



# DU PAGE COUNTY

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

## Technology Committee

### Final Regular Meeting Agenda

---

Tuesday, November 21, 2023

11:30 AM

Room 3500A

---

1. CALL TO ORDER

2. ROLL CALL

3. CHAIRWOMAN'S REMARKS - CHAIR YOO

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [23-3721](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, November 7, 2023

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0075-23](#)

Recommendation for the approval of a contract purchase order to Accela, Inc., for Managed Application Services to provide support with permitting software for the Building & Zoning, Transportation, Stormwater, and Public Works departments, for the period of February 21, 2024 through February 20, 2025, for a contract total not to exceed \$199,290; per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Proprietary Software Maintenance and Support)

6.B. [TE-P-0076-23](#)

Recommendation for the approval of a contract purchase order to Insight Public Sector, Inc., for the procurement of RAM for the VSAN, for Information Technology, for a contract total amount of \$62,460, pursuant to the Intergovernmental Cooperation Act, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" - OMNIA Partners Contract #23-6692-03.

6.C. [TE-CO-0007-23](#)

Amendment to County Contract 6513-0001 SERV, issued to Learning Tree International, for the procurement of educational training vouchers, which do not expire, for Information Technology, to purchase an additional two (2) vouchers for use by the Records Management Team and increase the contract amount by \$3,990, resulting in an amended contract total of \$33,915, an increase of 13.33%.

6.D. [23-3722](#)

Amendment to County Contract 6452-0001 SERV, issued to Sound Incorporated, to furnish and install the equipment and materials necessary to reconfigure the AV system in the County Board room as part of the remodeling project, to increase the contract amount by \$900, resulting in an amended contract total of \$15,127, an increase of 6.33%.

**7. INFORMATIONAL ITEMS**7.A. [ED-P-0003-23](#)

Recommendation for the approval of a contract purchase order issued to Comcast Business Services, to provide internet connectivity for the Workforce Development Division, for the three-year period of December 1, 2023 through November 30, 2026, for a contract total amount of \$39,238.20. Per 55 IL-CS 5/5-1022 Competitive Bids (C) Not Suitable for Competitive Bidding.

7.B. [ED-CO-0006-23](#)

Amendment to County Contract #6160-0001 SERV, issued to Dell Marketing L.P., to add 50 Enterprise Mobility & Security (EMS) Licenses for the Workforce Development Division, and increase the contract amount \$19,292.11, for a new contract amount of \$70,318.40, a 37.81% increase.

**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 #:** 23-3721

**Agenda Date:** 11/21/2023

**Agenda #:** 5.A.

---



# DU PAGE COUNTY

## Technology Committee

### Final Summary

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

---

**Tuesday, November 7, 2023**

**11:30 AM**

**Room 3500A**

---

**1. CALL TO ORDER**

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

**2. ROLL CALL**

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

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

Chair Yoo advised that the Dayforce implementation for the new ERP payroll system is on pace. She said she has been attending the steering committee meetings with Anthony McPhearson, Liz Chaplin, and other staff members. She said if anyone wants specific updates regarding this implementation to let her know. She said they are still in the discovery phase through December 15th. Mr. McPhearson said we are very happy with Ceridian, the application owner, and said they seem to be pretty solid. He said OnActuate, the implementation company, also seems to have a lot of experience and expertise.

**4. PUBLIC COMMENT**

No public comments were offered.

No public comments were offered.

**5. APPROVAL OF MINUTES**

5.A. [23-3573](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, October 17, 2023

**Attachments:** [2023-10-17 Technology Minutes](#)

**6. PROCUREMENT REQUISITIONS**

6.A. [TE-P-0070-23](#)

Recommendation for the approval of a contract purchase order to CDWG, Inc., for the purchase of laptops, desktops, monitors, and docking stations, for Information Technology, for the period of November 15, 2023 through November 30, 2024, for a contract total amount of \$148,610.70. Contract pursuant to the Intergovernmental Cooperation Act, Sourcewell Contract #081419 cooperative purchasing agreement pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act".

Member Gustin asked how often we change out these items and if there is an inventory cycle system in place. Mr. McPhearson said yes, adding that we try to replace ten to twenty percent of our entire fleet every year. He said it is very costly to do them all at the same time, as we have about 2,000 devices. He said this purchase is for 95 devices, noting that we purchased 75 devices earlier this year. He said we have purchased roughly eight percent this year. Member Gustin then asked if those devices are recycled. Mr. McPhearson said they are wiped, recycled, then destroyed. Member Gustin asked if there is any way we can donate the old devices to schools. Mr. McPhearson said that process never works because schools end up with old equipment, where the technology is five to ten years behind, rendering them unusable.

Chair Yoo pointed out that this was, by far, the lowest quote out of the three vendors.

Member Rutledge asked if these items are available, given the supply chain issue. Mr. McPhearson said yes, the inventory is currently available.

**Attachments:** [CDWG - PRCC.pdf](#)  
[CDWG - Quote #1CCHPJ1.pdf](#)  
[CDWG - Sourcewell Contract #081419.pdf](#)  
[CDWG - Sourcewell Contract #081419 Extension.pdf](#)

Member Gustin asked how often we change out these items and if there is an inventory cycle system in place. Mr. McPhearson said yes, adding that we try to replace ten to twenty percent of our entire fleet every year. He said it is very costly to do them all at the same time, as we have about 2,000 devices. He said this purchase is for 95 devices, noting that we purchased 75 devices earlier this year. He said we have purchased roughly eight percent this year. Member Gustin then asked if those devices are recycled. Mr. McPhearson said they are wiped, recycled, then destroyed. Member Gustin asked if there is any way we can donate the old devices to schools. Mr. McPhearson said that process never works because schools end up with old equipment, where the technology is five to ten years behind, rendering them unusable.

Chair Yoo pointed out that this was, by far, the lowest quote out of the three vendors.

Member Rutledge asked if these items are available, given the supply chain issue. Mr. McPhearson said yes, the inventory is currently available.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Patty Gustin

6.B. [TE-P-0071-23](#)

Recommendation for the approval of a contract purchase order to BDO USA Solutions Provider, LLC, for the annual software maintenance of FireEye Security software. This contract covers the period of December 10, 2023 through December 9, 2024, for Information Technology, for a contract total amount of \$165,113. This is the first optional renewal per lowest responsible bidder, bid #22-124-IT.

**Attachments:**     [BDO \(FireEye\) - PRCC](#)  
                               [BDO \(FireEye\) - Contract Renewal](#)  
                               [BDO \(FireEye\) - 22-124-IT Bid Tab](#)  
                               [BDO \(FireEye\) - Response Bid 22-124-IT](#)  
                               [BDO \(FireEye\) - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Kari Galassi

6.C.     [TE-P-0072-23](#)

Recommendation for the approval of a contract purchase order to Imaging Systems, Inc. d/b/a Integrated Document Technologies (IDT), for the annual Hyland and CAPSYS Software Assurance maintenance of imaging systems for Supervisor of Assessments, Treasurer, Family Center, Coroner, and County Clerk, paid for by Information Technology, for the period of January 1, 2024 through January 31, 2025, for a contract total amount of \$63,300.76. Exempt from bidding per 55 ILCS 5/5-1022 (c) “Competitive Bids” not suitable for competitive bids – Sole Source. IDT is the OnBase approved provider for their products.

**Attachments:**     [IDT - PRCC](#)  
                               [IDT - FY2024 Quote](#)  
                               [IDT - Sole Source Letter](#)  
                               [IDT - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Cynthia Cronin Cahill
<b>SECONDER:</b>	Kari Galassi

6.D.     [TE-P-0073-23](#)

Recommendation for the approval of a contract purchase order to IBM Corporation, for the purchase of program product software licenses for IBM z/OS and software support and maintenance for the BC12 z System Server, for Information Technology, for the period of December 1, 2023 through November 30, 2024, for a total contract amount of \$111,171.72. Exempt from bidding per DuPage County Purchasing Ordinance, Article 2-350 - Sole Source. This is proprietary software.

Mr. McPhearson explained that this contract is for maintenance and support of our current operating system of our existing mainframe. He said we hope to have the mainframe sunset by the end of next year, worst case by 2025. He said the only holding that up are applications running on it that are owned by other agencies, such as the Sheriff's Office and Clerk of the Circuit Court. He said IT is working with them to move

those applications off, and once that is done, this cost will go away.

**Attachments:** [IBM - PRCC](#)  
[IBM - Quote FY24](#)  
[IBM - Sole Source Letter 2023](#)  
[IBM - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Kathleen Carrier
<b>SECONDER:</b>	Sheila Rutledge

6.E. [23-3570](#)

Recommendation for the approval of a contract purchase order to Telcom Innovations Group, for professional services and licensing for the MiCam speech activation software, for Information Technology, for the period of November 8, 2023 through November 7, 2024, for a contract total amount of \$22,856. Exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (D) IT/Telecom Purchases Under \$35,000.

Member Gustin asked if this will be something that will help residents and employees be able to communicate better. Mr. McPhearson said, for existing employees and specifically the Public Defender's office, it will allow for them to not have to address a bunch of calls and necessarily have someone there to answer the calls. He said it replaces an old system that requires people to wait and choose a number to be able to be sent to that extension. He said it will help disabled users by enabling them to use verbally choose a name or extension. He said this will help staff manage the volume of calls as well as help the public get to the number they need faster.

**Attachments:** [TIG - PRCC.pdf](#)  
[TIG - Quote #36635.pdf](#)  
[TIG - VED](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Kari Galassi

6.F. [23-3571](#)

Recommendation for the approval of a contract purchase order to Infor (US) Inc., for year end patch installation and application support for the Human Resources and Payroll modules of the ERP system, for the Human Resources Department, for the period of December 1, 2023 through November 30, 2024, for a total contract amount of \$24,120. Pursuant to DuPage County Code Section 2-353(1)(b) - Other Professional Services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Infor acquired Ciber, who has provided support for the Infor system since the ERP was implemented in 2013.

