



DU PAGE COUNTY

Technology Committee

Final Summary

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

Tuesday, October 3, 2023

11:30 AM

Room 3500A

1. **CALL TO ORDER**

11:30 AM meeting was called to order by Chair Yeena Yoo at 11:13 AM.

2. **ROLL CALL**

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

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

Chair Yoo announced that the IT Web team won two awards from the National Association of Government Web Professionals. The first is the Members Choice Award for the best in government web communications, design, development, and innovation, in the City/County Large Population Group, for the new County website. The second award is for Excellence in Digital Innovation and Engagement for the DuPage County Victims of Domestic Violence QR Code Project. She and the committee congratulated the Debbie Deacy and the Web team for their achievements.

4. **PUBLIC COMMENT**

No public comments were offered.

5. **APPROVAL OF MINUTES**

5.A. [23-3199](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, September 19, 2023

Attachments: [2023-09-19 Technology Minutes](#)

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Kathleen Carrier

6. **BUDGET TRANSFERS**

6.A. [23-3200](#)

Budget adjustment total of \$1,287,050 from 6000-1225-54100 (IT Projects Capital Infrastructure - IT Equipment) for the following: \$102,000 to 6000-1225-53020 (IT Projects Capital Infrastructure - Information Technology Services), \$218,280 to

6000-1225-53806 (IT Projects Capital Infrastructure - Software Licenses), and \$966,770 to 6000-1225-53807 (IT Projects Capital Infrastructure - Software Maintenance Agreements) to cover the cost of Tyler travel expenses, software licensing, and software maintenance through FY2023.

Mr. McPhearson explained that this budget transfer is necessary because, while the items have been budgeted for, the funds begin in one budget line and need to be reallocated to the correct lines to cover invoices from Tyler.

Member Eckhoff asked how the Tyler property tax implementation is coming along. Mr. McPhearson said it is going better than it was. He said we went live in January but we have been doing cleanup work since. He said we seem to run into new issues periodically that we need to address. Deputy Treasurer Paul Hinds agreed with Mr. McPhearson and said we do find challenges which Tyler then helps to fix. He said there are still issues with the assessors uploads, but the team was working on it yesterday and it appears to be fixed.

Member Eckhoff commented that the Circuit Court Clerk had some issues with Tyler a year or so ago. Mr. McPhearson explained that their office is not using Tyler's application directly, but they are using eFile Illinois, which is the state-mandated electronic filing application. He said that application needs to integrate with the Circuit Court Clerk's case management system, and there were integration issues with Tyler. He said he escalated those issues to Tyler leadership and they have been working directly with the Circuit Court Clerk and things have improved. Mr. McPhearson said DuPage County is in better shape than others, noting that Cook County started the same implementation of the same application in 2015 and still are not done with their implementation.

Member White asked if the extra work solving these issues is part of the original contract or additional costs. Mr. McPhearson said it is included in the original contract. Mr. Hinds explained that we have benchmarks Tyler must complete before we will pay them. Mr. McPhearson said the contract was written in milestones, which is something he recommends for all contracts.

Attachments: [\\$1,287,050.00 \(Tyler Expenses FY23\)](#)

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Kari Galassi

7. PROCUREMENT REQUISITIONS

7.A. [TE-P-0066-23](#)

Recommendation for the approval of a contract purchase order to CyberRisk Alliance LLC, for a membership in the CyberSecurity Collaborative through the National Association of Counties (NACo), for Information Technology. This contract covers the

period of November 24, 2023 through November 23, 2026, for a contract total amount of \$34,999. Exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (D) IT/Telecom Purchases Under \$35,000. (ARPA ITEM)

Member Carrier asked Mr. McPhearson to expand on what is included with this procurement. Mr. McPhearson said this is a critical organization for us to be a part of. He said it is essentially cybersecurity experts throughout the nation who come together to create templates, do exercises, plan for cybersecurity issues, and provide tools and templates that would be difficult for us to do without them. He said this is in addition to our cybersecurity specialist. He said being part of this organization probably saves us hundreds of thousands, if not millions of dollars a year because they help Michelle and others with cybersecurity questions, issues, and other things of that nature. Chair Yoo noted that we have been part of this organization since 2020. Member White said this organization works a lot with counties and has a lot of experience helping counties, so if someone encounters a threat they would let other members know. Mr. McPhearson confirmed.

