genesis that will be stable for years to come and that cannot be outgrown. We have designed Genesis to build far into the future and handle ever changing needs and requirements.

Security in today’s changing world brings many challenges to software design and functionality, but we have solved those challenges that are out there now and what is to come. We have truly created:

“The Next Generation of Jury Management software”

**\*\*\* End of Attachment**



## APPENDIX A - PRICE PROPOSAL for JURY MANAGEMENT SYSTEM 23-138-CCT

Provide pricing to include all labor, services, travel, and materials necessary in accordance with the specifications and requirements of RFP #23-138-CCT.

DESCRIPTION	RECURRING					
	Year 1	Year 2	Year 3	Year 4	Year 5	
Lease Fees						
Installation & Configuration	\$18,600.00					
Support & Maintenance	\$25,998.00	\$25,998.00	\$25,998.00	\$25,998.00	\$25,998.00	
Implementation						
In-person Training						
License	\$166,617.00					
Technical Support						
<b>Additional Fees</b>						
Annual wheel processing at \$0.017 per input record including NCOA address verification at no charge.	Included	\$3,600.00*	\$3,600.00*	\$3,600.00*	\$3,600.00*	
*Annual figures are estimated based on previous annual processing						
						5 YEAR GRAND TOTAL
<b>Total</b>	\$ 211,215.00	\$ 29,598.00	\$ 29,598.00	\$ 29,598.00	\$ 29,598.00	\$ 325,607.00

**SECTION 10 - PROPOSAL FORM**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Offeror	<b>Judicial Systems, Inc.</b>
Main Business Address	211 Robert E. Lee Drive
City, State, Zip Code	Tyler, Texas, 75703
Telephone Number	903-561-8328
Fax Number	
Proposal Contact Person	Patrick Dalton
Email Address	patrick@judicialsystems.com

The undersigned certifies that he is:

- the Owner/Sole Proprietor     
  a Member of the Partnership     
  an Officer of the Corporation     
  a Member of the Joint Venture

herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

Gary Dower

\_\_\_\_\_ (President or Partner)

\_\_\_\_\_ (Vice-President or Partner)

\_\_\_\_\_ (Secretary or Partner)

\_\_\_\_\_ (Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. 1, 2, and 3 issued thereto;

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, proposal rigging or proposal-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

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.

signature on file

X \_\_\_\_\_  
(Signature and Title)

President

CORPORATE SEAL  
(If available)

**PROPOSAL MUST BE SIGNED FOR CONSIDERATION**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ AD, 2023

\_\_\_\_\_

My Commission Expires: \_\_\_\_\_  
(Notary Public)



---

**File #:** JPS-P-0016-24

**Agenda Date:** 5/21/2024

**Agenda #:** 6.A.

---

AWARDING RESOLUTION  
ISSUED TO JUSTICETEXT, INC.  
FOR THE PURCHASE OF AUDIOVISUAL EVIDENCE MANAGEMENT  
SOFTWARE LICENSES FOR THE PUBLIC DEFENDER'S OFFICE  
(CONTRACT TOTAL AMOUNT \$45,000)

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

WHEREAS, the Judicial and Public Safety Committee recommends County Board approval for the issuance of a contract to JusticeText, Inc., to provide the use of audiovisual evidence management software licenses, for the period July 1, 2024 through June 30, 2025, for the Public Defender's Office.

NOW, THEREFORE BE IT RESOLVED, that said contract for the purchase of audiovisual evidence management software licenses for the period July 1, 2024 through June 30, 2025, for the Public Defender's Office, and it is hereby approved for issuance of a contract, by the Procurement Division to JusticeText, Inc., 5 Ravenna, Irvine, CA 92614, for a contract total amount of \$45,000.