**Attachments:**     [Infor \(Managed Services\) - PRCC](#)  
                               [Infor \(Managed Services\) - Change Order FY2024](#)  
                               [Infor - VED](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Kathleen Carrier
<b>SECONDER:</b>	Kari Galassi

## 7. OTHER ACTION ITEMS

### 7.A. [TE-R-0045-23](#)

Adoption of the Technology Resources Acceptable Use Policy

Mr. McPhearson explained that Technology Acceptable Use Policies are used in all organizations to provide as a guideline to give all users an understanding of what they can and cannot do, how to use it and not use it, and what is appropriate or not appropriate. He said we have not updated our policy in eleven years. He said the IT team went through and made multiple natural updates. He pointed out that there is additional security information about how to stay secure. He said we are changing our policy with how we issue device, moving to a one device policy. He said this means each individual receives one device, whereas in the past some people would receive multiple devices. He said we feel it is not a good use of County funds and it is more effective for us to purchase a laptop that is lightweight and can be used in the office and at home, if necessary. He said the pandemic allowed us to accelerate this process. He also said there are still a few exceptions, such as for individuals who are physically unable to carry equipment back and forth.

Member Rutledge asked if we tend to lean to the Apple side of things or Microsoft side of things, and if most of our software packages support either platform. Mr. McPhearson said we are primarily a Microsoft shop, noting that we have very few Apple devices because there is no need for it. He said Apple devices are great for very specific uses, but we prefer not to support Apple devices because we would then need to have PC Technicians trained on Apple devices. Staff confirmed we have some iPads and iPhones but no other Apple products.

Member Yoo thanked staff for including the redline version so it was easier to view the changes.

Member Evans asked how this information will get pushed out. She also asked if it will go to all new employees. DCIO Wendi Wagner said the information will be pushed out by Human Resources as a policy acknowledgement for all existing employees, and all new employees will view it as part of the personnel policies handbook.

Member White said it is an important point that we educate staff on these policies, noting that this is only one example of that. Chair Yoo said maybe there should be an email sent



out about this newly adopted policy.

Member Gustin said other places do a video with someone discussing the changes, adding that people learn differently, such as visually, audibly, etc. Mr. McPhearson agreed.

Member White commented that they are considering doing an Accounts Payable video.

PIO Joan Olson said Communications can shoot the video for them.

**Attachments:**     [Technology Resources Acceptable Use Policy](#)  
[Technology Resources Acceptable Use Policy - revised](#)  
[10302023\\_REDLINE](#)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Kari Galassi
<b>SECONDER:</b>	Sheila Rutledge

#### 8. OLD BUSINESS

Mr. McPhearson said the awards came in for the four awards IT has recently won, one for the new website, one for an application that Web Services built, and two for applications that GIS built.

#### 9. NEW BUSINESS

No new business was discussed.

No new business was discussed.

#### 10. ADJOURNMENT

With no further business, the meeting was adjourned.

With no further business, the meeting was adjourned.



## Technology Requisition \$30,000 and Over

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

---

**File #:** TE-P-0075-23

**Agenda Date:** 11/21/2023

**Agenda #:** 6.A.

---

AWARDING RESOLUTION ISSUED TO  
ACCELA, INC.  
FOR MANAGED APPLICATION SERVICES  
FOR BUILDING & ZONING, DIVISION OF TRANSPORTATION,  
STORMWATER MANAGEMENT, AND PUBLIC WORKS  
(CONTRACT TOTAL NOT TO EXCEED \$199,290.00)

WHEREAS, a sole source quotation has been obtained in accordance with Board policy; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Accela, Inc., for managed application services for Building & Zoning, Division of Transportation, Stormwater, and Public Works departments, for the period of February 21, 2024 through February 20, 2025.

NOW, THEREFORE BE IT RESOLVED, that said contract for managed application services for Building & Zoning, Division of Transportation, Stormwater, and Public Works departments, for the period of February 21, 2024 through February 20, 2025, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Accela, Inc., 4375 Solutions Center, Chicago, IL 60677, for a contract total amount not to exceed \$199,290.00. Pursuant to 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole provider - Accela is the sole provider for this software application.)

Enacted and approved this 28th day of November, 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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-3681	RFP, BID, QUOTE OR RENEWAL #: Q-28359	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$199,290.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$199,290.00
	CURRENT TERM TOTAL COST: \$199,290.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Accela, Inc.	VENDOR #: 23818	DEPT: Information Technology / GIS	DEPT CONTACT NAME: Tom Ricker
VENDOR CONTACT: Caitlin Carter	VENDOR CONTACT PHONE: (925) 359-3411	DEPT CONTACT PHONE #: 630-407-5062	DEPT CONTACT EMAIL: Tom.Ricker@dupageco.org
VENDOR CONTACT EMAIL: ccarter@accela.com	VENDOR WEBSITE: www.accela.com	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Annual Accela Managed Application Services for the Building & Zoning, Transportation, Stormwater, and Public Works departments. Sole source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This managed service will provide knowledgeable professional services in order to support County departments and staff with the Accela permitting application within the "live production software environment".			

<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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<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. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
<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.  Accela is the sole provider for this software application. The new permit application is a cloud-based service. Now that the application is live Accela is working alongside County departments and staff to manage it.
<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.  Accela is the sole provider for this software application.
<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.  Accela is the sole provider for this software application.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Accela, Inc.	Vendor#: 23818	Dept: Information Technology	Division:
Attn: Becky O'Brien	Email: robrien@accela.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 2633 Camino Ramon, Suite 500	City: San Ramon	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 94583	State: IL	Zip: 60187
Phone: (925) 359-3334	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Accela, Inc.	Vendor#: 23818	Dept: Information Technology	Division: GIS
Attn:	Email:	Attn: Tom Ricker	Email: Tom.Ricker@dupageco.org
Address: P.O. Box 208298	City: Dallas	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75320-8298	State: IL	Zip: 60187
Phone: (925) 359-3334	Fax:	Phone: 630-407-5062	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 21, 2024	Contract End Date (PO25): Feb 20, 2025
Contract Administrator (PO25): Tom Ricker			

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Accela Managed Application Services - B&Z	FY24	1100	2810	53020		123,765.00	123,765.00
2	1	EA		Accela Managed Application Services - DOT	FY24	1500	3500	53020		34,000.00	34,000.00
3	1	EA		Accela Managed Application Services - SW	FY24	1600	3000	53020		25,000.00	25,000.00
4	1	EA		Accela Managed Application Services - PW	FY24	2000	2665	53020		16,525.00	16,525.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 199,290.00

<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 & Tom Ricker and email both when sending 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



Proposed by: Caitlin Carter  
 Contact Phone: (925) 359 - 3411  
 Contact Email: ccarter@accela.com  
 Quote ID: Q-31390  
 Valid Through: 11/30/2023  
 Currency: USD

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

## 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
Managed Application Services	Year 1	2/21/2024	2/20/2025	12	\$199,290.00	1	\$199,290.00
<b>TOTAL:</b>							<b>\$199,290.00</b>

#### Pricing Summary

Period	Net Total
Year 1	\$ 199,290.00
<b>Total</b>	<b>\$ 199,290.00</b>

**Renewal Terms/Information:**

General Information	
Governing Agreement(s)	This Order Form, including any OnPrem Licenses, Maintenance and Support, and Subscription Services will be governed by the applicable terms and conditions. If those terms and conditions are non-existent, have expired, do not apply or have otherwise been terminated, the following terms at <a href="https://www.accela.com/terms/">https://www.accela.com/terms/</a> will govern as applicable, based on the Customer's purchase. For Managed Application Services, our Managed Application Services Policy at <a href="https://www.accela.com/terms/">https://www.accela.com/terms/</a> shall apply.
Order Terms	
Order Start Date	Unless otherwise specified in the Special Order Terms: <ul style="list-style-type: none"> <li>• Software Licenses &amp; Subscriptions start on the date of delivery by Accela;</li> <li>• Hosting and Support start on Accela's delivery of the software hosted and/or supported;</li> </ul>
Order Duration	Unless otherwise specified in the Special Order Terms: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Any Software Licenses or Hardware are one-time, non-refundable purchases.</li> <li>• 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).</li> <li>• Professional Services continue for the duration as outlined in the applicable Statement of Work, Exhibit or the Governing Agreement, as applicable.</li> </ul>
Special Order Terms	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. <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

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 <b>net 30 days</b> .
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 <b>must</b> be provided below and Customer <b>must</b> 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:





11/8/2023

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

Re: Sole Source Status

Dear Ms. Godzicki:

Please allow me to offer the following information to clarify the source status of Accela, Inc.'s ("Accela") products and services. Accela, as owner and software manufacturer of Accela software products and services, is the sole source provider of technical support and maintenance for all Accela software products and services licensed to DuPage County, IL, including Accela's Managed Application Services. No third-party vendor, company, or entity is authorized to develop new features for, provide development services for, or to maintain these products and services.

If you have any questions or concerns, please contact Madina Sharifi via email at [msharifi@accela.com](mailto:msharifi@accela.com).

Sincerely,

Signature on File

Aaron Haggarty

Chief Legal Officer  
Secretary



# 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: 10/9/2023

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

Company Name: Accela, Inc.	Company Contact: Contracts Admin
Contact Phone: 925-659-3200	Contact Email: contractsadmin@accela.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 <sup>DocuSign</sup> Signature on File \_\_\_\_\_

Printed Name Aaron Haggarty

Title Chief Legal Officer

Date 10/9/2023

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



## Technology Requisition \$30,000 and Over

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

---

**File #:** TE-P-0076-23

**Agenda Date:** 11/21/2023

**Agenda #:** 6.B.

---

AWARDING RESOLUTION ISSUED TO  
INSIGHT PUBLIC SECTOR, INC.  
FOR RANDOM ACCESS MEMORY (RAM)  
FOR INFORMATION TECHNOLOGY  
(CONTRACT TOTAL AMOUNT \$62,460.00)

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 random access memory (RAM) for the VSAN, for Information Technology; and

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and the OMNIA Partners Contract #23-6692-03, the County of DuPage will contract with Insight Public Sector, Inc.; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Insight Public Sector, Inc., for random access memory (RAM) for the VSAN, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for random access memory (RAM) for the VSAN, for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to Insight Public Sector, Inc., 6820 Harl Ave., Tempe, AZ 85283-4318, for a contract total amount not to exceed \$62,460.00, per contract pursuant to the OMNIA Partners Contract #23-6692-03.