Attachments: [CyberRisk Alliance \(Cybersecurity Collaborative\) - PRCC](#)
[CyberRisk Alliance \(Cybersecurity Collaborative\) - Quote](#)
[CyberRisk Alliance \(Cybersecurity Collaborative\) - VED](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Patty Gustin
SECONDER:	Cynthia Cronin Cahill

7.B. [23-3201](#)

Recommendation for the approval of a contract purchase order to Tyler Technologies, Inc., for the purchase of Tyler One Identity Workforce Advanced multifactor authentication software for the Tyler IaaS World Software, for Information Technology. This contract covers the period of October 4, 2023 through October 3, 2024, for a total contract amount of \$17,775. Exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (D) IT/Telecom purchases under \$35,000.00.

Mr. McPhearson said this item is not directly related to the budget transfer at all and is its own separate item. He said this is to add multi-factor authentication for the Tyler system to have additional security coverage.

Attachments: [Tyler Technologies - PRCC](#)
[Tyler Technologies - Quote #2023-426000-R7K4C1](#)
[Department VED Placeholder](#)

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Patty Gustin

8. INFORMATIONAL ITEMS**8.A. [DC-P-0017-23](#)**

Recommendation for the approval of a contract to Accela, Inc., for annual subscription service for Velosimo software integration between Accela on-line permitting software and Bluebeam plan review software, for the period of December 1, 2023 through November 30, 2024, for a contract total amount not to exceed \$30,618 (Building & Zoning - \$7,654.50, Division of Transportation - \$7,654.50, Public Works - \$7,654.50, Stormwater - \$7,654.50). Per 55 ILCS 5/5-1022 (d) IT/Telecom purchases under \$35,000.

Member Carrier noted that there is a spelling error in the justification on the procurement checklist where it said bride instead of bridge.

Attachments: [PRCC Accela - Velosimo FY24.pdf](#)
 [Accela - Velosimo Renewal Form FY24](#)
 [Vendor Ethics Placeholder.pdf](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Patty Gustin
SECONDER:	Kathleen Carrier

9. OLD BUSINESS

Chair Yoo said there was a cybersecurity email sent out by Michelle Amanti regarding October being cybersecurity month.

10. NEW BUSINESS

No new business was discussed.

11. ADJOURNMENT

With no further business, the meeting was adjourned.



Minutes

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

File #: 23-3199

Agenda Date: 10/3/2023

Agenda #: 5.A.



DU PAGE COUNTY

Technology Committee

Final Summary

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

Tuesday, September 19, 2023

11:30 AM

Room 3500A

1. CALL TO ORDER

11:30 AM meeting was called to order by Chair Yeena Yoo at 11:43 AM.

2. ROLL CALL

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

3. CHAIRWOMAN'S REMARKS - CHAIR YOO

Chair Yoo informed the committee that, beginning in the new fiscal year, the Technology Committee will be meeting at 11:00am in 3-500B.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [23-3068](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, September 5, 2023

Attachments: [2023-09-05 Technology Minutes](#)

RESULT:	APPROVED
MOVER:	Kari Galassi
SECONDER:	Patty Gustin

6. BUDGET TRANSFERS

6.A. [23-3069](#)

Budget adjustment total of \$120,008 from 1000-1115-50099 (New Program Requests - Personnel) to 1000-1115-50000 (Regular Salaries) to cover the cost of a double-filled position so a current Systems Administrator who is leaving may train a new incoming Systems Administrator.

CIO Anthony McPhearson explained that in IT, a lot of the skill sets are very specialized, and in Police Records Management it is even more specialized. He said this double filled role is a Database Administrator and Application Administrator within PRMS. He said

the employee that is leaving the position has been here several years and has a lot of knowledge. He explained the current employee is flexible in terms of when he leaves, so he is giving us an opportunity to help transition his knowledge over to a new resource. He said finding someone in with similar knowledge is going to be almost impossible, and even if we bring someone in, they will need to learn our system and will need months to get up to speed.

County Administrator Nick Kottmeyer said this is common among all of the departments, noting that there are certain key positions that require crossover for training. He said the downside is you are paying two people for one job, but it makes the transition as seamless as possible.