Enacted and approved this 28th day of May, 2024 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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID # JPS-P-0016-24	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$45,000.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 05/21/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$45,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: JusticeText Inc.	VENDOR #: 39480	DEPT: Public Defender	DEPT CONTACT NAME: Jeff York
VENDOR CONTACT: Jon Ervin	VENDOR CONTACT PHONE: 949-743-4670	DEPT CONTACT PHONE #: 630-407-8300	DEPT CONTACT EMAIL: Jeff.York@dupagecounty.gov
VENDOR CONTACT EMAIL: jon@justicetext.com	VENDOR WEBSITE: <a href="https://justicetext.com/">https://justicetext.com/</a>	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.). Purchasing the use of 40 standard and 10 standard half-year audiovisual evidence management software licenses for the use of the Public Defender's Office.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Expedite the review of body-camera footage, interrogation videos, and other crucial discovery.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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.

<b>SECTION 3: DECISION MEMO</b>	
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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
<b>NECESSITY AND UNIQUE FEATURES</b>	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. Expedite the review of body-camera footage, interrogation videos, and other crucial discovery, specifically for public defenders.
<b>MARKET TESTING</b>	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. We explored other products, but nothing else met our needs or are specifically designed for defense attorneys. This is relatively new technology.
<b>AVAILABILITY</b>	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. Internet search, meeting with other public defenders from around country

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: JusticeText, Inc	Vendor#: 39480	Dept: Public Defender	Division:
Attn: Jon Ervin	Email: jon@justicetext.com	Attn: Melissa Buckardt	Email: Melissa.Buckardt@dupagecounty.gov
Address: 5 Ravenna	City: Irvine	Address: 503 N. County Farm Road	City: Wheaton
State: California	Zip: 92614	State: Illinois	Zip: 60187
Phone: 949-743-4670	Fax:	Phone: 630-407-8300	Fax: 630-407-8301
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: JusticeText, Inc	Vendor#: 39480	Dept: Public Defender	Division:
Attn: Jon Ervin	Email: jon@justicetext.com	Attn: Jeffrey York	Email: Jeff.York@dupagecounty.gov
Address: 5 Ravenna	City: Irvine	Address: 503 N. County Farm Road	City: Wheaton
State: California	Zip: 92614	State: Illinois	Zip: 60187
Phone: 949-743-4670	Fax:	Phone: 630-407-8300	Fax: 630-407-8301
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2024	Contract End Date (PO25): Jun 30, 2025
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		1 year contract to purchase audiovisual evidence software licenses	FY24	1000	6300	53090		45,000.00	45,000.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 45,000.00

<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. 1st allowed invoice date of 6/10/2024.
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

## SOFTWARE LICENSE AGREEMENT

This Software License Agreement (this “**Agreement**”) is made by and between JusticeText Inc. (“**Company**”), and the DuPage County Public Defender (“**Customer**”). This Agreement will become effective when executed by authorized representatives of both parties (the “**Effective Date**”).

WHEREAS, Company has developed a certain product that capable of (1) automatically generating searchable transcripts of uploaded video content; (2) editing said transcripts; (3) creating time-stamped annotations within said transcripts; and (4) editing uploaded video content into shorter clips (the “**Product**”).

WHEREAS, Company and Customer desire to have Customer use the Product and provide feedback to the Company, subject to and in accordance with the terms of this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

### 1. SALE AND USE OF PRODUCT.

- 1.1 Sale and Use. Subject to the terms and conditions of this Agreement, Company will sell the Product to Customer, for personal use as defined in this Agreement.
- 1.2 Fees. Customer will pay Company a payment of **\$45,000** for **40 standard full-year licenses** and **10 standard half-year licenses** of the Product for a one-year term, from **7/1/24 to 6/30/25**. This pricing represents a 17% discount off the base per license price. The standard license allows each license holder to upload up to 240 hours of audio/video each year. Payment for the Product is due within 30 days of the invoice. All past due amounts will incur interest at a rate of 1% per month or the maximum rate permitted by law, whichever is less. Customer will be responsible for, and will promptly pay, all taxes and duties of any kind (including but not limited to sales, use and withholding taxes) associated with this Agreement or Customer’s receipt or use of the Product and related services.
- 1.3 Restrictions on Use. Customer will not: (a) modify, alter or improve the Product; (b) rent, lease, license, loan, resell, transfer, distribute or otherwise make the Product or the related services available to any third party without the prior written consent of the Company; (c) reverse engineer the Product (or any component thereof), or decompile or disassemble any software or firmware components of the Product, or authorize a third party to do any of the foregoing; or (d) mortgage, pledge or encumber the Product in any way.
- 1.4 Privacy. The Company shall use personally identifiable information of Customer only for the purpose of providing the services under this Agreement to Customer. The Company may use aggregated non-personally identifiable information derived from information provided by Customer, including but not limited to for the purpose of improving the Product and related services.