Enacted and approved this 28<sup>th</sup> day of November, 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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-3678	RFP, BID, QUOTE OR RENEWAL #: 0226840678	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$62,460.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$62,460.00
	CURRENT TERM TOTAL COST: \$62,460.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Insight	VENDOR #: 10809	DEPT: Information Technology	DEPT CONTACT NAME: Joe Hamlin
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 1.480.366.7058	DEPT CONTACT PHONE #: 630.407.5000	DEPT CONTACT EMAIL: joe.hamlin@dupageco.org
VENDOR CONTACT EMAIL: Bob.Erwin@insight.com	VENDOR WEBSITE: www.insight.com	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). One-time purchase of RAM for the VSAN, via OMNIA Partners Contract #23-6692-03 for \$62,460.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished By purchasing this RAM we will alleviate memory constraints on the VSAN as well as extend the usable life of our VSAN.			

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

<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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. Procurement using the OMNIA Partners Contract #23-6692-03.
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. Do nothing and continue business as usual. 2. Purchase the RAM to make the VSAN more responsive.

## 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: Insight Public Sector, Inc.	Vendor#: 10809	Dept: Information Technology	Division:
Attn: Bob Erwin	Email: Bob.Erwin@insight.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 6820 Harl Ave.	City: Tempe	Address: 421 N. County Farm Rd.	City: Wheaton
State: AZ	Zip: 85283-4318	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Insight Public Sector, Inc.	Vendor#: 10809	Dept: Information Technology	Division:
Attn:	Email:	Attn: Joe Hamlin	Email: Joe.Hamlin@dupageco.org
Address: P.O. Box 731072	City: Dallas	Address: 421 N. County Farm Rd.	City: Wheaton
State: TX	Zip: 75373-1072	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5000	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 21, 2023	Contract End Date (PO25): Dec 31, 2023
Contract Administrator (PO25): Joe Hamlin			

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	180	EA	HPE RAM	P00924-B21 32GB 2Rx4 PC4-2933Y-R Smart kit	FY23	1000	1110	54100		347.00	62,460.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 62,460.00

<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 & Joe Hamlin 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

**SOLD-TO PARTY 10002733**

DUPAGE COUNTY  
 421 N COUNTY FARM RD  
 WHEATON IL 60187-3978

**SHIP-TO**

DUPAGE COUNTY  
 421 N COUNTY FARM RD  
 WHEATON IL 60187-3978

**We deliver according to the following terms:**

**Payment Terms** : Net 90 days  
**Ship Via** : Insight Assigned Carrier/Ground  
**Terms of Delivery** : FOB DESTINATION  
**Currency** : USD

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with OMNIA Partners Public Sector (formerly U.S. Communities). Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Quotation	
<b>Quotation Number</b>	: <a href="#">0226840678</a>
<b>Document Date</b>	: 07-NOV-2023
<b>PO Number</b>	:
<b>PO release:</b>	:
<b>Sales Rep</b>	: Bob Erwin
<b>Email</b>	: <a href="mailto:BOB.ERWIN@INSIGHT.COM">BOB.ERWIN@INSIGHT.COM</a>
<b>Telephone</b>	: +14803667058
<b>Sales Rep 2</b>	: Lia Paredes
<b>Email</b>	: <a href="mailto:LIA.PAREDES@INSIGHT.COM">LIA.PAREDES@INSIGHT.COM</a>
<b>Telephone</b>	: +14809021145

Material	Material Description	Quantity	Unit Price	Extended Price
<a href="#">P00924-B21</a>	HPE SmartMemory - DDR4 - module - 32 GB - DIMM 288-pin - 2933 MHz / PC4-23400 - registered OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) List Price: 452.99 Discount: 23.398%	180	347.00	62,460.00

Product Subtotal	62,460.00
TAX	0.00
<b>Total</b>	<b>62,460.00</b>

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Bob Erwin  
 +14803667058  
[BOB.ERWIN@INSIGHT.COM](mailto:BOB.ERWIN@INSIGHT.COM)

Lia Paredes  
 +14809021145  
[LIA.PAREDES@INSIGHT.COM](mailto:LIA.PAREDES@INSIGHT.COM)  
 Fax 4807608347

---

OMNIA Partners (formerly U.S. Communities) IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the OMNIA Partners Technology Products, Services & Solutions Contract.

This competitively solicited contract is available to participating agencies of OMNIA Partners. OMNIA Partners assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

Thanks for choosing Insight!

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

**SOFTWARE AND CLOUD SERVICES PURCHASES:** If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

<https://www.insight.com/terms-and-policies>



Cobb County

**Contract # 23-6692-03**

*for*

Technology Product Solutions and Related Services

*with*

**Insight Public Sector**

Effective: May 1, 2023

The following documents comprise the executed contract between the Cobb County, and Insight Pubic Sector effective May 1, 2023:

- I. Executed Master Agreement
- II. Supplier's Response to the RFP, incorporated by reference

Reference Number	
Reference Depart.	Purchasing Department

Master Agreement

Owner: Cobb County Board of Commissioners  
100 Cherokee Street  
Marietta, GA 30090

Contractor: Insight Public Sector, Inc.  
2701 E. Insight Way  
Chandler, AZ 85286

Description: **TECHNOLOGY PRODUCT SOLUTIONS AND RELATED SERVICES:** The undersigned parties understand and agree to comply with and be bound by the entire contents of **Sealed Bid #23-6692** ("the RFP") and the Contractor's Proposal submitted October 13, 2022, which is incorporated herein by reference.

**OMNIA PARTNERS, PUBLIC SECTOR:** Supplier agrees to extend Goods and/or Services to public agencies (state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit) ("Public Agencies") registered with OMNIA Partners, Public Sector ("Participating Public Agencies") under the terms of this agreement ("Master Agreement").

Governing Law: This Agreement shall be governed by the laws of the State of Georgia. As to any dispute hereunder, venue shall be in the Superior Court of Cobb County, Georgia.

Term: This Agreement shall begin on May 1, 2023, the Effective Date, for a period of thirty-six months, and shall automatically terminate and renew for two (2) additional twelve (12) month periods and shall terminate absolutely on April 30, 2028, unless earlier terminated as provided herein. Pursuant to O.C.G.A. § 36-60-13, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year in which it was executed and at the close of each succeeding calendar for which it may be renewed. The Parties reserve the right to renew, amend or extend the Agreement for additional terms. Either party may terminate this Agreement for convenience and/or due to lack of funding at the end of each annual term.

Price: Prices for services and equipment, if applicable, as stated in the Contractor's proposal

Billing: For purchases made by Cobb County Government, all original invoices shall be submitted directly to the Cobb County Finance Department. Invoices shall bill only for items received during the period covered by the invoice and shall clearly identify such items in accordance with invoicing guidelines in the Sealed Bid Proposal. For purchases made by participating public agencies, the Contractor shall comply with each agency's invoicing and billing requirements outlined on the applicable order.

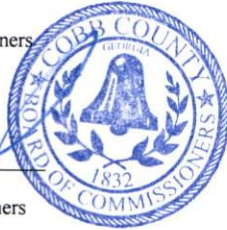
{SIGNATURES ON NEXT PAGE}

IN WITNESS, WHEREOF, this Agreement has been executed by Owner and accepted by Contractor to be effective as of the date first above written.



Cobb County... Expect the Best!

Cobb County Board of Commissioners  
100 Cherokee Street  
Marietta, GA 30090



Lisa N. Cupid, Chairwoman  
Cobb County Board of Commissioners

5/5/23  
Date

**APPROVED**  
PER MINUTES OF  
COBB COUNTY  
BOARD OF COMMISSIONERS

3/14/23

Insight Public Sector, Inc.  
2701 E. Insight Way  
Chandler, AZ 85286

Authorized Signature

President  
Title

4/4/2023  
Date

FEDERAL TAX ID NUMBER

36-3949000

Approved as to form

County Attorney's Office

April 25, 2023  
Date



# Required Vendor Ethics Disclosure Statement

Date: 11/7/2023

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

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

Company Name: <u>Insight Public Sector, Inc.</u>	Company Contact: <u>Bob Erwin</u>
Contact Phone: <u>480-366-7058</u>	Contact Email: <u>berwin@insight.com</u>

## 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:

<https://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            Erica Falchetti  
 \_\_\_\_\_  
 Title                      Director, Public Sector  
 \_\_\_\_\_  
 Date                        11/7/2023  
 \_\_\_\_\_

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



# Technology Change Order with Resolution

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

---

**File #:** TE-CO-0007-23

**Agenda Date:** 11/21/2023

**Agenda #:** 6.C.

---

AMENDMENT TO COUNTY CONTRACT 6513-1-SERV  
ISSUED TO  
LEARNING TREE INTERNATIONAL  
FOR THE PROCUREMENT OF EDUCATIONAL TRAINING VOUCHERS  
FOR INFORMATION TECHNOLOGY  
(INCREASE ENCUMBRANCE \$3,990.00, 13.33%)

WHEREAS, County Contract 6513-1-SERV was approved by the Technology Committee on July 11, 2023; and

WHEREAS, the Technology Committee recommends changes as stated in the Change Order Notice to County Contract 6513-1-SERV, issued to Learning Tree International, for the procurement of fifteen (15) educational training vouchers, which do not expire, for Information Technology, to purchase an additional two (2) vouchers for use by the Records Management Team, and increase the contract by \$3,990.00 resulting in an amended contract total of \$33,915.00, an increase of 13.33%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract 6513-1-SERV, issued to Learning Tree International, for the procurement of fifteen (15) educational training vouchers, which do not expire, for Information Technology, to purchase an additional two (2) vouchers for use by the Records Management Team, and increase the contract by \$3,990.00 resulting in an amended contract total of \$33,915.00, an increase of 13.33%.