Member White asked if all of the money being transferred will be spent between now and November 30th. Mr. McPhearson said the Finance department requires us to have a fully funded position, so the \$120,000 will not all be used this fiscal year, but it is necessary to open the position. Deputy CIO Wendi Wagner explained that the RMS team requested a new headcount last year and received it in FY2023. She said that new program request is the amount for that headcount. She said because we had some positions that were open, we never needed to transfer that money to cover any of the salary, so now we need to transfer it to cover the double position as well as the new position. Member White asked how much of this \$120,000 be used in FY2023 and when the new person will start. Mr. McPhearson said our goal is to hire someone as soon as possible and get them up to speed within 30 days. He said the amount covers a fully loaded salary, with benefits included.

Member Galassi asked how long we anticipate the overlap to be. Mr. McPhearson said 30 to 60 days. Member Gustin said this \$120,000 is not for the 30 to 60 days, but for a full year; Mr. McPhearson said that is correct. She asked if the new person will be internal or from outside the County. Mr. McPhearson said the position will be posted so there could be internal or external candidates.

Attachments: [Budget Transfer - \\$120,008.00 \(DuJIS - Systems Admin Double-Filled Position\)_signed_Redacted.pdf](#)

RESULT:	APPROVED
MOVER:	Kathleen Carrier
SECONDER:	Gwen Henry

7. PROCUREMENT REQUISITIONS

7.A. [TE-P-0065-23](#)

Recommendation for the approval of a contract purchase order to PSR Incorporated, for high availability monitoring, support, and maintenance for IBM Business Class Server and Enterprise Storage, for Information Technology. This contract covers the period of September 15, 2023 through September 14, 2024, for a total contract amount of \$35,911. Exempt from bidding per DuPage County Purchasing Ordinance, Article 2-347(5) (Sole

Source). PSR, Inc. is the only IBM business partner authorized to provide pricing for post warranty hardware maintenance. Staff intended to move to Mainframe as a Service; however, a hosted solution would have been cost-prohibitive at \$248,556 per year. As a result, staff worked with the vendor and they agreed to provide one final year of maintenance and support.

Mr. McPhearson explained that this item is related to our mainframe, which we plan to sunset and retire. He said the actual support for the system expires fully in March 2024. He said the vendor originally said they would not support the system, so we had to move to a different system. He said staff did some research and the only option was to move to the cloud. He said we decided to go with a hosting solution, but it was cost prohibitive. He said we are going to push to get off the mainframe within the next year, and we were able to convince the support vendor to extend support for another year. He said the total cost of moving to the cloud would have been double what we pay now.

Member Cahill asked if we will eventually go to the cloud. Mr. McPhearson said the mainframe will not, but some of the applications on the mainframe will go to the cloud while some will be hosted here onsite.

Attachments: [PSR \(IBM Maintenance\) - PRCC](#)
 [PSR \(IBM Maintenance\) - Quote](#)
 [PSR \(IBM Maintenance\) - Sole Source](#)
 [PSR \(IBM Maintenance\) - VED](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Sheila Rutledge
SECONDER:	Cynthia Cronin Cahill

7.B. [23-3070](#)

Adlib Ventures Solutions LLC - Cancel Contract #6569-0001 SERV, due to vendor being unable to fulfill contract obligations.

Chair Yoo explained that this vendor turned out to be very suspicious and she said we are thinking of barring this vendor from doing future business with the County. Mr. McPhearson said the vendor was pushing for us to pay 100% up front. He said this happens sometimes when you go out to bid and you select vendors you do not know and who have not been vetted. He said they came in with a great price and a great solution, but it sounds like it was a bait and switch. Member Rutledge asked what service they were proposed to offer. Mr. McPhearson said it was a bid for memory. Chair Yoo asked if we will need to put out another bid. Mr. McPhearson said either that or we will look at existing GSA contracts. He said we will look at all of our options. Member Cahill asked if there was any penalty the County had to pay to get out of the contract, to which Mr. McPhearson said no. Mr. McPhearson said Chair Yoo had a great point in that, if they are truly being fraudulent, we should bar them from doing any future business.

