



# DU PAGE COUNTY

## Technology Committee

### Final Summary

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

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**Tuesday, March 18, 2025**

**11:00 AM**

**Room 3500B**

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**1. CALL TO ORDER**

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

**2. ROLL CALL**

<b>PRESENT</b>	Berlin, Chaplin, Childress, Covert, Eckhoff, Henry, Kaczmarek, Rutledge, White, and Yoo
<b>ABSENT</b>	Galassi, and Lukas

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

Chair Covert remarked on the following items:

Ransomware Workshop - The IT department hosted a highly successful county-wide ransomware workshop on Wednesday, March 5, 2025. The hands-on, immersive tabletop exercise, co-hosted by our strategic vendor partner, Cohesity, and Michelle Amanti, DuPage County's Cybersecurity Engineer, was a testament to our collective efforts in making all our technology environments safer. It was a proud moment for us as several municipalities, agencies (such as OHSEM and ETSB), and departments, as well as IT staff, participated in the joint exercise.

GovAI Tool Demo and Municipal Use Case Workshop - This Friday, March 21, 2025, at 10:00 a.m., Debbie Deacy and Shanita Thompson, Co-Chairs of the AI Task Force, are hosting a GovAI tool demonstration and discussion on practical AI use cases for municipalities. This session will enable participants to observe an AI tool designed specifically for government organizations in action and discuss essential best practices for the safe and responsible adoption of AI in municipal operations. By the end of the session, participants will have a clear understanding of how AI can be leveraged to enhance municipal operations and the necessary precautions to ensure its safe and ethical use.

Smart Cities Awards Finalist - Congratulations to the IT Department's Debbie Deacy and Rhonda Brier and the 18th Judicial Circuit Court for being a Smart Cities Awards Finalist for the FVCC Domestic Violence QR Code Project! The winner will be announced soon, so let's wish them the best of luck.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

5.A. [25-0527](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, February 4, 2025

**Attachments:** [2025-02-04 Technology Minutes](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Yeena Yoo

## 6. PROCUREMENT REQUISITIONS

### 6.A. [TE-CO-0002-25](#)

Amendment to County Contract 6946-0001 SERV, issued to Insight Public Sector, for the replacement of backup appliances and annual maintenance and support of Veritas Netbackup software, for Information Technology, to increase the encumbrance by \$16,488.45, resulting in an amended contract total of \$391,207.29, an increase of 4.40%.

Mr. McPhearson advised the committee that staff is working on a retention policy to help save space and money, so the committee may see additional increases in this contract until a policy is in place.

**Attachments:** [Insight - 6946-1-SERV - Change Order #2](#)  
[Insight - 6946-1-SERV - Change Order #2 - Quote #0228153423](#)  
[Insight - 6946-1-SERV - Change Order 2 - Decision Memo](#)  
[Insight - 6946-1-SERV - Change Order #2 - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Yeena Yoo
<b>SECONDER:</b>	Michael Childress

### 6.B. [TE-P-0005-25](#)

Recommendation for the approval of a contract to Insight Public Sector, for the procurement of Okta Single Sign-On and Multifactor Authentication licensing, for Information Technology, for the period of April 30, 2025 through April 29, 2026, for a contract total amount of \$99,609.08. Contract pursuant to the Intergovernmental Cooperation Act (OMNIA Partners Cooperative Agreement #23-6692-03).

**Attachments:** [Insight \(Okta\) - PRCC](#)  
[Insight \(Okta\) - Quote #0228141797](#)  
[Insight \(Okta\) - Omnia Contract #23-6692-03](#)  
[Insight - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Sheila Rutledge

### 6.C. [25-0627](#)

Recommendation for the approval of a contract purchase order to Verizon Wireless, for wireless tablet and machine-to-machine services, for Information Technology, Department of Transportation, and Stormwater, for the period of February 1, 2025 to September 30, 2025, for a total contract amount not to exceed \$24,300, in compliance with Governmental Joint Purchasing ACT, 30 ILCS 525/2 (State of Illinois Master Contract #CMS793372P).

**Attachments:**     [Verizon - PRCC](#)  
[Verizon - State of Illinois Master Contract #CMS793372P](#)  
[Department VED Placeholder.pdf](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Yeena Yoo

6.D.     [25-0670](#)

Recommendation for the approval of a contract purchase order to SiteImprove, Inc., for annual web governance services, for Information Technology, for the period of May 1, 2025 through April 30, 2026, for a contract total amount of \$18,998.31. Per 55 ILCS 5/5-1022(d) exempt from bidding - IT/Telecom purchases which do not exceed \$35,000.

**Attachments:**     [SiteImprove - PRCC](#)  
[SiteImprove - Quote # S00004418-20250501](#)  
[SiteImprove - VED](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Sheila Rutledge

7.     **INFORMATIONAL ITEMS**

7.A.     [JPS-CO-0002-25](#)

Amendment to Purchase Order 7357-0001 SERV, issued to Heartland Business Systems, to increase the contract encumbrance in the amount of \$23,213.20, for a new contract total not to exceed \$220,089.81, an increase of 11.79%. (Sheriff's Office)

**Attachments:**     [Heartland-Change Order](#)  
[Heartland-Decision Memo](#)  
[Heartland-Vendor Ethics\\_Redacted](#)

<b>RESULT:</b>	INFORMATION RECEIVED AND PLACED ON FILE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Sheila Rutledge

7.B. [JPS-P-0016-25](#)

Recommendation for the approval of a contract purchase order to Flock Safety, to provide continuation of the Flock ALPR program, for the Sheriff's Office, for the period of March 1, 2025 through February 28, 2029, for a contract amount not to exceed \$777,602.74. Per 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole Source - No other vendors offer a similar service that is compatible with the existing cameras). (Sheriff's Office)

**Attachments:**     [Flock Safety-PRCC](#)  
                               [Flock Safety-Quote](#)  
                               [Flock Safety-Sole Source](#)  
                               [Flock Safety-Vendor Ethics](#)

<b>RESULT:</b>	INFORMATION RECEIVED AND PLACED ON FILE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Sheila Rutledge

7.C. [JPS-P-0018-25](#)

Recommendation for the approval of a contract purchase order to West Publishing Corporation d/b/a Thomson Reuters-West, for the purchase of fifty (50) online passwords for Westlaw/Edge online legal research, for the period of April 1, 2025 through March 31, 2030, for a total contract amount not to exceed \$155,328. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids - Sole Source. (18th Judicial Circuit Court)

**Attachments:**     [West Publishing - PRCC Redacted.pdf](#)  
                               [West Publishing Order Form Online Signed Redacted.pdf](#)  
                               [West Publishing Sole Source Ltr Online.pdf](#)  
                               [West Publishing Vendor Ethics Signed Redacted.pdf](#)

<b>RESULT:</b>	INFORMATION RECEIVED AND PLACED ON FILE
<b>MOVER:</b>	Yeena Yoo
<b>SECONDER:</b>	Michael Childress

7.D. [25-0544](#)

Recommendation for the approval of a contract purchase order to Harris Govern, for annual software maintenance and support services, as needed, for the period of April 1, 2025 through December 31, 2025, for a contract total amount not to exceed \$15,891.75 (Building & Zoning - \$8,829, Division of Transportation - \$5,297.25, Public Works - \$1,765.50). Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - Support for Govern System.)

**Attachments:**     [Harris Govern PRCC](#)  
                              [Harris Govern Invoice](#)  
                              [Harris Govern Sole Source](#)  
                              [Harris Govern Vendor Ethics](#)

<b>RESULT:</b>	INFORMATION RECEIVED AND PLACED ON FILE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Yeena Yoo

**8. OLD BUSINESS**

Member DeSart asked for additional information regarding item 7A, specifically if we buy passwords. Member Yoo stated they are necessary to access law databases. Member McCarthy added that they are for use in the law library, by the public, and possibly for judicial staff and judges. He noted that Suzanne Thompson can send more information.

**9. NEW BUSINESS**

No new business was discussed.

**10. ADJOURNMENT**

With no further business, the meeting was adjourned.