Enacted and approved this 28th day of November, 2023, at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_  
JEAN KACZMAREK, COUNTY CLERK

TEC 11/121  
FI+CB 11/28



**Request for Change Order**  
**Procurement Services Division**  
 Attach copies of all prior Change Orders

Date: Nov 8, 2023  
 MinuteTraq (IQM2) ID #: Legistar#23-3686

<b>Purchase Order #:</b> 6513-1-SERV	<b>Original Purchase Order Date:</b> Jul 11, 2023	<b>Change Order #:</b> 1	<b>Department:</b> IT - DuJIS/RMS
<b>Vendor Name:</b> Learning Tree International		<b>Vendor #:</b> 11739	<b>Dept Contact:</b> Don Ehrenhaft
<b>Background and/or Reason for Change Order Request:</b> Request to increase the PO to add two (2) vouchers and create a Line 2 in the amount of \$3,990 charged to 1000-1115-53610.			
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$29,925.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$29,925.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$3,990.00
E	New contract amount (C + D)	\$33,915.00
F	Percent of current contract value this Change Order represents (D / C)	13.33%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	13.33%

**DECISION MEMO NOT REQUIRED**

Cancel entire order     
  Close Contract     
  Contract Extension (29 days)     
  Consent Only

Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_

Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_

Price shows: \_\_\_\_\_ should be: \_\_\_\_\_

Decrease remaining encumbrance and close contract     
  Increase encumbrance and close contract     
  Decrease encumbrance     
  Increase encumbrance

**DECISION MEMO REQUIRED**

Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount     
  Funding Source \_\_\_\_\_

OTHER - explain below: \_\_\_\_\_

SJG	5037	Nov 8, 2023	<u>WW</u> ww	5064	11/08/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<u>HCM</u> HCM		Procurement Officer	Date <u>11/14/23</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	



# Decision Memo

## Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Nov 8, 2023

MinuteTraq (IQM2) ID #: Leg#23-3686

Department Requisition #: \_\_\_\_\_

Requesting Department: IT - DuJIS/RMS	Department Contact: Don Ehrenhaft
Contact Email: Don.Ehrenhaft@dupagecounty.gov	Contact Phone: 630-407-5014
Vendor Name: Learning Tree International	Vendor #: 11739

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Request to increase the PO to add two (2) vouchers.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

This will allow DuJIS/RMS staff to stay up to date with training on current and upcoming technologies.

**Strategic Impact**

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

This will allow DuJIS/RMS staff to stay up to date with training on current and upcoming technologies that will help with their partnership with various County municipalities and police agencies.

**Source Selection/Vetting Information** - Describe method used to select source.

Learning Tree was selected using GSA contract #GS-35F-369CA.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

- 1) Do not approve and deny staff additional training opportunities.
- 2) Approve the increase and allow staff to continue advancing their knowledge and skills with current and future technologies.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

\$3,990 against DuJIS/RMS budget line 1000-1115-53610.





November 8, 2023

Don Ehrenhaft  
Police RMS Manager  
Information Technology Department  
DuPage County  
421 N. County Farm Road  
Wheaton, IL 60187

**RE: Request for price quote**

Connie,

Thank you for this opportunity to serve you and the professional development interests of your employees.

For more than 40 years, Learning Tree's primary obligation and commitment to our global customer base has been delivering practical and applicable learning experiences that deliver improved employee engagement back on the job.

As the majority of public and private sector organizations have come to realize, the most expensive element of training is not the training itself, rather the lack of any real performance improvement or behavioral change after training. Our objective is to ensure that attendees of our courses not only learn, but through hands-on exercises, gain skills that can readily be transferred and used in the work environment.

**Learning Tree's Credentials**

Over 2.5 million professionals have repeatedly invested in their career development with Learning Tree given our commitment and recognition to delivering excellence in design, development, delivery and implementation.

- Extensive library of award-winning hands-on IT and management courses, including hundreds of official courses from leading technology brands, to include Microsoft, Cisco, IBM, ICAgile, (ISC)2 and more
- 600 plus expert practitioners skilled in the art and science of transferring knowledge in the classroom, then supporting change management initiatives back on the job as mentors/coaches
- World-class program management team experienced in delivering and managing training events delivered in person, virtually, or in blended formats across multiple mediums
- Real-time experiential learning workshops that implement immediate improvements across multiple project team types.

**Has the Business Need Been Met?**

This is the question we ask to measure our performance; not simply if the training event was "good". We welcome an in-depth review of our credentials and look forward to an opportunity to present our team and solutions to you in person.

At Your Service,

Max Sierra  
Account Manager  
Learning Tree International  
Direct Line: **1-800-709-1287**

# Pricing

## Price Quote for Training Voucher Program Learning Tree International

### Issued For:

Don Ehrenhaft  
Police RMS Manager  
DuPage County  
421 N. County Farm Road  
Wheaton, IL 60187

### Training Advisor Contact Info:

Max Sierra  
Account Manager  
Learning Tree International  
1-800-709-1287  
Maxwell\_Sierra@LearningTree.com

Product Description	Price Per Program	Quantity	Total Cost
Current Program - Gov Training Voucher V-U22977 – Two Additional Seats	\$1,995.00	2	\$3,990.00

### Training Voucher Program Benefits:

- Vouchers are **freely transferable** and can be used by any employee for any course within the **12 month period**. Please note, non-Government Voucher purchases expire 12 months from the date of the first attendance.
- Learning Tree's Training Voucher Program is a cost-effective solution for organizations with individuals whose training requirements vary from a single course per person to an entire series of courses.
- Your organization can save on the standard per course price, depending on the number of vouchers you purchase. Savings start with as few as three vouchers and increase your savings with the size of your voucher purchase.
- Manage your training using your personalized Voucher Usage report that we send to you monthly. Your usage reports detail who has attended which courses, the number of vouchers used, the number remaining, and more.

*All prices are subject to change.*

*Pricing is rounded up to the nearest dollar.*

*Please note, some course exclusions may apply to this program.*

*ITIL® is a registered trade mark of AXELOS Limited*



## Change Order

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

---

**File #:** 23-3722

**Agenda Date:** 11/21/2023

**Agenda #:** 6.D.

---

TEC Only  
11/21



**Request for Change Order**  
**Procurement Services Division**

Attach copies of all prior Change Orders

Date: Nov 14, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_ Legistar #23-3711

<b>Purchase Order #:</b> 6452-1-SERV	<b>Original Purchase Order Date:</b> May 1, 2023	<b>Change Order #:</b> 1	<b>Department:</b> IT
<b>Vendor Name:</b> Sound Incorporated		<b>Vendor #:</b> 10159	<b>Dept Contact:</b> Joe Hamlin
<b>Background and/or Reason for Change Order Request:</b>	Increase the PO by \$900 in line 1. Since this brings the contract over the \$15,000 threshold, it requires approval by the Technology Committee.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE	
A	Starting contract value <span style="float: right;">\$14,227.00</span>
B	Net \$ change for previous Change Orders <span style="float: right;">\$0.00</span>
C	Current contract amount (A + B) <span style="float: right;">\$14,227.00</span>
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <span style="float: right;">\$900.00</span>
E	New contract amount (C + D) <span style="float: right;">\$15,127.00</span>
F	Percent of current contract value this Change Order represents (D / C) <span style="float: right;">6.33%</span>
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float: right;">6.33%</span>

**DECISION MEMO NOT REQUIRED**

Cancel entire order     
  Close Contract     
  Contract Extension (29 days)     
  Consent Only

Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_

Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_

Price shows: \_\_\_\_\_ should be: \_\_\_\_\_

Decrease remaining encumbrance and close contract     
  Increase encumbrance and close contract     
  Decrease encumbrance     
  Increase encumbrance

**DECISION MEMO REQUIRED**

Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount   
  Funding Source \_\_\_\_\_

OTHER - explain below: \_\_\_\_\_

SJG	5037	Nov 14, 2023	<u>WW</u> ww	5064	11/14/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<u>MCO</u> Procurement Officer		Date	11/14/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	



---

**File #:** ED-P-0003-23

**Agenda Date:** 11/21/2023

**Agenda #:** 7.A.

---

AWARDING RESOLUTION ISSUED TO  
COMCAST BUSINESS SERVICES  
TO PROVIDE INTERNET CONNECTIVITY  
FOR WORKFORCE DEVELOPMENT DIVISION  
(CONTRACT TOTAL AMOUNT \$39,238.20)

WHEREAS, pricing has been obtained and evaluated in accordance with County Board policy; and

WHEREAS, the Economic Development Committee recommends County Board approval for the issuance of a contract to Comcast Business Services, to provide Internet Connectivity, for the period of December 1, 2023 through November 30, 2026, for the Workforce Development Division.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide Internet Connectivity, for the period of December 1, 2023 through November 30, 2026, for the Workforce Development Division, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Comcast Business Services, PO Box 8587, Philadelphia, PA 19101-8587, for a contract total amount of \$39,238.20.

Enacted and approved this 28<sup>th</sup> day of November, 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>	
MINUTETRAQ ID#: 23-3583	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$39,238.20
COMMITTEE: ECONOMIC DEVELOPMENT	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$39,238.20
	CURRENT TERM TOTAL COST: \$39,238.20	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: COMCAST BUSINESS SERVICES	VENDOR #: 12382	DEPT: Human Resources - WDD	DEPT CONTACT NAME: Lisa Schvach & Annie Davis
VENDOR CONTACT: ERICA ZASPAL	VENDOR CONTACT PHONE: (630) 824-8123	DEPT CONTACT PHONE #: (630) 955-2066	DEPT CONTACT EMAIL: lschvach@worknetdupage.org
VENDOR CONTACT EMAIL: erica_zaspal@comcast.com	VENDOR WEBSITE: https://business.comcast.com/	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Ethernet Dedicated Internet (EDI) interface providing 100 Mbps Internet service for a service term renewal of 36 months from 12/1/23 to 11/30/26 in the amount of \$39,238.20. Same internet service provider that DuPage County currently utilizes.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This service is required to provide Internet connectivity for the WDD. An active Internet circuit is critical for day-to-day business of the WDD.			