1.5 Confidentiality. Customer will upload video and audio evidence to the Product. Company will not provide access to the transcription or the underlying data or disseminate the transcription or the underlying data to anyone without the written consent of Customer. Company will treat as confidential the data obtained from Customer. Customer's transmission of this data does not constitute any waiver of attorney-client privilege, work product privilege, or confidentiality.

**2. FEEDBACK.** All feedback, comments, and suggestions for improvements that Customer provides to Company hereunder are referred to collectively as "**Customer Feedback**".

**3. OWNERSHIP.** Customer acknowledges and agrees that all Customer Feedback will be the sole and exclusive property of Company. Customer hereby irrevocably transfers and assigns to Company and agrees to irrevocably assign and transfer to Company all of Customer's right, title, and interest in and to all Customer Feedback, including all worldwide patent rights (including patent applications and disclosures), copyright rights, trade secret rights, and other intellectual property rights (collectively, "**Intellectual Property Rights**") therein. At Company's request and expense, Customer will execute documents and take such further acts as Company may reasonably request to assist Company to acquire, perfect and maintain its Intellectual Property Rights and other legal protections for the Customer Feedback. Customer acknowledges and agrees that, as between the parties, Company own all right, title, and interest in and to the Product and related services, including all Intellectual Property Rights therein, even if Company incorporates any Customer Feedback into subsequent versions of the Product. Customer will not earn or acquire any rights or licenses in the Product or in any Company Intellectual Property Rights on account of this Agreement or Customer's performance under this Agreement.

#### **4. DISCLAIMERS.**

4.1 Warranty Disclaimers. Customer acknowledges that the Product is being provided "AS IS." COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT, AND ANY WARRANTIES ARISING OUT OF COURSE OF DEALING OR USAGE OF TRADE.

4.2 No Warranty. Company does not warrant that the services related to the Product and the Product will be uninterrupted, reliable, accurate, available, error free, and free from unauthorized access. Use of the Product and related services, including use of any analysis or information provided in connection thereto, by Customer or any third party shall be at Customer's sole risk and liability.

4.3 Third Party Providers. Customer acknowledges that certain services related to the Product are provided or dependent upon by third party providers. The Company is not responsible for any act or omission or the availability or quality of any products or services provided by such third parties.

**5. LIMITATION ON LIABILITY.** IN NO EVENT WILL COMPANY BE LIABLE TO CUSTOMER OR TO ANY THIRD PARTY FOR DAMAGES OF ANY KIND, INCLUDING,

WITHOUT LIMITATION, INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE INSTALLATION OR USE OF OR INABILITY TO USE THE PRODUCT OR RELATED SERVICES OR FOR ANY ERROR OR DEFECT IN THE PRODUCT, INCLUDING INCORRECT DETERMINATION OF LOCATION, WHETHER SUCH LIABILITY ARISES FROM ANY CLAIM BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, AND WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. THE PARTIES HAVE AGREED THAT THESE LIMITATIONS WILL SURVIVE AND APPLY EVEN IF ANY LIMITED REMEDY SPECIFIED IN THIS AGREEMENT IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.

## **6. TERM AND TERMINATION.**

6.1 Term. The term of this Agreement will be for a period of 12 months, unless sooner terminated as provided below. The parties may extend the term of this Agreement on terms and conditions agreed between the parties.

6.2 Effect of Termination. Upon any termination or expiration of this Agreement, Customer's right to use the services provided by the Company in connection with the Product will automatically terminate.

6.3 Survival. The provisions of Sections 1.3, 2, 3, 4, 5, 6.2, 6.3, and 7 will survive any termination or expiration of this Agreement.