Attachments: [Adlib Ventures Solutions 6569-1-SERV - Change Order to Cancel_signed.pdf](#)

RESULT:	APPROVED
MOVER:	Patty Gustin
SECONDER:	Cynthia Cronin Cahill

8. INFORMATIONAL ITEMS

8.A. [23-3071](#)

Recommendation for the approval of a contract purchase order issued to PetHealth Services USA, Inc., for annual software licensing and maintenance for PetPoint shelter data management system, and the purchase of 24PetWatch microchips, for Animal Services. This contract covers the period of October 23, 2023 through October 22, 2024, for a total contract amount of \$16,750. Per 55 ILCS 5/5-1022 Competitive Bids (D) IT/Telecom Purchases Under \$35,000.

Attachments: [Pethealth Services - Procurement Review Comprehensive Checklist \(PRCC\) for Legistar.pdf](#)
[Pethealth Services Pricing 2023-2024.pdf](#)
[Pethealth Services - Sole Source Letter](#)
[Pethealth Services - Vendor Ethics](#)

RESULT:	ACCEPTED AND PLACED ON FILE
MOVER:	Patty Gustin
SECONDER:	Cynthia Cronin Cahill

9. OLD BUSINESS

No old business was discussed.

10. NEW BUSINESS

No new business was discussed.

11. ADJOURNMENT

With no further business, the meeting was adjourned.



Budget Transfer

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

File #: 23-3200

Agenda Date: 10/3/2023

Agenda #: 6.A.

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October, 2022

IT PROJECTS - CAP INFRASTRUCTU

From: 6000
Company #

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1225	54100		IT EQUIPMENT	\$ 1,287,050.00	2,176,484.47	889,434.47	9/21/23
				Total	\$ 1,287,050.00		

IT PROJECTS - CAP INFRASTRUCTU

To: 6000
Company #

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1225	53020		INFORMATION TECHNOLOGY SVC	\$ 102,000.00	(91,764.76)	10,235.24	9/21/23
1225	53806		SOFTWARE LICENSES	\$ 218,280.00	(109,140.00)	109,140.00	9/21/23
1225	53807		SOFTWARE MAINT AGREEMENTS	\$ 966,770.00	(896,540.00)	70,230.00	9/21/23
				Total	\$ 1,287,050.00		

Reason for Request:

To cover the cost of Tyler travel expenses, software licensing, and software maintenance through FY2023.

WW
WW

Signature on File

09/20/2023

Department Head

Signature on File

8/25/23

Date

Chief Financial Officer

Date

Activity

(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only			
Fiscal Year <u>23</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

Signature: **Signature on File**

Tech - 10/3/23

Email: wendi.wagner@dupageco.org

FINCB - 10/10/23



Technology Requisition \$30,000 and Over

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

File #: TE-P-0066-23

Agenda Date: 10/3/2023

Agenda #: 20.A.

AWARDING RESOLUTION ISSUED TO
CYBERRISK ALLIANCE LLC
FOR A MEMBERSHIP IN THE
CYBERSECURITY COLLABORATIVE
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL AMOUNT \$34,999.00)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to CyberRisk Alliance LLC, for a membership in the CyberSecurity Collaborative through the National Association of Counties (NACo), for the period of November 24, 2023 through November 23, 2026, for Information Technology

NOW, THEREFORE BE IT RESOLVED, that said contract is for a membership in the CyberSecurity Collaborative through the National Association of Counties (NACo), for the period of November 24, 2023 through November 23, 2026 for Information Technology per 55 ILCS 5/5-1022 'Competitive Bids' (D) IT/Telecom Purchases Under \$35,000, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to CyberRisk Alliance LLC, 400 Madison Ave, Suite 6C, New York, NY 10017, for a contract total amount of \$34,999.00.

Enacted and approved this 10th day of October, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-3011	RFP, BID, QUOTE OR RENEWAL #: 154175	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$34,999.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$34,999.00
	CURRENT TERM TOTAL COST: \$34,999.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CyberRisk Alliance LLC	VENDOR #:	DEPT: Information Technology	DEPT CONTACT NAME: Michelle Amanti
VENDOR CONTACT: Tom Ward	VENDOR CONTACT PHONE: 602-848-0178	DEPT CONTACT PHONE #: 630-407-5020	DEPT CONTACT EMAIL: Michelle.Amanti@dupageco.org
VENDOR CONTACT EMAIL: Tom.Ward@cyberriskalliance.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Request for a three (3) year membership in the CyberSecurity Collaborative, purchased using 55 ILCS 5/5-1022 'Competitive Bids' (D) IT/Telecom Purchases Under \$35,000.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County is at always at a great cybersecurity risk given the amount of people that we have working from home and remotely connecting to our network. This membership will give us access to tools, policies, and other vital information that will aid us in protecting the County against cyber threats.			