# Minutes

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

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**File #:** 25-0527

**Agenda Date:** 2/18/2025

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## Technology Committee

### Final Summary

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

Tuesday, February 4, 2025

11:00 AM

Room 3500B

#### 1. CALL TO ORDER

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

#### 2. ROLL CALL

<b>PRESENT</b>	Berlin, Chaplin, Childress, Covert, Eckhoff, Galassi, Henry, Kaczmarek, Rutledge, White, and Yoo
<b>ABSENT</b>	Lukas

#### 3. CHAIRWOMAN'S REMARKS - CHAIR COVERT

Chair Covert offered the following remarks:

Following our last Technology Committee meeting on January 20, I met with our legal advisor, Conor McCarthy (State’s Attorney’s Office); Jason Blumenthal (County Board Office, Policy & Program Manager); Anthony McPhearson (Chief Information Officer); Richard Burnson (Deputy CIO); and Sarah Godzicki (Committee Secretary) to review key committee and procurement policies, procedures, and best practices. Our goal was to ensure a smooth transition into my role as Chair and set the stage for a productive year.

During our discussion, we covered the following topics:

- **Committee Overview:** Staff provided an overview of the Technology Committee, including its official definition outlined in Section V of the DuPage County Board Rules.
- **Recurring Agenda Items:** We identified standard items and procedures that will appear on our agendas moving forward.
- **Agenda Finalization & Expectations:** We established deadlines for finalizing agendas and discussed my expectations for staff coordination.
- **Monetary Thresholds & Board Approvals:** We reviewed the financial thresholds requiring board approval to ensure clarity and compliance.
- **Committee Discharge Process:** We examined the discharge process and guidelines for its appropriate use.
- **Vendor Referrals & Procurement Policies:** We discussed vendor referrals, procurement procedures, and the ethical considerations governing vendor interactions.
- **Additional Key Information:** Staff shared other pertinent details essential to my role as the new Chair of the Technology Committee.

I believe we are off to a strong start, and I look forward to working with all of you to lead our technology initiatives effectively.

#### 4. PUBLIC COMMENT

No public comments were offered.

## 5. APPROVAL OF MINUTES

### 5.A. [25-0343](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, January 21, 2025

**Attachments:** [2025-01-21 Technology Minutes](#)

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

## 6. PROCUREMENT REQUISITIONS

### 6.A. [TE-P-0002-25](#)

Recommendation for the approval of a contract purchase order to Environmental Systems Research Institute, Inc. (ESRI), to provide maintenance and technical support for the County's enterprise GIS software, for Information Technology - GIS Division, for the period of March 9, 2025 through March 8, 2026, for a total contract amount of \$212,829; per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - this product and service is only available from the provider, ESRI, Inc.)

**Attachments:** [ESRI \(Annual Mtc\) - PRCC](#)  
[ESRI \(Annual Mtc\) - Quote #26255903\\_IT\\_GIS](#)  
[ESRI \(Annual Mtc\) - Quote #26255904\\_SW](#)  
[ESRI \(Annual Mtc\) - Quote #26255902\\_PW](#)  
[ESRI \(Annual Mtc\) - Sole Source Letter](#)  
[ESRI \(Annual Mtc\) - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Yeena Yoo

### 6.B. [TE-P-0003-25](#)

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, 2025 through February 20, 2026, for a contract total not to exceed \$203,674.38. Exempt from bidding per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - Proprietary Software Maintenance and Support)

**Attachments:**     [Accela \(MAS\) - PRCC](#)  
                               [Accela \(MAS\) - Quote #Q-32379](#)  
                               [Accela \(MAS\) - Sole Source Letter](#)  
                               [Accela \(MAS\) - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Yeena Yoo
<b>SECONDER:</b>	Kari Galassi

6.C.     [TE-P-0004-25](#)

Recommendation for the approval of a contract purchase order to BMC Software, Inc., for annual software licensing and maintenance for MainView zEnterprise Automation and VSAM file management software, for Information Technology, for the period of March 1, 2025 through February 28, 2026, for a total contract amount of \$51,130.16. Exempt from bidding per 55 ILCS 5/5-1022 (c) not suitable for competitive bids - Sole Source. BMC is the owner of the proprietary source code for this software.

Mr. McPhearson informed the committee that this item is directly related to the mainframe. He said there is one application remaining - the Sheriff's warrants application - which they hope to complete in the next month or so. He said hopefully we will be off the mainframe and not need to renew this contract next year.

Member Yoo asked if we can get any type of assurance from the Sheriff's office that their system will be off the mainframe soon. Mr. McPhearson said the IT team will reach out, noting that part of the delay is with the State, as LEADS is not moving and working as quickly as we had hoped.

**Attachments:**     [BMC - PRCC](#)  
                               [BMC - Quote #00823371.0](#)  
                               [BMC - Sole Source Letter](#)  
                               [BMC - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Yeena Yoo

6.D.     [25-0416](#)

Recommendation for the approval of a contract purchase order to Sergeant Laboratories, Inc., for annual Aristotle Insight Network licensing, for Information Technology, for the period of March 1, 2025 through February 28, 2026, for a contract total of \$25,941.25, per GSA Schedule 70 Contract 47QTCA18D00DN pricing.

**Attachments:** [Sergeant Labs - PRCC](#)  
[Sergeant Labs - Quote #011425-01](#)  
[Sergeant Labs - GSA Schedule 70 Contract 47QTCA18D00DN](#)  
[Sergeant Labs - VED](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Sheila Rutledge

## 7. INFORMATIONAL ITEMS

### 7.A. [JPS-P-0008-25](#)

Recommendation for the approval of a contract purchase order to CDW Government LLC, for the purchase of IT office equipment and supplies, for the Sheriff's Office, for the period of December 1, 2024 through November 30, 2025, for a contract total not to exceed \$300,000. Contract pursuant to the Intergovernmental Cooperation Act (Omnia Contract #2024056-01. (Sheriff's Office)

**Attachments:** [CDW - PRCC.pdf](#)  
[CDW-Omnia Contract](#)  
[CDW-Vendor Ethics 1-21\\_Redacted](#)

<b>RESULT:</b>	INFORMATION RECEIVED AND PLACED ON FILE
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Kari Galassi

### 7.B. [JPS-P-0009-25](#)

Recommendation for the approval of a contract purchase order to Heartland Business Systems, for the purchase of IT office equipment and supplies, for the Sheriff's Office, for the period of December 1, 2024 through November 30, 2025, for a contract total not to exceed \$510,000. Contract pursuant to the Intergovernmental Cooperation Act (TIPS Contract #220105). (Sheriff's Office)

**Attachments:** [HBS - PRCC.pdf](#)  
[TIPS contract](#)  
[HBS-Vendors Ethics-redacted](#)

<b>RESULT:</b>	INFORMATION RECEIVED AND PLACED ON FILE
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Kari Galassi

**8. OLD BUSINESS**

Member Eckhoff noted that he was part of the discussion with Chair Covert and staff that was mentioned in the Chair's remarks.

**9. NEW BUSINESS**

Member Yoo announced that there is a Municipal Technology Roundtable meeting this Thursday, February 6 at 9:00 AM. Mr. McPhearson added that all 39 DuPage County municipalities are invited to attend to discuss cybersecurity, AI, and other topics that come up. He said this is the first meeting of 2025 and the agenda will include a presentation from Gartner to discuss the change in administration and how it affects IT, discussion regarding the new DOJ ruling, and a discussion with Jason Bowen with the State of Illinois.

**10. ADJOURNMENT**

With no further business, the meeting was adjourned.



# Technology Change Order with Resolution

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

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**File #:** TE-CO-0002-25

**Agenda Date:** 3/18/2025

**Agenda #:** 21.A.

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AMENDMENT TO COUNTY CONTRACT 6946-0001-SERV  
ISSUED TO INSIGHT PUBLIC SECTOR  
FOR VERITAS NETBACKUP HARDWARE, MAINTENANCE, AND SUPPORT  
FOR INFORMATION TECHNOLOGY  
(INCREASE ENCUMBRANCE \$16,488.45, 4.40%)

WHEREAS, County Contract 6946-0001-SERV was approved by the Technology Committee on March 5, 2024; and

WHEREAS, the Technology Committee recommends changes as stated in the Change Order Notice to County Contract 6946-0001-SERV, issued to Insight Public Sector, for the replacement of backup appliances and annual maintenance and support of Veritas Netbackup software, for Information Technology, to increase the contract by \$16,488.45 resulting in an amended contract total of \$391,207.29, an increase of 4.40%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract 6946-0001-SERV, issued to Insight Public Sector, for the replacement of backup appliances and annual maintenance and support of Veritas Netbackup software, for Information Technology, to increase the contract by \$16,488.45 resulting in an amended contract total of \$391,207.29, an increase of 4.40%.