**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' (C) NOT SUITABLE FOR COMPETITIVE BIDDING
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

<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: COMCAST BUSINESS	Vendor#: 12382	Dept: Human Resources	Division: Workforce Development
Attn: ERICA ZASPAL	Email: erica_zaspal@comcast.com	Attn: Annie Davis	Email: adavis@worknetdupage.org
Address:	City:	Address: 2525 Cabot Drive, Suite 302	City: Lisle
State:	Zip:	State: IL	Zip: 60532
Phone: (630) 824-8123	Fax:	Phone: (630) 955-2044	Fax: (630) 955-2059
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: COMCAST	Vendor#: 12382	Dept: Human Resources	Division: Workforce Development
Attn:	Email:	Attn: Annie Davis	Email: adavis@worknetdupage.org
Address: PO BOX 8587	City: PHILADELPHIA	Address: 2525 Cabot Drive, Suite 302	City: Lisle
State: PA	Zip: 19101-8587	State: IL	Zip: 60532
Phone:	Fax:	Phone: (630) 955-2044	Fax: (630) 955-2059
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2026
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		INTERNET DATA SERVICES	FY24	5000	2840	53250	23-681006	13,079.40	13,079.40
2	1	EA		INTERNET DATA SERVICES	FY25	5000	2840	53250	23-681006	13,079.40	13,079.40
3	1	EA		INTERNET DATA SERVICES	FY26	5000	2840	53250	23-681006	13,079.40	13,079.40
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 39,238.20

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

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



**Comcast Services Sales Order**

**COMCAST  
BUSINESS**

**Sales Order ID**

10486921

**MSA ID**

IL-374777-rlapo

**Date Generated**

10/17/2023

**Customer Name: WorkNet DuPage - Lisle, IL**

**Customer Information**

**Name:** Annie Davis  
**Title:**  
**Address 1:** 2525 CABOT DR  
**Address 2:** STE 302

**City:** LISLE  
**State:** IL  
**Zip:** 60532

**Phone:**  
**Cell:** (630) 955-2044  
**Fax:**  
**Email:** adavis1@worknetdupage.org

**Summary of Comcast Business Services\***

	Total Monthly Recurring Charges	Total Non-Recurring Charges
Current Ethernet Services	\$1,055.00	\$0.00
<b>Current (all Services)</b>	<b>\$1,055.00</b>	<b>\$0.00</b>
Change Equipment & Accessories	\$34.95	\$0.00
<b>Change (all Services)</b>	<b>\$34.95</b>	<b>\$0.00</b>
Net/Total Ethernet Services	\$1,055.00	\$0.00
Net/Total Equipment & Accessories	\$34.95	\$0.00
<b>Net/Total (all Services)</b>	<b>\$1,089.95</b>	<b>\$0.00</b>
<b>Total Charges</b>	<b>\$1,089.95</b>	<b>\$0.00</b>

\*Note: Charges identified in the Service Order are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, USF fees, surcharges and recoupments (however designated). Please refer to your Comcast Enterprise Services Master Services Agreement (MSA) for specific detail regarding such charges. Customer shall pay Comcast one hundred percent (100%) of the non-amortized Custom Installation Fee prior to the installation of Service. The charges identified in this Service Order include only the charges Customer will incur as a result of Customer's requested service changes.

**Agreement**

This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement, entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at <https://business.comcast.com/terms-conditions-ent>, (the "Agreement"). Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.

By signing below, Customer acknowledges, agrees to and accepts the terms and conditions of this Sales Order.

<b>CUSTOMER</b>	<b>(Representative)</b>
Signature: _____	_____
Name: Lisa <i>WILLIAMS</i>	
Title: <b>EXECUTIVE DIRECTOR</b>	
Date: <b>10/31/2023</b>	

Ethernet Dedicated Internet	Monthly Recurring Charges	Non-Recurring Charges
WorkNet Career Center	\$1,055.00	
<b>Subtotal</b>	<b>\$1,055.00</b>	<b>\$0.00</b>
<b>Equipment &amp; Accessories</b>		
WorkNet Career Center	\$34.95	
<b>Subtotal -</b>	<b>\$34.95</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$1,089.95</b>	<b>\$0.00</b>

**Summary of Solution**

Location	Service Term (months)	Remaining Service Term (months)	Qty	Description	Monthly Recurring Charges	Non-Recurring Charges
<b>WorkNet Career Center</b>						
2525 CABOT DR, STE 302, LISLE, IL 60532						
<b>Comcast Business Services</b>						
	36			Ethernet Dedicated Internet - Renew		
				Port - 1 Gbps		
				Basic Bandwidth - 100 Mbps	\$1,025.00	
				Tax Jurisdiction - Interstate		
			1	Static IPv4 -/30 - 1 Usable IP		
			1	Static IPv4 -/28 - 13 Usable IPs	\$30.00	
				Transport Type - Fiber		
<b>Equipment &amp; Accessories</b>						
			1	Ethernet Equipment @ \$34.95 each	\$34.95	
<b>Subtotal</b>					<b>\$1,089.95</b>	<b>\$0.00</b>
<b>Total</b>					<b>\$1,089.95</b>	<b>\$0.00</b>



## 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: Nov 13, 2023

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

Company Name: Comcast Cable Communication Management, LLC	Company Contact: Erica Zaspal
Contact Phone: (630) 824-8123	Contact Email: erica_zaspal@cable.comcast.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
Hart for DuPage	Comcast Financial Agency Corporation	Monetary Contribution	\$1,500.00	Feb 11, 2022
DiCianni for DuPage	Comcast Financial Agency Corporation	Monetary Contribution	\$1,500.00	Mar 4, 2022
Citizens for Brian J. Krajewski	Comcast Financial Agency Corporation	Monetary Contribution	\$1,000.00	Jul 6, 2022
Hart for DuPage	Comcast Financial Agency Corporation	Monetary Contribution	\$2,500.00	Aug 11, 2022
Friends of Sam Tornatore	Comcast Financial Agency Corporation	Monetary Contribution	\$1,000.00	Aug 23, 2022
Citizens to Elect Jim Zay	Comcast Financial Agency Corporation	Monetary Contribution	\$1,000.00	Sep 27, 2022
Friends of Sam Tornatore	Comcast Financial Agency Corporation	Monetary Contribution	\$1,000.00	Sep 19, 2023
Citizens for Brian J. Krajewski	Comcast Financial Agency Corporation	Monetary Contribution	\$1,000.00	Sep 19, 2023
Friends to Elect Patty Gustin	Comcast Financial Agency Corporation	Monetary Contribution	\$1,500.00	Nov 7, 2023

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
Erica Zaspal	630-824-8123	erica_zaspal@cable.comcast.com
Trey Ritter	630-470-7145	trey_ritter@cable.comcast.com
Jake Garechana	224-229-4058	jake_garechana@cable.comcast.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://www.dupageco.org/CountyBoard/Policies/>

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

Authorized Signature



Printed Name

CB Terrence Connell

Title

SVP Sales Operations

Date

Nov 13, 2023

Attach additional sheets if necessary. Sign each sheet and number each page. Page  2  of  2  (total number of pages)



# Economic Development Change Order with Resolution

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

---

**File #:** ED-CO-0006-23

**Agenda Date:** 11/21/2023

**Agenda #:** 7.B.

---

AMENDMENT TO COUNTY CONTRACT #6160-0001 SERV  
ISSUED TO DELL MARKETING L.P.  
FOR ADDITIONAL ENTERPRISE & MOBILITY (EMS) E5 LICENSES  
FOR THE WORKFORCE DEVELOPMENT DIVISION  
(INCREASE ENCUMBRANCE \$19,292.11, 37.81%)

WHEREAS, County Contract #6160-0001 SERV was approved by the DuPage County Board on November 22, 2022; and

WHEREAS, the Economic Development Committee recommends changes as stated in the Change Order Notice to County Contract #6160-0001 SERV, issued to Dell Marketing L.P., for additional Enterprise & Mobility (EMS) E5 Licenses, for the Workforce Development Division, and increase the contract by \$19,292.11, resulting in an amended contract total of \$70,318.40, an increase of 37.81%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract #6160-0001 SERV, issued to Dell Marketing L.P., for additional Enterprise & Mobility (EMS) E5 Licenses, for Workforce Development, and increase the contract by \$19,292.11, resulting in an amended contract total of \$70,318.40, an increase of 37.81%.

Enacted and approved this 28th day of November, 2023 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

EDC 11/21  
FI+CB 11/28



**Request for Change Order**  
**Procurement Services Division**  
 Attach copies of all prior Change Orders

Date: Nov 3, 2023

MinuteTraQ (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 6160-0001	<b>Original Purchase Order Date:</b> Jan 1, 2023	<b>Change Order #:</b> 3	<b>Department:</b> Human Resources-Workforce Development Division
<b>Vendor Name:</b> Dell Marketing L.P.	<b>Vendor #:</b> 10850		<b>Dept Contact:</b> Lisa Schwach/David Barnes

**Background and/or Reason for Change Order Request:**

To increase contract amount for the following:  
 (1) Adding 50 Enterprise Mobility & Security (EMS) E5 licenses  
 (2) Purchases to Dell were incurred in February 2023 (\$5,294.50) and May 2023 (\$2,949.70) at Department discretion (under \$15,000). Increasing PO to conform to existing County policy.

Line 1 - Increase by \$7,414.50; Line 2 - Increase by \$5,938.80; Line 3 - Increase by \$5,938.80 - change activity code to 23-681006

This contract is governed by the IL DOIT JPMC Microsoft LSP CMT1176800 contract.

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$37,120.79
B	Net \$ change for previous Change Orders	\$13,905.50
C	Current contract amount (A + B)	\$51,026.29
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$19,292.11
E	New contract amount (C + D)	\$70,318.40
F	Percent of current contract value this Change Order represents (D / C)	37.81%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	89.43%

**DECISION MEMO NOT REQUIRED**

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: Line 3 - activity code 22-681006 to: Line 3 - activity code 23-681006
- Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_
- Price shows: \_\_\_\_\_ should be: \_\_\_\_\_
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract
- Decrease encumbrance
- Increase encumbrance

**DECISION MEMO REQUIRED**

- Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:  
 \_\_\_\_\_

LS _____	630-955-2066	Nov 3, 2023	AE _____	630-955-2045	Nov 3, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

**REVIEWED BY (Initials Only)**

Buyer	Date	<i>ACA</i> Procurement Officer	11/6/23 Date
-------	------	-----------------------------------	-----------------



# Decision Memo

## Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Nov 3, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

Requesting Department: Human Resources-Workforce Dev Division	Department Contact: Lisa Schwach/Annie Davis
Contact Email: Ischvach@worknetdupage.org	Contact Phone: 630-955-2066/630-955-2044
Vendor Name: Dell Marketing L.P.	Vendor #: 10850

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Requesting approval to increase the existing contract with Dell Marketing L.P. by \$19,292.11, making the new total for the contract \$70,318.40.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The WDD seeks to add 50 Enterprise Mobility & Security (EMS) E5 licenses. EMS licenses are standard throughout government agencies that utilize mobile devices like laptops and cellular phones. Benefits of EMS licensing include mobile device management (MDM) features, such as remote data wiping and security monitoring. EMS E5 licensing will provide a more robust cybersecurity posture for the WDD and diminishes the need for third-party software and services to address mobile device cybersecurity concerns.