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. 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.

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

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: CyberRisk Alliance LLC	Vendor#: 36670	Dept: Information Technology	Division:
Attn: Tom Ward	Email: Tom.Ward@cyberriskalliance.com	Attn: Sarah Godzicki	Email: sarah.godzicki@dupageco.org
Address: 400 Madison Ave, Suite 6C	City: New York	Address: 421 N. County Farm Road	City: Wheaton
State: NY	Zip: 10017	State: IL	Zip: 60187
Phone: 602-848-0178	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CyberRisk Alliance LLC	Vendor#: 36670	Dept: Information Technology	Division:
Attn:	Email:	Attn: Michelle Amanti	Email: michelle.amanti@dupageco.org
Address: PO Box 844698	City: Boston	Address: 421 N. County Farm Road	City: Wheaton
State: MA	Zip: 02284-4698	State: ILq	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 11/24/2023	Contract End Date (PO25): 11/23/2026
Contract Administrator (PO25): Michelle Amanti			

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		National Leader Three (3) Year Membership in the CyberSecurity Collaborative	FY23	1100	1215	53020	COVID-19_ IT	34,999.00	34,999.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 34,999.00

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

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

#11

Date issued: 09/05/2023

Cybersecurity Collaborative Membership Agreement



154175

Bill from:

CyberRisk Alliance
400 Madison Ave, Suite 6C, New York, New York
10017, US
tom.ward@cyberriskalliance.com
8436200099

Bill to:

Dupage County, IL
Wendi Wagner
421 N County Farm RdWheaton, IL 60187
wendi.wagner@dupageco.org

Item	Quantity	Price	Total
National Leader Three Year Membership	1	\$34999.00	\$34999

Total \$34999

Purchase Terms:

This serves as your membership agreement to join the Cybersecurity Collaborative. Please refer to the below link for terms and conditions for your membership:
<https://www.cyberleadersunite.com/cybersecurity-collaborative-membership-subscription-agreement>

Bank: Webster Bank
Account Name: Cybersecurity Collaborative
Account Number: 0024146478
ACH Routing: 211170101
SWIFT: WENAUS31
Financial institution address:
Webster Bank, N.A.
145 Bank Street
Waterbury, CT 06702 USA
(203) 578 - 2200
Mailing Address for Check Remittance:
CyberRisk Alliance
PO Box 844698
Boston, MA 02284-4698

Signature

Date

wendi wagner

Name

DocuSigned by:
Signature on File

9/7/2023 | 1:21 PM EDT

Signature

Date

Tom Ward

Name



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: Sep 8, 2023

Bid/Contract/PO #: _____

Company Name: CyberRisk Alliance LLC	Company Contact: John Harrison
Contact Phone: 347-391-0586	Contact Email: accountsreceivable@cyberriskalliance.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
Tom Ward		tom.ward@cyberriskalliance.com

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://](http://www.dupageco.org/CountyBoard/Policies/)

www.dupageco.org/CountyBoard/Policies/

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

Authorized Site **Signature on File**

Printed Name John Harrison

Title CFO

Date 09.08.23

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



Technology Requisition under \$30,000

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

File #: 23-3201

Agenda Date: 10/3/2023

Agenda #: 7.B.



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#: 23-3110	RFP, BID, QUOTE OR RENEWAL #: 2023-426000-R7K4C1	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$17,775.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,775.00
	CURRENT TERM TOTAL COST: \$17,775.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Tyler Technologies Inc.	VENDOR #: 27738	DEPT: IT	DEPT CONTACT NAME: Viji Ramaswamy
VENDOR CONTACT: Gus Tenhundfeld	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-5028	DEPT CONTACT EMAIL: viji.ramaswamy@dupageco.org
VENDOR CONTACT EMAIL: Gus.Tenhundfeld@tylertech.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Request for the purchase of Tyler One Identity Workforce Advanced software, exempt from bidding 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 This software will add Multi-factor authentication to the front end of the Tyler IaaS World Software, used for the Real Estate and Tax system.			