Enacted and approved this 25th day of March, 2025 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

TEC 3/18  
FI+OB 3/25



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 12, 2025

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

Purchase Order #: 6946-1-SERV	Original Purchase Order Date: Apr 1, 2024	Change Order #: 2	Department: IT
Vendor Name: Insight Public Sector, Inc.	Vendor #: 10809	Dept Contact: Joe Hamlin	

**Background and/or Reason for Change Order Request:** Add a new line against 1000-1110-53807 and increase the contract by \$16,488.45 for additional cloud storage.

**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	\$374,718.84
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$374,718.84
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$16,488.45
E	New contract amount (C + D)	\$391,207.29
F	Percent of current contract value this Change Order represents (D / C)	4.40%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	4.40%

**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  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

SJG	5037	Feb 12, 2025	<u>RAB</u>	5064	02/12/2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

**REVIEWED BY (Initials Only)**

Buyer	Date		Procurement Officer	<u>2/14/2025</u>	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		

**Account name: 10249616**

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 30 days  
**Ship Via** : Electronic Delivery  
**Terms of Delivery** : FOB DESTINATION  
**Currency** : USD

Quotation	
<b>Quotation Number</b>	: <a href="#">0228153423</a>
<b>Document Date</b>	: 05-FEB-2025
<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>Phone</b>	: +14803667058
<b>Sales Rep 2</b>	: Christian Mars Gonzales
<b>Email</b>	: <a href="mailto:CHRISTIANMARS.GONZALES@INSIGHT.COM">CHRISTIANMARS.GONZALES@INSIGHT.COM</a>
<b>Phone</b>	: +12132693758

Material	Material Description	Quantity	Unit Price	Extended Price
<a href="#">33415-M0020-DPC</a>	ARCTERA ALTA SAAS PROTECTION ENTERPRISE ADDITIONAL STORAGE LIMIT 5 FRONT END TB HOSTED STANDARD SUBSCRIPTION LICENSE Coverage Dates: 11-MAR-2025 - 21-MAR-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 3794.99 Discount: 13.104% Coverage Date: Start Date: 02/07/2025 End Date: 03/21/2026	5	3,297.69	16,488.45

Product Subtotal	16,488.45
TAX	0.00
<b>Total</b>	<b>16,488.45</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)

Christian Mars Gonzales  
 +12132693758  
[CHRISTIANMARS.GONZALES@INSIGHT.COM](mailto:CHRISTIANMARS.GONZALES@INSIGHT.COM)

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

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>



# 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: Feb 25, 2025

File ID #: 25-0533

Purchase Order #: 6946-1-SERV

Requesting Department: IT	Department Contact: Joe Hamlin
Contact Email: Joe.Hamlin@dupagecounty.gov	Contact Phone: 630-407-5063
Vendor Name: Insight Public Sector, Inc.	Vendor #: 10809

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

Add a new line against 1000-1110-53807 and increase the contract by \$16,488.45 for additional cloud storage.

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

The amount of email and cloud data being backed up has outgrew our projections. This procurement will allow us to continue backing up all our necessary files.

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

This was procured using the OMONIA Partners Contract #23-6692-03.

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

1. Do nothing and stop backing up new email.
2. Approve this and continue backing up as normal.
3. Write and approve an e-mail retention policy to lessen the amount of data we are required to backup.

**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.

\$16,488.45 - FY2025 - 1000-1110-53807.



# 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: 2/12/2025

Company Name: Insight Public Sector, Inc.	Company Contact: Bob Erwin
Contact Phone: 480.366.7058	Contact Email: TeamIL@insight.com

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature Signature on File

Printed Name Erica Falchetti

Title Director, Public Sector

Date 2/12/2025

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



# Technology Requisition \$30,000 and Over

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

**File #:** TE-P-0005-25

**Agenda Date:** 3/18/2025

**Agenda #:** 21.B.

AWARDING RESOLUTION ISSUED TO  
INSIGHT PUBLIC SECTOR  
FOR OKTA SINGLE SIGN-ON AND  
MULTIFACTOR AUTHENTICATION LICENSING  
FOR INFORMATION TECHNOLOGY  
(CONTRACT TOTAL AMOUNT \$99,609.08)

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 Okta single sign-on and multifactor authentication licensing; and

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

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Insight Public Sector, for Okta single sign-on and multifactor authentication licensing, for the period of April 30, 2025 through April 29, 2026, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for Okta single sign-on and multifactor authentication licensing, for the period of April 30, 2025 through April 29, 2026, for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to Insight Public Sector, 2701 E. Insight Way, Chandler, AZ 85286, for a contract total amount not to exceed \$99,609.08, per contract pursuant to the OMNIA Partners Cooperative Agreement #23-6692-03.

Enacted and approved this 25<sup>th</sup> day of March, 2025 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#: 25-0672	RFP, BID, QUOTE OR RENEWAL #: Quote #0228141797	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$99,609.08
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 03/18/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$99,609.08
	CURRENT TERM TOTAL COST: \$99,609.08	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Information Technology	DEPT CONTACT NAME: Joe Hamlin
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 14803667058	DEPT CONTACT PHONE #: 630-407-5063	DEPT CONTACT EMAIL: Joe.Hamlin@dupagecounty.gov
VENDOR CONTACT EMAIL: Bob.Erwin@insight.com	VENDOR WEBSITE: www.insight.com	DEPT REQ #:	
<b>Overview</b>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Purchase of Okta multi-factor authentication licensing, via OMNIA Partners Cooperative Agreement #23-6692-03.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This software is part of our security stack and helps keep accounts safe by providing multi-factor authentication methods.			

<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>	
<b>SOURCE SELECTION</b>	Describe method used to select source. We compared multiple COOP agreements (OMNIA, NASPO, State of IL) and OMNIA offered the best pricing.
<b>RECOMMENDATION AND TWO ALTERNATIVES</b>	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. Complete the purchase and keep OKTA operating and functioning. 2. Do nothing and leave the county authentication vulnerable.

### 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: Berwin@insight.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 2701 E. Insight Way	City: Chandler	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85286	State: IL	Zip: 60187
Phone: 800-467-4448	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#:	Dept: Information Technology	Division:
Attn:	Email:	Attn: Joe Hamlin	Email: Joe.Hamlin@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5000	Fax: 630-407-5001
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 30, 2025	Contract End Date (PO25): Apr 29, 2026

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	3000	EA	P000052-DPC	OKTA - Adaptive MFA	FY25	1000	1110	53807		17.33	51,990.00
2	3000	EA	P000052-2-DPC	OKTA - Single Sign on	FY25	1000	1110	53807		5.77	17,310.00
3	3000	EA	P000055-DPC	Universal Directory	FY25	1000	1110	53807		5.77	17,310.00
4	1	EA	P001048-DPC	OKTA - Premier Success Plan	FY25	1000	1110	53807		12,999.08	12,999.08
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 99,609.08

<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 Joe Hamlin & Sarah Godzicki 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.

**Account name: 10249616**

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** : Electronic Delivery  
**Terms of Delivery** : FOB DESTINATION  
**Currency** : USD

Quotation	
<b>Quotation Number</b>	: <a href="#">0228141797</a>
<b>Document Date</b>	: 31-JAN-2025
<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>Phone</b>	: +14803667058
<b>Sales Rep 2</b>	: Christian Mars Gonzales
<b>Email</b>	: <a href="mailto:CHRISTIANMARS.GONZALES@INSIGHT.COM">CHRISTIANMARS.GONZALES@INSIGHT.COM</a>
<b>Phone</b>	: +12132693758

Regarding tariff impacts on IPS contract quotes, Insight is communicating with the contracting officials on the contracts held by Insight to minimize the impact of tariffs to our clients.