**Strategic Impact**

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Imperative 5: Foster continued growth of the DuPage Economy  
 5.1. Ensure that DuPage County residents have the competitive skills necessary to create and maintain a high quality workforce. WDD administered WIOA programming for DPC is designed to assist residents in obtaining self-sufficient employment in in-demand occupations. Microsoft products are critical to administering WIOA programming and serving clients. Enhanced security measures offered by EMS E5 licenses assist in mitigating cybersecurity incidents and protecting client and County information.

**Source Selection/Vetting Information** - Describe method used to select source.

Dell Marketing L.P. holds the Illinois Department of Innovation and Technology's (DOIT) Joint Purchase Master Contract (JPMC) Microsoft Licensing Solutions Provider contract (CMT1176800). All DuPage County departments currently obtain their Microsoft products via Dell Marketing L.P.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Our recommendation is to increase the contract to improve the WDD's cybersecurity posture and diminish the need for third-party software and services.

- 1) Enter into contracts with additional vendors to bridge cybersecurity gaps
- 2) No other options exist

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

This contract is grant-funded from Federal dollars thru WIOA Title 1 grant 5000 2840 for the period 1/1/23 to 12/31/25.

Financial impact FY23- Increase of \$7,414.50  
 Financial impact FY24- Increase of \$5,938.80  
 Financial impact FY25- Increase of \$5,938.80





**Phillip Reavis**  
*Inside Software Product Specialist*  
*North American Partner Software*  
**737-231-0582**  
[phillip\\_reavis@dell.com](mailto:phillip_reavis@dell.com)

Quote
<b>Customer :</b> Dupage Worknet
<b>Contact :</b> Annie Davis
<b>Contact Email :</b> <a href="mailto:adavis@worknetdupage.org">adavis@worknetdupage.org</a>
<b>Date :</b> 02/02/2023
<b>Quote Description :</b> EMS E5
<b>Customer Number:</b> 530029997391
<b>Microsoft EA :</b> 7326812
<b>Contract Code :</b> C000000765005

BUDGETARY QUOTE

Quote # 1031135442469.1
Exp: 02/28/23

5

Product Description	Part Number	Quantity	Months	Monthly Price	Ext. Price
VLA ENTERPRISE MOBILE SEC E5 ALNG SHRSVL MVL PER USR SUBS	AC450737	50	12	137.06	\$6,853.00
				9 Months due in April	\$5,295.50
				Year 2	\$6,853.00
				Year 3	\$6,853.00
<b>Notes:</b>					
				Tax	0.00%
				<b>Grand Total</b>	<b>\$19,001.50</b>

**Quote Prepared By: Phillip Reavis**

1) Sales/use tax is based on the "ship to" address on your invoice. Please indicate your taxability status on your purchase order. If exempt, Customer must have an Exemption Certificate on file.  
 2) If you have a question re: your tax status, please contact your Dell Software sales representative listed above.  
 Shipments to California: for certain products, a State Environmental Fee of up to \$10 per item may be applied to your invoice. Prices do not reflect this fee unless noted. For more information, refer to [www.dell.com/environmentalfee](http://www.dell.com/environmentalfee).

3) Customer's purchase is subject to Dell's Terms and Conditions of Sale found at [www.dell.com](http://www.dell.com), unless Customer has a separate purchase agreement with Dell.  
 4) All product descriptions and prices are based on latest information available and are subject to change without notice or obligation.

5) All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.  
 6) Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.



## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

<b>Quote No.</b>	<b>1031135442469.1</b>	<b>Sales Rep</b>	Phillip Reavis
<b>Total</b>	<b>\$6,853.00</b>	<b>Phone</b>	(800) 456-3355, 80000
<b>Customer #</b>	530029997391	<b>Email</b>	Phillip.Reavis@Dell.com
<b>Quoted On</b>	Feb. 02, 2023	<b>Billing To</b>	DUPAGE WORKNET
<b>Expires by</b>	Feb. 28, 2023		COUNTY OF DUPAGE
<b>Contract Code</b>	C000000765005		2525 CABOT DR
<b>Customer Agreement #</b>	CMT1176800		STE 302
			LISLE, IL 60532-3629

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order. Thank you for shopping with Dell!

Regards,  
Phillip Reavis

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
ANNIE DAVIS COUNTY OF DUPAGE 2525 CABOT DR STE 302 LISLE, IL 60532-3629 (630) 955-2044	2nd Day-Charge Ground

Product	Unit Price	Quantity	Subtotal
VLA ENTERPRISE MOBILE SEC E5 ALNG SHRSVL MVL PER USR SUBS	\$137.06	50	\$6,853.00
	<b>Subtotal:</b>		\$6,853.00
	<b>Shipping:</b>		\$0.00
	<b>Environmental Fee:</b>		\$0.00
	<b>Non-Taxable Amount:</b>		\$0.00
	<b>Taxable Amount:</b>		\$6,853.00
	<b>Estimated Tax:</b>		\$0.00
	<b>Total:</b>		<b>\$6,853.00</b>

OK-AD  
OK-LJ

## Shipping Group Details

### Shipping To

ANNIE DAVIS  
 COUNTY OF DUPAGE  
 2525 CABOT DR  
 STE 302  
 LISLE, IL 60532-3629  
 (630) 955-2044

### Shipping Method

2nd Day-Charge Ground

	Quantity	Subtotal
<b>VLA ENTERPRISE MOBILE SEC E5 ALNG SHRSVL MVL PER USR SUBS</b>	50	\$6,853.00
Contract # C000000765005 Customer Agreement # CMT1176800		

Description	SKU	Unit Price	Quantity	Subtotal
VLA ENTERPRISE MOBILE SEC E5 ALNG SHRSVL MVL PER USR SUBS	AC450737	-	50	-

<b>Subtotal:</b>	<b>\$6,853.00</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$6,853.00</b>

## Important Notes

### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**^DELL BUSINESS CREDIT (DBC):** Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.

## Microsoft Enterprise Mobility & Security (EMS) Licensing Quote

### ⑥ *What it is*

- Microsoft product; a mobility (mobile device) management and security platform that helps protect and secure organization.

### ⑥ *Why we need it*

- **Azure Active Directory:** Would allow Network Analyst to push policies to devices registered in Azure AD. Currently unable to manage staff laptops or cell phones in this way. Improves security greatly and diminishes ability to use issued tech inappropriately.
- **Conditional Access:** Would allow much greater control over who can access our Microsoft sites/services, where they can access them from, and on what devices they can access them. Example: Can prevent logins from outside of Illinois or from computers that are missing updates or antivirus products. Also, can set granular controls for different users or apps.
- **Configuration Manager:** Would allow Network Analyst to pre-configure system images, apps, and drivers that can be pushed out as necessary through policies. workNet DuPage does not currently have a way to distribute system images to new computers, so Network Analyst must manually configure every computer.
- **Self-service Options:** Staff can reset their own passwords, even from home. Currently, staff must be in the Career Center to reset their passwords. If they run into an issue, Network Analyst must help them reset it.
- Additional benefits and further breakdown of services available with EMS licensing can be found here:

<https://www.sherweb.com/blog/office-365/office365-ems-benefits/>



DuPage County Economic Development,  
Workforce Development Division (WDD)  
2525 Cabot Drive, Suite 302  
Lisle, IL. 60532  
T: 630.955.2030 | F: 630.955.2059

# PURCHASE ORDER

**VENDOR:**  
DELL MARKETING LP  
ONE DELL WAY, MAIL STOP 8129  
ROUND ROCK, TX 78682

**SHIP TO:**  
ANNIE DAVIS  
WORKNET DUPAGE CAREER CENTER  
2525 CABOT DRIVE, SUITE 302  
LISLE, IL 60532

**THE FOLLOWING NUMBER MUST APPEAR ON ALL RELATED CORRESPONDENCE, SHIPPING PAPERS, AND INVOICES:**

**AD20230215A-WDD**

P.O. DATE	REQUISITIONER	SHIP VIA	F.O.B. POINT	TERMS
February 15, 2023	Annie Davis	Best Way	Lisle, IL 60532	Net 30 days

QTY	PART #	DESCRIPTION	UNIT PRICE	TOTAL
50	AC450737	VLA ENTERPRISE MOBILE SEC E5 ALNG SHRSVL MVL PER USR SUBS Contract # C000000765005 Customer Agreement # CMT1176800	\$137.06	\$6,853.00

**REGARDING QUOTE # 1031135442469.1**

SUBTOTAL \$6,853.00

DuPage County's Tax Exempt #E99974551

SHIPPING & HANDLING \$0

ENTER THIS ORDER IN ACCORDANCE WITH THE PRICES, TERMS, DELIVERY METHOD, AND SPECIFICATIONS LISTED HEREIN.