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. 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.

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

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Tyler Technologies Inc.	Vendor#: 27738	Dept: Information Technology	Division:
Attn: Gus Tenhundfeld	Email: Gus.Tenhundfeld@tylertech.com	Attn: Sarah Godzicki	Email: sarah.godzicki@dupageco.org
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Tyler Technologies Inc.	Vendor#: 27738	Dept: Information Technology	Division:
Attn:	Email:	Attn: Viji Ramaswamy	Email: viji.ramaswamy@dupageco.org
Address: PO Box 203556	City: Dallas	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75320-3556	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5028	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 4, 2023	Contract End Date (PO25): Oct 3, 2024
Contract Administrator (PO25): Viji Ramaswamy			

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		Tyler One Identity Workforce Advanced - one year	FY23	1000	1110	53807		17,775.00	17,775.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 17,775.00

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

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



Quoted By:
Quote Expiration:
Quote Name:

Gus Tenhundfeld
12/5/23

Sales Quotation For:

DuPage County
421 N County Farm Rd
Wheaton, IL 60187-3992
Phone: +1 (630) 682-7012

Tyler Software

Description	# of Years	Annual Fee
Tyler One		
Identity		
Identity Workforce Advanced		
TOTAL	1	\$ 17,775

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 0	\$ 0
Total Annual	\$ 0	\$ 17,775
Total Tyler Services	\$ 0	\$ 0
Total Third-Party Hardware, Software, Services	\$ 0	\$ 0
Summary Total	\$ 0	\$ 17,775
Contract Total	\$ 17,775	

Comments

It covers 225 Users

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;

- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - o Implementation and other professional services fees shall be invoiced as delivered.
 - o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
- Expenses associated with onsite services are invoiced as incurred.
- Travel Expenses will be billed as incurred according to Tyler's standard business travel policy.

Vendor Ethics Disclosure has been requested by department.



File #: DC-P-0017-23

Agenda Date: 10/3/2023

Agenda #: 11.A.

AWARDING RESOLUTION TO
ACCELA, INC.
FOR THE RENEWAL OF ANNUAL SUBSCRIPTION FOR SOFTWARE INTEGRATION
BETWEEN ACCELA ON-LINE PERMITTING SOFTWARE
AND BLUEBEAM PLAN REVIEW SOFTWARE
FOR BUILDING AND ZONING, STORMWATER MANAGEMENT,
DIVISION OF TRANSPORTATION AND PUBLIC WORKS
(CONTRACT AMOUNT: \$30,618.00)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS the Development, Stormwater, Transportation and Public Works Committees recommend County Board approval for the issuance of a contract purchase order to Accela, Inc., for the renewal of annual subscription service for Velisomo software integration between Accela on-line permitting software and Bluebeam plan review software, for the Building & Zoning, the Stormwater Management, the Division of Transportation and the Public Works Departments.

NOW, THEREFORE, BE IT RESOLVED, that County contract covering said, for the renewal of the annual subscription for the software integration, for the period December 1, 2023 through November 30, 2024, for the Building & Zoning, the Stormwater Management, the Division of Transportation and the Public Works Departments, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Department to Accela, Inc., 2633 Camino Ramon, Suite 500, San Ramon, CA 94583, for a contract total amount not to exceed \$30,618.00. (Building and Zoning \$7,654.50; Stormwater Management \$7,654.50; Division of Transportation \$7,654.50; Public Works \$7,654.50.)

Enacted and approved this 10th of October, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-3098	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$30,618.00
COMMITTEE: DEVELOPMENT	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$30,618.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Accela Inc	VENDOR #: 23818	DEPT: Building & Zoning	DEPT CONTACT NAME: Marla Flynn
VENDOR CONTACT: Caitlin Carter	VENDOR CONTACT PHONE: 925-350-3411	DEPT CONTACT PHONE #: X6789	DEPT CONTACT EMAIL: Marla.Flynn@dupageco.org
VENDOR CONTACT EMAIL: ccarter@accela.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). One (1) year subscription service for Velosimo software integration between Accela on-line permitting software and Bluebeam plan review software.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Use of Velosimo software will provide the necessary bridge to allow plans to be submitted, reviewed and approved by applicants and County Staff, including concurrent reviews by multiple departments.			