## **7. GENERAL PROVISIONS.**

7.1 Assignment. Customer may not assign this Agreement, in whole or in part, by operation of law or otherwise, without the prior written consent of Company. Any attempted assignment without such consent will be null and of no effect.

7.2 Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois (excluding its body of law controlling conflicts of law).

7.3 Severability. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, such provision will be construed so as to be enforceable to the maximum extent permissible by law, and the remaining provisions of the Agreement will remain in full force and effect.

7.4 Waiver. The waiver of any breach or default will not constitute a waiver of any other right hereunder or of any subsequent breach or default.

7.5 Entire Agreement. This Agreement and the attached exhibits constitute the entire and exclusive agreement between the parties pertaining to the subject matter hereof, and supersede any and all prior agreements, communications, and understandings (both

written and oral) regarding such subject matter. This Agreement may only be modified, or any rights under it waived, by a written document executed by both parties.

7.6 Counterparts. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

JusticeText Inc.

Name: Devshi Mehrotra

Title: CEO

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DuPage County Public Defender

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



May 6, 2024

Melissa S. Buckardt  
Administrative Assistant  
Public Defender's Office  
503 N. County Farm Road  
Wheaton, Illinois 60187  
[Melissa.Buckardt@dupageco.org](mailto:Melissa.Buckardt@dupageco.org)

RE: Sole Source Letter

Dear Ms. Buckardt,

As requested, I am providing a letter that confirms that JusticeText is the Sole Source of the following item(s) and/or service(s):

JusticeText is an audiovisual evidence management platform for public defenders designed to expedite the review of body-camera footage, interrogation videos, and other crucial digital discovery. The software includes the following features:

- Transcribe discovery in **30+ languages**, including Spanish, Mandarin, and more
- **Speaker recognition** for up to 10 speakers
- Include **custom vocabulary** during the time of upload (streets, neighborhoods, witness names)
- **Edit and annotate** the output transcript, with all changes automatically saved, via a best-in-class user experience
- **Create video clips** of relevant parts of the file that can be shared with clients/colleagues via a unique link
- **Export your transcript and video clips** to your local machine
- **Share a fully-editable version** of your interactive transcript with clients and colleagues
- Generate an automatically **timestamped notebook** as the video plays
- Identify **key words** from the automatically generated transcript (e.g. Miranda warnings)
- **Search** across all uploaded evidence for custom tags and key phrases
- Collaboratively review all evidence on a case **using shared workspaces**
- **Upload files on behalf** of others to streamline attorney workflows
- **Upload proprietary file types** (e.g., GTL jail calls) directly onto JusticeText without converting in advance
- **Automatically identify an expanding list of key moments** in audio or video files including Miranda rights, field sobriety tests and arrests
- **Automatically summarize** the contents of high volumes of discovery
- **Provide timestamped answers** to freeform questions about the contents of discovery
- **Redact portions** of audio/video evidence to protect confidential information
- **Translate transcripts** from other languages (e.g., Spanish) to English



JusticeText is the Sole Source of the item(s) and/or service(s) listed above, and no other company or firm sells or distributes such item(s) and/or service(s).

Providing technological support for public defenders is at the core of our company's mission. My co-founder and I started building this product while we were college students at the University of Chicago to [address the challenges](#) faced by the local public defender's office. We currently work with state and local public defender organizations across the nation; a selection of our key client partnerships is included below:

- [Harris County Public Defender's Office](#)
- [Public Defender Service for the District of Columbia](#)
- [Public Defender Services of Lane County](#)

To the best of my knowledge, there is/are no other item(s) and/or service(s) available for purchase that would serve the same purpose or function as JusticeText.

Sincerely,

**Devshi Mehrotra**  
CEO & Co-Founder, JusticeText





# 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: May 6, 2024

Bid/Contract/PO #: \_\_\_\_\_

Company Name: JusticeText Inc	Company Contact: Devshi Mehrotra
Contact Phone: (949) 743-4670	Contact Email: devshi@justicetext.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, 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.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

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

Authorized Signature 

Printed Name Devshi Mehrotra

Title Co-founder and CEO

Date May 6, 2024

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