TOTAL \$6,853.00

Annie Marie Davis

02/15/2023

AUTHORIZED BY

SIGNATURE

DATE

**SIGNATURE CERTIFICATE**




**REFERENCE NUMBER**

4ED3CC66-B5F9-4B8F-AF3C-BBB4032F9677

TRANSACTION DETAILS	DOCUMENT DETAILS
<p><b>Reference Number</b> 4ED3CC66-B5F9-4B8F-AF3C-BBB4032F9677</p> <p><b>Transaction Type</b> Signature Request</p> <p><b>Sent At</b> 02/15/2023 16:01 CST</p> <p><b>Executed At</b> 02/15/2023 16:01 CST</p> <p><b>Identity Method</b> email</p> <p><b>Distribution Method</b> email</p> <p><b>Signed Checksum</b> d220661c0488bd6b6addafdf12ae289180633af68ed4dd44f17c7837c300b5785</p> <p><b>Signer Sequencing</b> Default</p> <p><b>Document Passcode</b> Default</p>	<p><b>Document Name</b> 05 Purchase Order</p> <p><b>Filename</b> 05_purchase_order.pdf</p> <p><b>Pages</b> 1 page</p> <p><b>Content Type</b> application/pdf</p> <p><b>File Size</b> 140 KB</p> <p><b>Original Checksum</b> fedf45384b7edbd432567829f5bc760c72cf2111057d8bca0578f41fc2b751f5</p>

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Anne Davs</p> <p><b>Email</b> adavsl@worknetdupage.org</p> <p><b>Components</b> 3</p>	<p><b>Status</b> Signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> b370d3842996283406e3890ba4e717d6983e39b9d2dc0f63a4eb80582b83aa7</p> <p><b>IP Address</b> 50.203.245.98</p> <p><b>Device</b> Microsoft Edge via Windows</p> <p><b>Drawn Signature</b> </p> <p><b>Signature Reference ID</b> 236B2721</p> <p><b>Signature Biometric Count</b> 7</p>	<p><b>Viewed At</b> 02/15/2023 16:01 CST</p> <p><b>Identity Authenticated At</b> 02/15/2023 16:01 CST</p> <p><b>Signed At</b> 02/15/2023 16:01 CST</p>

**AUDITS**

TIMESTAMP	AUDIT
02/15/2023 16:01 CST	Anne Davs (adavsl@worknetdupage.org) created document 05_purchase_order.pdf on Microsoft Edge via Windows from 50.203.245.98.
02/15/2023 16:01 CST	Anne Davs (adavsl@worknetdupage.org) viewed the document on Microsoft Edge via Windows from 50.203.245.98.
02/15/2023 16:01 CST	Anne Davs (adavsl@worknetdupage.org) authenticated a session on Microsoft Edge via Windows from 50.203.245.98.
02/15/2023 16:01 CST	Anne Davs (adavsl@worknetdupage.org) signed the document on Microsoft Edge via Windows from 50.203.245.98.

**BILL TO:**

COUNTY OF DUPAGE  
DUPAGE WORKNET  
2525 CABOT DR  
STE 302  
LISLE, IL 60532-3629

**SHIP TO:**

COUNTY OF DUPAGE  
ANNIE DAVIS  
2525 CABOT DR  
STE 302  
LISLE, IL 60532-3629

PLEASE REVIEW DELL'S [TERMS & CONDITIONS OF SALE AND POLICIES](#), WHICH GOVERN THIS TRANSACTION  
[VIEW YOUR ORDER DETAILS ONLINE](#)

<b>Invoice No:</b> 10654117467	<b>Customer No:</b> 530029997391	<b>Order No:</b> 624509996	<b>Page 1 of 1</b>
--------------------------------	----------------------------------	----------------------------	--------------------

Purchase Order: AD20230215A	Sales Rep: PHILLIP_REAVIS
Payment Terms: Due 45 days from invoice date	Contract Code: C000000765005
Due Date: 04/08/2023	Customer Agreement #: CMT1176800
Invoice Date: 02/22/2023	Contract Name:
Waybill Number: MS-VIRTUAL	Shipped Via: ELECTRONIC
Order Date: 02/22/2023	

Item Number	Description	Qty	Unit	Unit Price	Amount
AC475187	VLA ENTERPRISE ENT MOBANDSEC E5GCC SHRDSVR ALNG SUBSVL MVL ADDON TOUSERCORECAL	50	EA	105.89	5,294.50

For efficient and immediate access to your account details please visit MyFinancials at <https://mfm.dell.com/>

Microsoft EMS E5 GCC licensing. Add-on to our current Microsoft licensing that allows control of mobile devices (workNet laptops and cellular phones), enhanced security features, Azure AD policy implementation, etc.

*cheaper than what was quoted.*

*OK-AD OK-LS*

PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT [WWW.DELL.COM/PUBLIC-ECARE](http://WWW.DELL.COM/PUBLIC-ECARE) TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

		USD
<b>Sub-Total:</b>	\$	5,294.50
<b>Ship. &amp;/or Handling:</b>	\$	0.00
<b>ENVIRO FEE:</b>	\$	0.00
<b>Taxable:</b>		
\$	0.00	<b>Tax:</b>
<b>Non-Taxable:</b>		0.00
\$	5,294.50	
<b>Invoice Total:</b>	\$	5,294.50

DETACH AT LINE AND RETURN WITH PAYMENT

Invoice No: 10654117467

Customer Name: COUNTY OF DUPAGE

Customer No: 530029997391

PO No: AD20230215A

Order Number: 624509996

USD



**Make check payable / remit to :**

Dell Marketing L.P.  
C/O Dell USA L.P.  
PO Box 802816  
Chicago, IL 60680-2816

**Electronics Payments**  
Dell Marketing L.P.  
PNC Bank  
ABA#: 043-000-096  
Acct#: 1017304611  
Swift code : PNCCUS33

		USD
<b>Sub-Total:</b>	\$	5,294.50
<b>Ship. &amp;/or Handling:</b>	\$	0.00
<b>ENVIRO FEE:</b>	\$	0.00
<b>Taxable:</b>		
\$	0.00	<b>Tax:</b>
<b>Non-Taxable:</b>		0.00
\$	5,294.50	
<b>Invoice Total:</b>	\$	5,294.50
<b>Balance Due:</b>	\$	5,294.50
<b>Amount Enclosed:</b>		

0106541174670000000529450005300299973916





## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No. 3000151397387.1  
 Total \$2,949.70  
 Customer # 530029997391  
 Quoted On Apr. 27, 2023  
 Expires by May. 27, 2023  
 Contract Name Microsoft Licensing Solutions Provider (LSP)  
 Contract Code CMT1176800  
 Customer Agreement # CMT1176800

Sales Rep Phillip Reavis  
 Phone (800) 456-3355, 80000  
 Email Phillip.Reavis@Dell.com  
 Billing To DUPAGE WORKNET  
 COUNTY OF DUPAGE  
 2525 CABOT DR  
 STE 302  
 LISLE, IL 60532-3629

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order. Thank you for shopping with Dell!

Regards,  
Phillip Reavis

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
ANNIE DAVIS COUNTY OF DUPAGE 2525 CABOT DR STE 302 LISLE, IL 60532-3629 (630) 955-2044	Standard Delivery

Product	Unit Price	Quantity	Subtotal
VLA OFFICE STD LTSC 2021	\$294.97	10	\$2,949.70
Subtotal:			\$2,949.70
Shipping:			\$0.00
Non-Taxable Amount:			\$2,949.70
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
<b>Total:</b>			<b>\$2,949.70</b>

## Shipping Group Details

**Shipping To**

ANNIE DAVIS  
 COUNTY OF DUPAGE  
 2525 CABOT DR  
 STE 302  
 LISLE, IL 60532-3629  
 (630) 955-2044

**Shipping Method**

Standard Delivery

	Quantity	Subtotal
<b>VLA OFFICE STD LTSC 2021</b>	10	\$2,949.70
Contract # C000000765005		
Customer Agreement # CMT1176800		

Description	SKU	Unit Price	Quantity	Subtotal
VLA OFFICE STD LTSC 2021	AB824880	-	10	-

<b>Subtotal:</b>	<b>\$2,949.70</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$2,949.70</b>

10 MICROSOFT OFFICE LTSC LICENSES  
 FOR CLIENT LOANER LAPTOPS.

OK-AD  
 OK-LS



DuPage County Economic Development,  
 Workforce Development Division (WDD)  
 2525 Cabot Drive, Suite 302  
 Lisle, IL. 60532  
 T: 630.955.2030 | F: 630.955.2059

# PURCHASE ORDER

**VENDOR:**

DELL MARKETING LP  
 ONE DELL WAY, MAIL STOP 8129  
 ROUND ROCK, TX 78682

**SHIP TO:**

ANNIE DAVIS  
 WORKNET DUPAGE CAREER CENTER  
 2525 CABOT DRIVE, SUITE 302  
 LISLE, IL 60532

**THE FOLLOWING NUMBER MUST APPEAR ON ALL RELATED  
 CORRESPONDENCE, SHIPPING PAPERS, AND INVOICES:**

**AD20230503B-WDD**

P.O. DATE	REQUISITIONER	SHIP VIA	F.O.B. POINT	TERMS
May 3, 2023	Annie Davis	Standard Delivery	Lisle, IL 60532	

QTY	PART #	DESCRIPTION	UNIT PRICE	TOTAL
10	AB824880	VLA OFFICE STD LTSC 2021 Contract # C000000765005 Customer Agreement # CMT1176800	\$294.97	\$2,949.70

**REGARDING QUOTE # 3000151397387.1**

DuPage County's Tax Exempt #E99974551

ENTER THIS ORDER IN ACCORDANCE WITH THE PRICES, TERMS,  
 DELIVERY METHOD, AND SPECIFICATIONS LISTED HEREIN.