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. 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.

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

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Accela Inc	Vendor#: 23818	Dept: Building & Zoning	Division:
Attn: Caitlin Carter	Email: ccarter@accela.com	Attn: Marla Flynn	Email: Marla.Flynn@dupageco.org
Address: 2633 Camino Ramon, Suite 500	City: San Ramon	Address: 421 N County Farm Rd	City: Wheaton
State: TX	Zip: 75320-8298	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Accela Inc	Vendor#: 23818-R02	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 208298	City: Dallas	Address:	City:
State: TX	Zip: 75320-8298	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2024
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		Velosimo Enterprise Adapter Software Sub Svc - B&Z	FY24	1100	2810	53806		7,654.50	7,654.50
2	1	EA		Velosimo Enterprise Adapter Software Sub Svc - SWM	FY24	1600	3000	53806		7,654.50	7,654.50
3	1	EA		Velosimo Enterprise Adapter Software Sub Svc - DOT	FY24	1500	3500	53806		7,654.50	7,654.50
4	1	EA		Velosimo Enterprise Adapter Software Sub Svc - PW	FY24	2000	2665	53806		7,654.50	7,654.50
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 30,618.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. One (1) year subscription service for software integration between Accela on-line permitting software and Bluebeam plan review software.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. SW, PW, Transportation & Dev 10/3/23
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



2633 Camino Ramon, Suite 500
 San Ramon, CA, 94583

Proposed by: Caitlin Carter
 Contact Phone: (925) 359 - 3411
 Contact Email: ccarter@accela.com
 Quote ID: Q-30786
 Valid Through: 10/1/2023
 Currency: USD

Renewal Order Form

Address Information

Bill To:

DuPage County
 421 N. County Farm Road
 Wheaton, Illinois 60187
 United States

Ship To:

DuPage County
 421 N. County Farm Road
 Wheaton, Illinois 60187
 United States

Billing Name: Jim Stran
 Billing Phone: 6304076700
 Billing Email: jim.stran@dupageco.org

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Velosimo Connect Enterprise for Bluebeam	Year 1	12/1/2023	11/30/2024	12	\$30,618.00	1	\$30,618.00
TOTAL:							\$30,618.00

Pricing Summary

Period	Net Total
Year 1	\$ 30,618.00
Total	\$ 30,618.00

Renewal Terms/Information:

General Information	
Governing Agreement(s)	<p>1) Use of Velosimo products is subject to the applicable terms and conditions provided at https://velosimo.com/msa-1.</p> <p>2) The necessary access URL and credentials will be provided to allow the Customer and its Authorized Users access to the subscription service.</p>

Order Terms	
Order Start Date	<p>Unless otherwise specified in the Special Order Terms:</p> <ul style="list-style-type: none"> • Software Licenses & Subscriptions start on the date of delivery by Accela; • Hosting and Support start on Accela's delivery of the software hosted and/or supported;
Order Duration	<p>Unless otherwise specified in the Special Order Terms:</p> <ul style="list-style-type: none"> • Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase. • Any Software Licenses or Hardware are one-time, non-refundable purchases. • Hosting and Support continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). • Professional Services continue for the duration as outlined in the applicable Statement of Work, Exhibit or the Governing Agreement, as applicable.
Special Order Terms	<p>This Order Form replaces all previous order forms for the terms listed above and will govern the Software, Maintenance, and/or Services items listed on this Order Form.</p> <ul style="list-style-type: none"> • In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction. • For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.

Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoice for the Grand Total above will be issued on the Order Start Date.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable net 30 days .
Service Charge	Pricing is based upon payment by ACH or check. Payment by credit card (including Purchase Cards) for product and services in this Order Form will be subject to a service charge of 3%. There is no service charge for ACH or check payment.

Special Payment Terms	None unless otherwise specified in this location.
Purchase Order	If Customer requires PO number on invoices, it must be provided below and Customer must provide a copy of the PO prior to invoice issuance. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.
	PO#

Signatures	
Accela, Inc.	Customer
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

An updated Vendor Ethics Disclosure form has been requested.