Material	Material Description	Quantity	Unit Price	Extended Price
<a href="#">P000052-DPC</a>	OKTA IT PRODUCTS - SINGLE SIGN-ON, USERS MONTH Coverage Dates: 30-APR-2025 - 29-APR-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 20.99 Discount: 17.437% Coverage Date: 04/30/2025 - 04/29/2026	3,000	17.33	51,990.00
<a href="#">P000052-2-DPC</a>	OKTA IT PRODUCTS - SINGLE SIGN-ON, USERS MONTH Coverage Dates: 30-APR-2025 - 29-APR-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 6.99 Discount: 17.454% Coverage Date: 04/30/2025 - 04/29/2026	3,000	5.77	17,310.00
<a href="#">P000055-DPC</a>	OKTA IT PRODUCTS - UNIVERSAL DIRECTORY, PER MONTH Coverage Dates: 30-APR-2025 - 29-APR-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 6.99 Discount: 17.454% Coverage Date: 04/30/2025 - 04/29/2026	3,000	5.77	17,310.00
<a href="#">P001048-DPC</a>	OKTA - PREMIER SUCCESS PLAN - SILVER. 15% TOTAL ANNUAL LICENSE COST. Coverage Dates: 30-APR-2025 - 29-APR-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 15270.99 Discount: 14.877% Coverage Date:	1	12,999.08	12,999.08

Material	Material Description	Quantity	Unit Price	Extended Price
	04/30/2025 - 04/29/2026			
<a href="#">P000009-DPC</a>	Okta Preview Sandbox - subscription license - 1 license Coverage Dates: 30-APR-2025 - 29-APR-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 0.99 Discount: 100.000% Coverage Date: 04/30/2025 - 04/29/2026	1	0.00	0.00
			Product Subtotal	99,609.08
			TAX	0.00
			<u>Total</u>	<u>99,609.08</u>

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)

Christian Mars Gonzales  
 +12132693758  
[CHRISTIANMARS.GONZALES@INSIGHT.COM](mailto:CHRISTIANMARS.GONZALES@INSIGHT.COM)

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

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 are purchasing under an Insight Public Sector, Inc. contract vehicle, in which case, that 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.

Tariffs imposed by the United States government on technology-related products may lead to cost increases for manufacturers and suppliers, who then pass these increases on to partners like Insight. Additionally, supply constraints, production delays, component shortages, and logistical pressures have contributed to cost increases and product shipment delays from manufacturers and suppliers. Insight is actively engaged with its suppliers and partners to address these challenges. While we strive to honor initial price proposals and quotes, the fluid nature of the impact on manufacturer and supplier costs and product availability due to tariffs and supply disruptions could require a requote, subject to the contract terms if the purchase is being

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made under an Insight Public Sector, Inc. contract vehicle, before finalizing any subsequent or impacted proposals, quotes, and orders.  
<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

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.



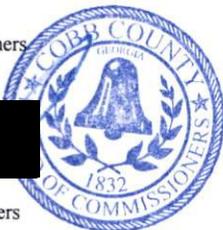
Cobb County... Expect the Best!

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

[Redacted]

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

[Redacted]

Authorized Signature  
[Signature]

Title  
PRESIDENT

Date  
4/4/2023

FEDERAL TAX ID NUMBER

36-3949000

Approved as to form

[Redacted]

County Attorney's Office  
[Signature]

Date  
April 25, 2023



# 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: 2/12/2025

Company Name: Insight Public Sector, Inc.	Company Contact: Bob Erwin
Contact Phone: 480.366.7058	Contact Email: TeamIL@insight.com

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature Signature on File

Printed Name Erica Falchetti

Title Director, Public Sector

Date 2/12/2025

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



## Technology Requisition under \$30,000

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

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**File #:** 25-0627

**Agenda Date:** 3/18/2025

**Agenda #:** 9.A.

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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#: 25-0627	RFP, BID, QUOTE OR RENEWAL #: State of IL Master Contract #CMS793372P	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$24,300.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 03/18/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$24,300.00
	CURRENT TERM TOTAL COST: \$24,300.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Verizon Wireless	VENDOR #: 10597	DEPT: IT	DEPT CONTACT NAME: Joe Bulaga
VENDOR CONTACT: Jeremy Timm	VENDOR CONTACT PHONE: 847-946-3125	DEPT CONTACT PHONE #: 630-407-5151	DEPT CONTACT EMAIL: Joseph.Bulaga@dupagecounty.gov
VENDOR CONTACT EMAIL: jeremy.timm@verizon.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Wireless tablet and machine-to-machine services using pricing on the State of Illinois Master Contract #CMS793372P.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Verizon wireless data services associated with this request are used by DOT and Stormwater. The primary use with the data services is in the M2M connectivity for the monitoring of traffic intersections for DOT and Stormwater locations across the County. There are also department engineers using Verizon data services on their tablets to collect and send information while working in the field. There are no voice services associated with this service.			

<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>	
SOURCE SELECTION	Describe method used to select source. Purchase in compliance with Governmental Joint Purchasing ACT, 30 ILCS 525/2 (State of Illinois Master Contract #CMS793372P).
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) Staff recommends we continue using Verizon Wireless data service to maintain business continuity. 2) Discontinue service and migrate to another provider, which would impact business continuity.

## 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: Verizon Wireless	Vendor#: 10597	Dept: IT	Division:
Attn: Jeremy Timm	Email: jeremy.timm@verizon.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 254 Congress Dr.	City: New Lenox	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60451	State: IL	Zip: 60187
Phone: 847-946-3125	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Verizon Wireless	Vendor#: 10597	Dept: IT	Division:
Attn:	Email:	Attn: Joe Bulaga	Email: Joseph.Bulaga@dupagecounty.gov
Address: P.O. Box 25505	City: Lehigh Valley	Address: 421 N. County Farm Road	City: Wheaton
State: PA	Zip: 18002-5505	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5151	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 1, 2025	Contract End Date (PO25): Sep 30, 2025

**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		Wireless Services - General Fund	FY25	1000	1110	53260		1,800.00	1,800.00
2	1	EA		Wireless Services - DOT - Highway	FY25	1500	3510	53260		11,000.00	11,000.00
3	1	EA		Wireless Equipment - Stormwater	FY25	1600	3000	52200		500.00	500.00
4	1	EA		Wireless Services - Stormwater	FY25	1600	3000	53260		11,000.00	11,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 24,300.00

<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 Bulaga and copy both when emailing PO to vendor.  Please add "First Invoice Allowed" date of 02/01/2025.
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.

## STATE OF ILLINOIS CONTRACT RENEWAL

Department of Innovation and Technology  
JPMC Verizon Wireless Voice, Data, Equipment  
CMS793372P

The undersigned Agency and Vendor, CELLCO PARTNERSHIP DBA VERIZON WIRELESS, (the Parties) agree that the following shall renew the Contract referenced herein. All terms and conditions set forth in the original Contract, not amended herein, shall remain in full force and effect as written. In the event of conflict, the terms of this Renewal shall prevail.

IN WITNESS WHEREOF, the Agency and the Vendor cause this Renewal to be executed on the dates shown below by representatives authorized to bind the respective PARTIES.

### VENDOR

Vendor Name: Cellco Partnership d/b/a Verizon Wireless	Address: One Verizon Way, Basking Ridge, NJ 07920
Signature:  <small>DocuSigned by: GD86E6219D99486...</small>	Phone: 217-836-9229 (Sales)
Printed Name: Todd Loccisano	Fax: 240-280-3686
Title: VP – Contract Management	Email: Provided in attached Contacts List.
Date: September 29, 2022	

### STATE OF ILLINOIS

Procuring Agency: Innovation and Technology	Phone:
Street Address: 120 West Jefferson Street	Fax:
City, State ZIP: Springfield, IL 62702	
Official Signature: 	Date: 9/30/2022
Printed Name: Jennifer Ricker	by Jenifer L. Johnson, Chief of Staff
Official's Title: Secretary	
Legal Signature: 	Date: 9/30/22
Legal Printed Name: Matthew Runyen by Kristen L. Sweat	
Legal's Title: General Counsel by Deputy General Counsel	
Fiscal Signature: 	Date: 9/30/22
Fiscal's Printed Name: Mary Feagans	by DoIT Comptroller Christa Bull

Reviewed as to legal  
clause sufficiency:  
ALM 9/29/2022

1

Fiscal's Title: Acting Chief Fiscal Officer	
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STATE USE ONLY		NOT PART OF CONTRACTUAL PROVISIONS	
BB# 23-448DOIT-TELEC-R-142688	Project Title	MC Verizon Wireless Voice, Data, Equipment	
Contract # CMS793372P	Procurement Method (IFB, RFP, Small, etc): RFP		
IPB Ref. #	IPB Publication Date:	Award Code: B	
Subcontractor Utilization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Disclosure? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Funding Source	Obligation #		
CPO 33 – General Counsel Approval:			
Signature	Printed Name	Date	

1. **DESCRIPTION OF CONTRACT BEING RENEWED:** The Illinois Department of Innovation and Technology (DoIT) and CELLCO PARTNERSHIP DBA VERIZON WIRELESS are renewing Contract # CMS793372P for wireless voice (including push-to-talk/direct connect/walkie-talkie service), data airtime services, and wireless equipment. This is the final three (3) year renewal option. This is a joint purchase master contract ("JMPC") available to all governmental units and/or qualified not-for-profit agencies in Illinois.
2. **TERMS AND CONDITIONS:** This Renewal is on the same terms and conditions as the Contract being renewed except as changed and described herein. Specifically, the Contract is amended as follows:

The following clauses are added to **Section 4.10 Indemnification and Liability:**

**4.10.1 DATA BREACH PREVENTION, NOTICE, AND REMEDIATION:** Vendor shall ensure the security, storage, and integrity of the State's content, data, computers, networks, and systems (which may include the use of encryption technology to protect the State's content and data from unauthorized access). Notwithstanding anything to the contrary in this contract, to the extent that Vendor experiences or causes an information breach or security incident that impacts the State's data, content, computers, systems, or networks, Vendor shall immediately notify the State and will use best efforts to immediately remedy any such breach or incident, and to prevent any further breach or incident, at Vendor's expense, in accordance with applicable privacy rights, laws, regulations, policies, and standards, including but not limited to the Illinois Personal Information Protection Act (815 ILCS 530). Vendor shall reimburse the State for any and all reasonable costs incurred by the State in responding to, and mitigating damages caused by, any such breach or security incident, including all costs of notice and/or remediation.