SUBTOTAL \$2,949.70

SHIPPING & HANDLING \$0

TOTAL \$2,949.70

Annie Davis

05/03/2023

AUTHORIZED BY

SIGNATURE

DATE

**SIGNATURE CERTIFICATE**

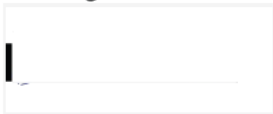


**REFERENCE NUMBER**

A265A3E4-7C26-4EE9-BEAB-62D28B2141A5

TRANSACTION DETAILS	DOCUMENT DETAILS
<p><b>Reference Number</b> A265A3E4-7C26-4EE9-BEAB-62D28B2141A5</p> <p><b>Transaction Type</b> Signature Request</p> <p><b>Sent At</b> 05/03/2023 16:09 CDT</p> <p><b>Executed At</b> 05/03/2023 16:09 CDT</p> <p><b>Identity Method</b> email</p> <p><b>Distribution Method</b> email</p> <p><b>Signed Checksum</b> e3c170d35dfcaeb2d769505a02c4e28f9cd5bc8461eef66219dd5dd802796f2</p> <p><b>Signer Sequencing</b> Default</p> <p><b>Document Passcode</b> Default</p>	<p><b>Document Name</b> MSO 2021 LTSC Purchase Order</p> <p><b>Filename</b> 04_purchase_order.pdf</p> <p><b>Pages</b> 1 page</p> <p><b>Content Type</b> application/pdf</p> <p><b>File Size</b> 140 KB</p> <p><b>Original Checksum</b> 7c50a8cbf39cab744d4b00858ed3d9180eb2ad4df9e1db09fe9c1051e2e475c4</p>

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Anne Davs</p> <p><b>Email</b> adav s1@worknetdupage.org</p> <p><b>Components</b> 3</p>	<p><b>Status</b> Signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> dd85eb0795208e11e3143523c215edfb0b73fbf2cc12d9567310a05faa3aa847</p> <p><b>IP Address</b> 50.203.245.98</p> <p><b>Device</b> Microsoft Edge v a Windows</p> <p><b>Drawn Signature</b> </p> <p><b>Signature Reference ID</b> 8D31ACD0</p> <p><b>Signature Biometric Count</b> 234</p>	<p><b>Viewed At</b> 05/03/2023 16:09 CDT</p> <p><b>Identity Authenticated At</b> 05/03/2023 16:09 CDT</p> <p><b>Signed At</b> 05/03/2023 16:09 CDT</p>

**AUDITS**

TIMESTAMP	AUDIT
05/03/2023 16:09 CDT	Anne Davs (adav s1@worknetdupage.org) created document 04_purchase_order.pdf on Microsoft Edge v a Windows from 50.203.245.98.
05/03/2023 16:09 CDT	Anne Davs (adav s1@worknetdupage.org) viewed the document on Microsoft Edge v a Windows from 50.203.245.98.
05/03/2023 16:09 CDT	Anne Davs (adav s1@worknetdupage.org) authenticated v a session on Microsoft Edge v a Windows from 50.203.245.98.
05/03/2023 16:09 CDT	Anne Davs (adav s1@worknetdupage.org) signed the document on Microsoft Edge v a Windows from 50.203.245.98.

**Invoice**

**BILL TO:**

COUNTY OF DUPAGE  
DUPAGE WORKNET  
2525 CABOT DR  
STE 302  
LISLE, IL 60532-3629

**SHIP TO:**

COUNTY OF DUPAGE  
ANNIE DAVIS  
2525 CABOT DR  
STE 302  
LISLE, IL 60532-3629

[PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES, WHICH GOVERN THIS TRANSACTION](#)  
[VIEW YOUR ORDER DETAILS ONLINE](#)

<b>Invoice No:</b> 10669791039	<b>Customer No:</b> 530029997391	<b>Order No:</b> 667927683	<b>Page 1 of 1</b>
--------------------------------	----------------------------------	----------------------------	--------------------

Purchase Order: AD20230503B-WDD	Sales Rep: Dylan_S	Contract Code: C000000765005	Customer Agreement #: CMT1176800
Payment Terms: Due 90 days from invoice date.	Contract Code: C000000765005	Customer Agreement #: CMT1176800	Contract Name: Microsoft Licensing Solutions Provider (LSP) CMT1176800
Due Date: 08/02/2023	Contract Name: Microsoft Licensing Solutions Provider (LSP) CMT1176800	Shipped Via:	
Invoice Date: 05/04/2023			
Waybill Number: MS-VIRTUAL			
Order Date: 05/03/2023			

Item Number	Description	Qty	Unit	Unit Price	Amount
AB824880	<b>VLA OFFICE STD LTSC 2021</b> MfgPartNum : 021-10695 MfgName : MICROSOFT CORPORATION	10	EA	294.97	2,949.70

For efficient and immediate access to your account details please visit MyFinancials at <https://mf.dell.com/>

PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT [WWW.DELL.COM/PUBLIC-ECARE](http://WWW.DELL.COM/PUBLIC-ECARE) TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

10 Microsoft Office licenses for client-issued laptops.

OK-AD

OK-LS

USD	
<b>Sub-Total:</b>	\$ 2,949.70
<b>Ship. &amp;/or Handling:</b>	\$ 0.00
<b>ENVIRO FEE:</b>	\$ 0.00
<b>Taxable:</b>	
\$ 0.00	<b>Tax:</b>
<b>Non-Taxable:</b>	\$ 0.00
\$ 2,949.70	
<b>Invoice Total:</b>	\$ 2,949.70

DETACH AT LINE AND RETURN WITH PAYMENT

Invoice No: 10669791039  
Customer Name: COUNTY OF DUPAGE  
Customer No: 530029997391  
PO No: AD20230503B-WDD  
Order Number: 667927683



**Make check payable / remit to :**

Dell Marketing L.P.  
C/O Dell USA L.P.  
PO Box 802816  
Chicago, IL 60680-2816

**Electronics Payments**  
Dell Marketing L.P.  
PNC Bank  
ABA#: 043-000-096  
Acct#: 1017304611  
Swift code : PNCCUS33

USD	
<b>Sub-Total:</b>	\$ 2,949.70
<b>Ship. &amp;/or Handling:</b>	\$ 0.00
<b>ENVIRO FEE:</b>	\$ 0.00
<b>Taxable:</b>	
\$ 0.00	<b>Tax:</b>
<b>Non-Taxable:</b>	\$ 0.00
\$ 2,949.70	
<b>Invoice Total:</b>	\$ 2,949.70
<b>Balance Due:</b>	\$ 2,949.70
<b>Amount Enclosed:</b>	

010669791039000000294970005300299973911

**SIGNATURE CERTIFICATE**





**REFERENCE NUMBER**

F2FBD65E-A4DC-4C77-B6AF-8F89CF5AC055

TRANSACTION DETAILS	DOCUMENT DETAILS
<p><b>Reference Number</b> F2FBD65E-A4DC-4C77-B6AF-8F89CF5AC055</p> <p><b>Transaction Type</b> Signature Request</p> <p><b>Sent At</b> 05/08/2023 10:18 CDT</p> <p><b>Executed At</b> 05/08/2023 10:21 CDT</p> <p><b>Identity Method</b> email</p> <p><b>Distribution Method</b> email</p> <p><b>Signed Checksum</b> b3124dd68d374ee5357375e57b51d5524ed16aca367db9a59e981c75c48b4954</p> <p><b>Signer Sequencing</b> Default</p> <p><b>Document Passcode</b> Default</p>	<p><b>Document Name</b> Invoice: Microsoft Office Licenses</p> <p><b>Filename</b> 10669791039_asap.pdf</p> <p><b>Pages</b> 1 page</p> <p><b>Content Type</b> application/pdf</p> <p><b>File Size</b> 113 KB</p> <p><b>Original Checksum</b> 9346b7eb9eb2f2a677588a22c8cf570c593950e89bc26a242d77205f9d1484ef</p>

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Lisa Schvach</p> <p><b>Email</b> schvach1@worknetdupage.org</p> <p><b>Components</b> 1</p>	<p><b>Status</b> Signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> 0c6b1e598cc2818ee93fbc2f7b68ef39a529beaaf022c198a6c3d56c73f3a200</p> <p><b>IP Address</b> 50.203.245.98</p> <p><b>Device</b> Chrome via Windows</p> <p><b>Drawn Signature</b> </p> <p><b>Signature Reference ID</b> 6E281338</p> <p><b>Signature Biometric Count</b> 6</p>	<p><b>Viewed At</b> 05/08/2023 10:21 CDT</p> <p><b>Identity Authenticated At</b> 05/08/2023 10:21 CDT</p> <p><b>Signed At</b> 05/08/2023 10:21 CDT</p>
<p><b>Name</b> Anne Davs</p> <p><b>Email</b> adavsl@worknetdupage.org</p> <p><b>Components</b> 1</p>	<p><b>Status</b> Signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> a66d51a19d97adeabe82aa513c38a1ecc54ad406d9e8336651b1d56eb16cf7ce</p> <p><b>IP Address</b> 50.203.245.98</p> <p><b>Device</b> Microsoft Edge via Windows</p> <p><b>Drawn Signature</b> </p> <p><b>Signature Reference ID</b> 15B6DA41</p> <p><b>Signature Biometric Count</b> 162</p>	<p><b>Viewed At</b> 05/08/2023 10:18 CDT</p> <p><b>Identity Authenticated At</b> 05/08/2023 10:18 CDT</p> <p><b>Signed At</b> 05/08/2023 10:18 CDT</p>

# AUDITS

TIMESTAMP	AUDIT
05/08/2023 10:18 CDT	Ann e Dav s (adav s1@worknetdupage.org) created document 10669791039_asap.pdf on Microsoft Edge v a Windows from 50.203.245.98.
05/08/2023 10:18 CDT	L sa Schvach ( schvach1@worknetdupage.org) was ema ed a nk to s gn.
05/08/2023 10:18 CDT	Ann e Dav s (adav s1@worknetdupage.org) v ewed the document on Microsoft Edge v a Windows from 50.203.245.98.
05/08/2023 10:18 CDT	Ann e Dav s (adav s1@worknetdupage.org) authent cated v a sess on on Microsoft Edge v a Windows from 50.203.245.98.
05/08/2023 10:18 CDT	Ann e Dav s (adav s1@worknetdupage.org) s gned the document on Microsoft Edge v a Windows from 50.203.245.98.
05/08/2023 10:21 CDT	L sa Schvach ( schvach1@worknetdupage.org) v ewed the document on Chrome v a Windows from 50.203.245.98.
05/08/2023 10:21 CDT	L sa Schvach ( schvach1@worknetdupage.org) authent cated v a ema on Chrome v a Windows from 50.203.245.98.
05/08/2023 10:21 CDT	L sa Schvach ( schvach1@worknetdupage.org) s gned the document on Chrome v a Windows from 50.203.245.98.



# 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: 9/30/2022

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

Company Name: DELL MARKETING LP	Company Contact: John Hock
Contact Phone: 737-231-0582	Contact Email: John.Hock@dell.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

[Redacted Signature]

Printed Name

Abhinandan Tiwari

Title

Senior Analyst

Date

30-09-2022

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