**4.10.2 DATA LOSS AND DAMAGE TO STATE COMPUTER SYSTEMS:** Vendor shall adhere to all indemnification and liability obligations stated in this Contract and will remain liable where any damage or impairment to the State's computers, systems, and networks, or any loss or corruption of the State's data or content, is due to Vendor's negligent or intentional acts and omissions. Further, Vendor shall reimburse the State for any and all reasonable costs incurred by the State in restoring such data, content, computers, systems, or networks.

Section 4.19 Notices is replaced in its entirety with the following:

**4.19 NOTICES:** Notices and other communications provided for herein shall be given in writing via electronic mail whenever possible. If transmission via electronic mail is not possible, then notices and other communications shall be given in writing via registered or certified mail with return receipt requested, via receipted hand delivery or via courier (UPS, Federal Express or other similar and reliable carrier). Notices to Vendor and Notice to the State not sent via electronic mail shall be sent using the contact information as provided with the signatures. Notices to the State via electronic mail shall be sent as described in the contract list, titled SOI and Vendor Contacts for Notifications, which is attached to this Contract Renewal and may be updated from time to time by the State with notice to Verizon. All legal notices sent by electronic mail to DoIT pursuant to this Contract or as required by this Contract, shall include the DoIT General Counsel, at DoIT.GeneralCounsel@illinois.gov. Notices to the Vendor via electronic mail shall be sent as described in the contract list, titled SOI and Vendor Contacts for Notifications, which is attached to this Contract Renewal and may be updated from time to time by the Vendor with notice to the State. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change its contact information.

The following is a new Section 4.28:

**4.28 COVID-19 PROTECTIONS:** In response to the COVID-19 pandemic, Governor J.B. Pritzker issued Executive Orders 2021-22 and 2021-23. These Executive Orders mandate certain contractors shall use face coverings, have COVID-19 vaccinations, or undergo testing for COVID-19 when in indoor public places, Health Care Facilities, Schools, Institutions of Higher Education, and State-owned and operated congregate facilities. Vendor shall adhere to the requirements of these Executive Orders as applied by the Agency. The Agency may also implement vaccination or testing requirements that exceed those in the Executive Orders.

3. **RENEWAL TERM:** This RENEWAL shall begin October 3, 2022 and shall run through October 2, 2025.
4. **COSTS:** Pricing for the products and services included in the Contract during the first renewal term shall remain unchanged. Pricing for products and services added with this second Contract renewal are provided in the revised comprehensive State of Illinois Pricing Catalog attached to this Contract renewal.
5. **MAXIMUM AMOUNT:** The total payments under this contract shall not exceed \$N/A without a formal amendment.
6. **SUBCONTRACTORS:** Will subcontractors be utilized?  Yes  No

As also provided in the Utilization Plan attached to this renewal, the Business Enterprise Program (BEP) and Veteran Small Business (VSB) certified vendor goals only apply to Dollars Subject to the Goal (amount remaining after exemptions are subtracted), which the State, including the Department of Innovation and Technology (DoIT), the BEP Council, and the Council on Equity and Inclusion, determined is eight percent (8%) of the total DoIT purchases during the Second Renewal, with remaining amounts being exempt from the Dollars Subject to the Goal. At the time of the Second Renewal, the estimated Dollars Subject to the Goal is three million two hundred thousand Dollars (\$3,200,000), which is eight percent (8%) of the total estimated DoIT purchases (\$40M) during the Second Renewal. The total required BEP and VSB spend during the Second Renewal is accordingly estimated at \$704,000 (22% of Dollars Subject to the Goal) and \$96,000 (3% of Dollars Subject to the Goal) respectively.

The above estimates of \$40M, \$3.2M, \$704,000, and \$96,000 are included for illustration purposes only, and the BEP and VBP subcontracting goals of 22% and 3% respectively apply to Dollars Subject to the Goal (as defined above) based on the actual amount of total DoIT purchases during the Second Renewal.

**Subcontractors Added or Continuing during Third Renewal Period**

- Subcontractor Name: ARQ LLC, d/b/a ARQ

Amount to be paid: 15% of Dollars Subject to the Goal.

Address: 3002 Dow Avenue, Suite 416, Tustin, California 92780

Description of work: Professional services and equipment relating to cellular coverage enhancement in State-owned or occupied buildings.

- Subcontractor Name: Fidelity Print Communications

Amount to be paid: 5% of Dollars Subject to the Goal

**Vendor Ethics Disclosure has been requested by department.**



## Technology Requisition under \$30,000

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

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**File #:** 25-0670

**Agenda Date:** 3/18/2025

**Agenda #:** 6.D.

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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#: 25-0670	RFP, BID, QUOTE OR RENEWAL #: S00004418-20250501	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$18,998.31
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 03/18/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$18,998.31
	CURRENT TERM TOTAL COST: \$18,998.31	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: SiteImprove, Inc.	VENDOR #: 14039	DEPT: IT	DEPT CONTACT NAME: Debra Deacy
VENDOR CONTACT: Ryan Dennehy	VENDOR CONTACT PHONE: 612-259-6648	DEPT CONTACT PHONE #: 630-407-5009	DEPT CONTACT EMAIL: debra.deacy@dupagecounty.gov
VENDOR CONTACT EMAIL: rden@siteimprove.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Annual fee for SiteImprove web governance, exempt from bidding per 55 ILCS 5/5-1022(d) exempt from bidding - IT/Telecom purchases under \$35,000.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished SiteImprove is essential for maintaining the County's website by automatically scanning for broken links, misspellings, accessibility issues, and outdated content. This ensures compliance with accessibility standards, enhances user experience, and improves overall site quality, reducing manual effort and the risk of errors.			

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

<b>SECTION 3: DECISION MEMO</b>	
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: SiteImprove, Inc.	Vendor#: 14039	Dept: IT	Division:
Attn: Ryan Dennehy	Email: rden@siteimprove.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 7807 Creekridge Circle	City: Bloomington	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55439	State: IL	Zip: 60187
Phone: 612-259-6448	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Debra Deacy	Email: debra.deacy@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5009	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 05/01/2025	Contract End Date (PO25): 04/30/2026

**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		SiteImprove Web Governance	FY25	1000	1110	53020		18,998.31	18,998.31
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 18,998.31

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to Sarah Godzicki and Debbie Deacy 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.

# PO REQUEST FORM

PO request number: S00004418-20250501



## Bill To

DuPage County  
Sarah Godzicki  
421 N County Farm Rd  
Wheaton  
Illinois 60187  
United States

## Sold To

DuPage County  
Debra Deacy  
421 N County Farm Rd  
Wheaton  
Illinois 60187  
United States

## TERMS AND CONDITIONS

<b>Quote Number with T&amp;C</b>	5286	<b>Period</b>	May 01, 2025 - Apr 30, 2026
<b>Billing Frequency</b>	Annual	<b>Payment Term</b>	Net 60
<b>Billing Method</b>	Email		

PRODUCT DETAILS	Type	Quantity	Unit	Price Per Period
Standard Support	recurring	1.00	Each	0.00 USD
Accessibility	recurring	6,000.00	Pages	
Analytics	recurring	10,000,000.00	Yearly Page Views	
Behavior Map	recurring	250.00	Behavior Map	
PDF-check of documents	recurring	10,000.00	PDFs	
Quality Assurance & Policy	recurring	6,000.00	Pages	
SEO	recurring	6,000.00	Pages	
<b>Total Price Per Period</b>				<b>18,998.31 USD</b>
				<b>18,998.31 USD</b>

The Total Price Per Period includes a renewal Price Increase of 3.00 %

Total subscription fee is exclusive of any applicable taxes.

**DO NOT PAY. This is not an invoice**

**Siteimprove, Inc**  
5600 West 83rd Street  
Suite 500  
Bloomington  
Minnesota 55437  
United States  
EIN : 203425009



# 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: 3/6/2025

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

Company Name: Siteimprove, Inc.	Company Contact: Garrett Skinner
Contact Phone: +1 612 259 9147	Contact Email: gski@siteimprove.com

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

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

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

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

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

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

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

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

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

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

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

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

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

Authorized Signature \_\_\_\_\_  
 Printed Name JAKE STELSON  
 Title Director of Customer Success  
 Date March 6, 2025 | 09:32 CST

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



## Judicial/Public Safety Change Order with Resolution

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

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**File #:** JPS-CO-0002-25

**Agenda Date:** 3/4/2025

**Agenda #:** 8.A.

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AMENDMENT TO COUNTY CONTRACT 7357-0001 SERV  
ISSUED TO HEARTLAND BUSINESS SYSTEMS, LLC  
TO PROVIDE A FORTINET SUBSCRIPTION  
FOR THE SHERIFF'S OFFICE  
(INCREASE ENCUMBRANCE \$23,213.20, 11.79%)

WHEREAS, County Contract 7357-0001 SERV was approved by the County Board on October 24, 2024; and

WHEREAS, the Judicial and Public Safety Committee recommends changes as stated in the Change Order Notice to County Contract 7357-0001 SERV, issued to Heartland Business Systems, LLC, to provide a Fortinet Subscription, for the Sheriff's Office, to add additional items onto the renewal and increase the contract by \$23,213.20, resulting in an amended contract total of \$220,089.81, an increase of 11.79%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract 7357-0001 SERV, issued to Heartland Business Systems, LLC, to provide a Fortinet Subscription, for the Sheriff's Office, to add additional items onto the renewal and increase the contract by \$23,213.20, resulting in an amended contract total of \$220,089.81, an increase of 11.79%.

Enacted and approved this 11th day of March, 2025 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

JPS 3/4  
FI + OB 3/11

Date: Feb 14, 2025

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

<b>Purchase Order #:</b> 7357-1-SERV	<b>Original Purchase Order Date:</b> Oct 24, 2024	<b>Change Order #:</b>	<b>Department:</b> Sheriff's Office
<b>Vendor Name:</b> Heartland Business Systems		<b>Vendor #:</b> 30498	<b>Dept Contact:</b> Colleen Zbilski

**Background and/or Reason for Change Order Request:** Change budget coding on lines 2 & 3 from 1000-4400-53807 to 1000-4404-53807. Add line 4-FY25-and increase by \$23,213.20. New contract total - \$220,089.81. Increase of 11.79%

### 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		\$196,876.61
B	Net \$ change for previous Change Orders		
C	Current contract amount (A + B)		\$196,876.61
D	Amount of this Change Order	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$23,213.20
E	New contract amount (C + D)		\$220,089.81
F	Percent of current contract value this Change Order represents (D / C)		11.79%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		11.79%

### DECISION MEMO NOT REQUIRED

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: 1000-4400-53807 to: 1000-4404-53807
- 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:

\_\_\_\_\_

CZ _____	2122 _____	Feb 14, 2025 _____	CZ _____	2122 _____	Feb 14, 2025 _____
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

### REVIEWED BY (Initials Only)

Buyer _____	Date _____	Procurement Officer 	Date <u>2/24/2025</u>
Chief Financial Officer _____	Date _____	Chairman's Office _____	Date _____
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)	



# 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: Feb 14, 2025

File ID #: \_\_\_\_\_

Purchase Order #: 7357-1-SERV

Requesting Department: Sheriff's Office	Department Contact: Jason Snow
Contact Email: jason.snow@dupagesheriff.org	Contact Phone: 630-407-2072
Vendor Name: Heartland Business Systems	Vendor #: 30498

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

After renewing our support contract with Fortinet we found out they have missed multiple items on the renewal. The Sheriff's Office worked with Fortinet to rectify this issue. This quote is to sure up our support contract for the missed items.

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

I have worked with Fortinet to account for all items that need support. I have verified each items is now accounted for. Going forward we should not have an issue.

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

TIPPS Contract 220105

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

This is to keep our system running and secure. The agreement provides cyber security updates, support, and warranty on the hardware.

**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.

Increase contract by \$23,213.20 for a new contract total not to exceed \$220,089.81.



# 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: 1/13/2025

Bid/Contract/PO #: 220105

Company Name: <u>Heartland Business Systems, LLC</u>	Company Contact: <u>Jonathan Groh, Staff Attorney</u>
Contact Phone: <u>(920) 788-7720</u>	Contact Email: <u>legal@hbs.net</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:

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

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

Authorized Signature

Printed Name

Jonathan Groh

Title

Staff Attorney

Date

January 13, 2025

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



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**File #:** JPS-P-0016-25

**Agenda Date:** 3/4/2025

**Agenda #:** 7.B.

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AWARDING RESOLUTION ISSUED TO  
FLOCK SAFETY  
TO PROVIDE CONTINUATION OF THE FLOCK ALPR PROGRAM  
FOR THE SHERIFF'S OFFICE  
(CONTRACT TOTAL AMOUNT \$777,602.74)

WHEREAS, a sole source quotation has been taken and evaluated in accordance with County Board policy; and

WHEREAS, the Judicial and Public Safety Committee recommends County Board approval for the issuance of a contract to Flock Safety, to provide continuation of the Flock ALPR program, for the period of March 1, 2025 through February 28, 2029, for the Sheriff's Office.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide continuation of the Flock ALPR program, for the period of March 1, 2025 through February 28, 2029 for the Sheriff's Office per Q-118675, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Flock Safety, 1170 Howell Mill Road, Suite 210, Atlanta, GA 30318, for a contract total amount of \$777,602.74.

Enacted and approved this 11th day of March, 2025 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



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

**SECTION 1: DESCRIPTION**

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: JPS-P-0016-25	RFP, BID, QUOTE OR RENEWAL #: Q-118675	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$777,602.74
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/04/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$777,602.74
	CURRENT TERM TOTAL COST: \$777,602.74	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Flock Safety	VENDOR #: 39421	DEPT: Sheriff	DEPT CONTACT NAME: Sgt Todd Szeluga
VENDOR CONTACT: Andrew Allen	VENDOR CONTACT PHONE: 6159719287	DEPT CONTACT PHONE #: 630-407-2345	DEPT CONTACT EMAIL: todd.szeluga@dupagesheriff.org
VENDOR CONTACT EMAIL: andrew.allen@flocksafety.com	VENDOR WEBSITE: flocksafety.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.). This is a continuation of the existing FLOCK ALPR program. This program was initially implemented on a 1 year term and with the existing infrastructure in place we are seeking to renew our agreement with them. One new service added for this contract period to enhance investigative potential.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is a continuation of the existing FLOCK ALPR program. This program was initially implemented on a 1 year term and with the existing infrastructure in place we are seeking to renew our agreement with them. One new service added for this contract period to enhance investigative potential.			

**SECTION 2: DECISION MEMO REQUIREMENTS**

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

**SECTION 3: DECISION MEMO**

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

### SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
<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. This is a continuation of the existing FLOCK ALPR program. This program was initially implemented on a 1 year term and with the existing infrastructure in place we are seeking to renew our agreement with them. One new service added for this contract period to enhance investigative potential. While there are other vendors offering similar services, none are compatible with the existing 60 cameras
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. We have not tested the market because we have a continual service period with FLOCK and we are seeking to continue using the existing equipment in place.
<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. The FLOCK system is proprietary and while other vendors offer similar solutions, the existing infrastructure will be disbanded and any new vendor would have to start from new therefore we did not seek any alternative sources.

### SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Flock Safety	Vendor#: 39421	Dept: Sheriff	Division: Budget
Attn: Andrew Allen	Email: Andrew.allen@flocksafety.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 1170 Howell Mill Rd Ste 210	City: Atlanta	Address: 501 N County Farm Rd	City: Wheaton
State: GA	Zip: 30318	State: IL	Zip: 60187
Phone: 6159719287	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#: 39421	Dept: Sheriff	Division: Detective
Attn:	Email:	Attn: Todd Szeluga	Email: todd.szeluga@dupagesheriff.org
Address:	City:	Address: Same as above	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone: 630-407-2345	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 1, 2025	Contract End Date (PO25): Feb 28, 2029

**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		Year 1	FY25	1000	4415	53090		201,977.74	201,977.74
2	1	EA		Year 2	FY26	1000	4415	53090		191,875.00	191,875.00
3	1	EA		Year 3	FY27	1000	4415	53090		191,875.00	191,875.00
4	1	EA		Year 4	FY28	1000	4415	53090		191,875.00	191,875.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 777,602.74

*Comments*

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.

**Flock Safety + IL - DuPage County  
SO**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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MAIN CONTACT:  
Andrew Allen  
andrew.allen@flocksafety.com  
6159719287

Created Date: 02/13/2025  
Expiration Date: 02/05/2025  
Quote Number: Q-118675  
PO Number:



### Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 501. N. County Farm Rd Wheaton, Illinois 60187

Ship To: 501. N. County Farm Rd Wheaton, Illinois 60187

Billing Company Name: IL - DuPage County SO  
 Billing Contact Name:  
 Billing Email Address:  
 Billing Phone:

Subscription Term: 48 Months  
 Payment Terms: Net 60  
 Retention Period: 30 Days  
 Billing Frequency: Annual - First Year at Signing.

#### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$191,875.00</b>
<b>Flock Safety Flock OS</b>			
FlockOS™ - Essentials	Included	1	Included
Enhanced LPR Upgrade	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety Falcon®	Included	35	Included
Flock Safety Falcon®	Included	25	Included
Flock Safety Falcon®	Included	25	Included

#### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
One-Time Credit			\$10,102.74
<b>Flock Safety Billing</b>			
One-Time Credit		1	\$10,102.74

<b>Subtotal Year 1:</b>	\$201,977.74
<b>Annual Recurring Subtotal:</b>	\$191,875.00
<b>Discounts:</b>	\$12,500.00
<b>Estimated Tax:</b>	\$0.00
<b>Contract Total:</b>	\$777,602.74

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Discounts Applied	Amount (USD)
Flock Safety Platform	\$12,500.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

## Product and Services Description

FlockOS Features	Description
FlockOS™ - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
Enhanced LPR Upgrade	The Enhanced LPR Package is a software add-on for any of the FlockOS® tiers designed to help detectives and patrol officers conduct more efficient, informed, and collaborative investigations. Its advanced License Plate Recognition (LPR) features streamline investigations, providing officers with immediate access to essential information and improving communication within and across departments.
Flock Safety Falcon®	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Flock Safety Falcon®	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Flock Safety Falcon®	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
One-Time Credit	Used as a one-time credit back to the customer.

## FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety Falcon® LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera
Convoy Search	Unearth hidden connections by detecting suspect vehicles that frequently travel together. This tool is invaluable for investigating organized or serial crimes and identifying accomplices.

Visual Search	Transforms any digital photo into a potent investigative lead, enhancing evidence collection. Upload the image of a vehicle into FlockOS® to initiate a reverse image search that will help you identify crucial suspect vehicle information and unlock dead-end investigations.
Multi Geo Search	Connects the dots between multiple crimes and crime scenes. Link a suspect vehicle to multiple incidents based on location, without needing a vehicle description or plate number.
Custom Hot List Attachments	The ability to add case notes, photos, reports, and other relevant case information to Custom Hot List Alerts
Custom Hot List Deconfliction	Allows Flock Safety users to identify overlapping investigations within their agency and within other law enforcement agencies and provide the contact information of opted-in parties to facilitate collaboration.
Unlimited Vehicle Description Alerts	Users can set up and receive notifications for suspect vehicles based on body type, make, color, location and timeframe. Notifications are sent via app, SMS or email when a vehicle matching the predetermined criteria passes a camera in your organization's network.



### **Sole Source Letter for Flock Safety® RTCC and ALPR Solution**

Flock Safety® is the sole manufacturer, developer, and distributor of the proprietary Flock Safety Falcon® ALPR Camera and FlockOS® Real Time Crime Center integrated solution. Flock Safety® is also the sole provider of the comprehensive monitoring, processing, and machine vision services which integrate with the Flock Safety® ALPR Camera.

**The Flock Safety® ALPR camera and devices are the only Law Enforcement Grade ALPR System to offer the following combination of proprietary features:**

1. **Real Time Crime Center Platform:**

- Flock Safety is the only Real-Time-Crime-Center (RTCC) platform that offers its own proprietary ALPR product *and* proprietary RTCC product with native integration from one provider
- FlockOS® is the world's first and only public safety operating system compatible with Flock Safety™ live streaming fixed and Flock Safety PTZ Condor™ camera, Flock Safety Raven™ gunshot audio detection, while seamlessly integrating first and third-party data across video, LPR, and audio to deliver real-time intelligence and retroactive crime solving in a single-pane real-time crime center
- Ability to enhance situational awareness capacity by layering all intelligence streams onto the FlockOS® ESRI-based map
- FlockOS® features Flock Safety's unique Real-Time Routing feature that analyzes various data sources to determine where a suspect vehicle has been and its' direction of travel providing users with possible outcomes based on a confidence threshold

2. **Vehicle Fingerprint Technology®:**

- Patented proprietary machine vision to analyze vehicle license plate, state recognition, and vehicle attributes such as color, type, make and objects (roof rack, bumper stickers, etc.) based on image analytics (not car registration data)
- Machine vision to capture and identify characteristics of vehicles with a paper license plate and vehicles with the absence of a license plate
- Ability to 'Save Search' based on description of vehicles using our patented Vehicle Fingerprint Technology without the need for a license plate, and set up alerts based on vehicle description
- Only LPR provider with "Visual Search" which can transform digital images

# flock safety

from any source into an investigative lead by finding matching vehicles based on the vehicle attributes in the uploaded photo

- Flock Safety Falcon Flex®: an infrastructure-free, location-flexible license plate reader camera that is easy to self-install. Flock Safety Falcon Flex® ties seamlessly into the Flock Safety® ecosystem with a small and lightweight camera with the ability to read up to 30,000 license plates and vehicle attributes on a single battery charge

### 3. Integrated Cloud-Software & Hardware Platform:

- Ability to capture two (2+) lanes of traffic simultaneously with a single camera from a vertical mass
- Best in class ability to capture and process up to 30,000 vehicles per day with a single camera powered exclusively by solar power
- Wireless deployment of solar powered license plate reading cameras with integrated cellular communication weighing less than 5lbs and able to be powered solely by a solar panel of 60W or less
- Web based footage retrieval tool with filtering capabilities such as vehicle color, vehicle type, vehicle manufacturer, partial or full license plate, state of license plate, and object detection
- Utilizes motion capture to start and stop recording without the need for a reflective plate
- Motion detection allows for unique cases such as bicycle capture, ATV, motorcycle, etc.
- On device machine processing to limit LTE bandwidth consumption
- Cloud storage of footage
- Covert industrial design for minimizing visual pollution

### 4. Transparency & Ethical Product Design:

- One-of-a-kind “Transparency Portal” public-facing dashboard that details the policies in place by the purchaser, as well as automatically updated metrics from the Flock Safety® system
- Built-in integration with NCMEC to receive AMBER Alerts to find missing children
- Privacy controls to enable certain vehicles to “opt-out” of being captured

### 5. Integrated Audio & Gunshot Detection:

- Natively integrated audio detection capabilities utilizing machine learning to recognize audio signatures typical of crimes in progress (e.g., gunshots)

### 6. Live Video Integration:

- Ability to apply computer vision to third-party cameras using Flock Safety Wing® LPR, transforming them to evidence capture devices using the same

# flock safety

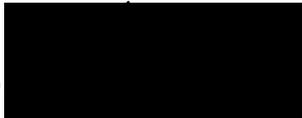
Vehicle Fingerprint technology offered on the Flock Safety Falcon® ALPR cameras

- Flock Safety Wing® Livestream integrates live stream traffic cameras, publicly or privately owned livestream security cameras into one cloud-based situational awareness dashboard to increase response time in mission-critical incidents
- Manage various government intelligence including ALPR, livestream cameras, CAD, automatic vehicle location (AVL) on Flock Safety Wing® Suite
- Ability to access live and recorded video using Flock Safety Condor™, a subscription video solution which allows officers to remotely view instant replay of downloadable live on-scene video with PTZ controls and 25X optical zoom without the need for additional camera network set-up, installation, or up-keep.

## 7. Warranty & Service:

- Lifetime maintenance and support included in subscription price
- Flock Safety® is the only fully integrated ALPR one-stop solution from production of the camera to delivery and installation
- Performance monitoring software to predict potential failures, obstructions, tilts, and other critical or minor issues

Thank you,



Garrett Langley CEO, Flock Safety®



# 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: 2/27/2025

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

Company Name:	Flock Group Inc	Company Contact:	Mark Smith
Contact Phone:	415.385.9580	Contact Email:	mark.smith@flocksafety.com

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

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

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

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

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

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

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

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

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

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

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

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

**I hereby acknowledge that I have received, have read, and understand these requirements** Signed by:

Authorized Signature



Printed Name

Mark Smith

Title

General Counsel

Date

2/27/2025

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



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**File #:** JPS-P-0018-25

**Agenda Date:** 3/18/2025

**Agenda #:** 16.E.

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AWARDING RESOLUTION ISSUED TO  
WEST PUBLISHING CORPORATION D/B/A THOMSON REUTERS WEST  
FOR ONLINE PASSWORDS FOR ONLINE LEGAL RESEARCH  
FOR THE 18TH JUDICIAL CIRCUIT COURT  
(CONTRACT TOTAL NOT TO EXCEED \$155,328)

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

WHEREAS, the Judicial and Public Safety committee recommends County Board approval for the issuance of a contract purchase order to West Publishing Corporation d/b/a Thomson Reuters-West, for the purchase of fifty (50) online passwords for Westlaw/Edge online legal research, for the period of April 1, 2025 through March 31, 2030, for the 18th Judicial Circuit Court.

NOW, THEREFORE BE IT RESOLVED, that said contract is for the purchase of fifty (50) online passwords for Westlaw/Edge online legal research, for the period of April 1, 2025 through March 31, 2030 for the 18th Judicial Circuit Court, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to West Publishing Corporation d/b/a Thomson Reuters-West, 2900 Ames Crossing Rd., Suite 100, Eagan, MN 55121, for a contract total amount of \$155,328.

Enacted and approved this 25th day of March, 2025 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: JPS-P-0018-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 5 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$155,328.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/18/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$155,328.00
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: West Publishing Corporation d/b/a Thomson Reuters	VENDOR #: 11169	DEPT: Circuit Court	DEPT CONTACT NAME: Katherine Thompson
VENDOR CONTACT: Jonathan Sharot	VENDOR CONTACT PHONE: 763-326-3722	DEPT CONTACT PHONE #: 630-407-8788	DEPT CONTACT EMAIL: Katherine.Thompson@18thjudicial.org
VENDOR CONTACT EMAIL: jonathan.sharot@thomsonreuters.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). To purchase up to 50 passwords for Thomson Reuters Westlaw Proflex Online Research for a total contract amount of \$155,328.00 (Sole Source)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Online legal research tools and resources are needed for the Judiciary and staff attorneys to carry out their assigned duties.			

<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 DUPLICATION 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>	
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).

<b>SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION</b>	
<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. Online content, search format, ease of use, research features and editorial enhancements are unique to West Publishing Corporation.
<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. A committee of judges and staff attorneys participated in a testing of Westlaw and Lexis Nexis with a side by side comparison of both vendors' content. Based upon content, search format, ease of use, research features, the consensus of the judges and staff attorneys was that Westlaw provided the most up to date information compared to Lexis Nexis and is the preferred research tool. The Westlaw key number system which includes head notes drafted by attorneys is not offered by Lexis Nexis and is frequently used and relied upon when conducting research.
<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.

<b>SECTION 5: Purchase Requisition Information</b>			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: West Publishing Corporation d/b/a Thomson Reuters	Vendor#: 11169	Dept: 18th Judicial Circuit Court	Division: Room 2015
Attn: Jonathan Sharot	Email: jonathan.sharot@thomsonreuters.com	Attn: Accounts Payable	Email: Katherine.Thompson@18thjudicial.org
Address: 2900 Ames Crossing Rd. Suite 100	City: Eagan	Address: 505 N. County Farm Road	City: Wheaton
State: MN	Zip: 55121	State: IL	Zip: 60187
Phone: 763-326-3722	Fax:	Phone: 630-407-8788	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Thomson Reuters-West Payment Center	Vendor#: 11169	Dept: 18th Judicial Circuit Court	Division: Room 2015
Attn:	Email:	Attn: Accounts Payable	Email: Katherine.Thompson@18thjudicial.org
Address: P.O. Box 6292	City: Carol Stream	Address: 505 N. County Farm Road	City: Wheaton
State: IL	Zip: 60197-6292	State: IL	Zip: 60187
Phone: 800-328-4880	Fax:	Phone: 630-407-8788	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): April 1, 2025	Contract End Date (PO25): March 31, 2030

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	8	MO	Online Legal Research	Online Legal Research for FY25 (Apr-Nov 2025)	FY25	1000	5900	52200		2,438.06	19,504.48
2	4	MO	Online Legal Research	Online Legal Research for FY26 (Dec - Mar 2026)	FY26	1000	5900	52200		2,438.06	9,752.24
3	8	MO	Online Legal Research	Online Legal Research for FY26 (Apr - Nov 2026)	FY26	1000	5900	52200		2,511.20	20,089.60
4	4	MO	Online Legal Research	Online Legal Research for FY27 (Dec - Mar 2027)	FY27	1000	5900	52200		2,511.20	10,044.80
5	8	MO	Online Legal Research	Online Legal Research for FY27 (Apr - Nov 2027)	FY27	1000	5900	52200		2,586.54	20,692.32
6	4	MO	Online Legal Research	Online Legal Research for FY28 (Dec - Mar 2028)	FY28	1000	5900	52200		2,586.54	10,346.16
7	8	MO	Online Legal Research	Online Legal Research for FY28 (Apr - Nov 2028)	FY28	1000	5900	52200		2,664.14	21,313.12
8	4	MO	Online Legal Research	Online Legal Research for FY29 (Dec - Mar 2029)	FY29	1000	5900	52200		2,664.14	10,656.56
9	8	MO	Online Legal Research	Online Legal Research for FY29 (Apr - Nov 2029)	FY29	1000	5900	52200		2,744.06	21,952.48
10	4	MO	Online Legal Research	Online Legal Research for FY30 (Dec - Mar 2030)	FY30	1000	5900	52200		2,744.06	10,976.24

**FY is required, ensure the correct FY is selected.**

Requisition Total \$ 155,328.00

Comments	
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. 

*[Redacted Signature]*

Contact your representative [jonathan.sharot@thomsonreuters.com](mailto:jonathan.sharot@thomsonreuters.com) with any questions. Thank you.

**Sold To Account Address**

 Account #: 1000503330  
 DUPAGE COUNTY 18TH JUDICIAL DIST  
 CHIEF JUDGE  
 505 N COUNTY FARM RD RM 2015  
 WHEATON IL 60187-3907 US

"Customer"

**Shipping Address**

 Account #: 1000503330  
 DUPAGE COUNTY 18TH JUDICIAL  
 DIST  
 CHIEF JUDGE  
 505 N COUNTY FARM RD RM 2015  
 WHEATON IL 60187-3907 US

**Billing Address**

 Account #: 1000503330  
 DUPAGE COUNTY 18TH JUDICIAL DIST  
 CHIEF JUDGE  
 505 N COUNTY FARM RD RM 2015  
 WHEATON, IL 60187-3907  
 US

This Order Form is a legal document between Customer and

- A. West Publishing Corporation to the extent that products or services will be provided by West Publishing Corporation, and/or
- B. Thomson Reuters Enterprise Centre GmbH to the extent that products or services will be provided by Thomson Reuters Enterprise Centre GmbH.

 A detailed list of products and services that are provided by Thomson Reuters Enterprise Centre GmbH and current applicable IRS Certification forms are available at: <https://www.tr.com/trorderinginfo>

West Publishing Corporation may also act as an agent on behalf of Thomson Reuters Enterprise Centre GmbH solely with respect to billing and collecting payment from Customer. Thomson Reuters Enterprise Centre GmbH and West Publishing Corporation will be referred to as "Thomson Reuters", "we" or "our," in each case with respect to the products and services it is providing, and Customer will be referred to as "you", or "your" or "Client".

For Federal Customers the following shall apply: Thomson Reuters General Terms and Conditions (available here: <http://tr.com/federal-general-terms-and-conditions>) apply to the purchase and use of all products, except print, and together with any applicable Product Specific Terms (set forth below) are incorporated into this Order Form by this reference. In the event that there is a conflict of terms among the General Terms and Conditions, the Product Specific Terms and this Order Form, the order of precedence shall be Order Form, the Product Specific Terms, and last the General Terms and Conditions.

For non-federal customers the following shall apply: Thomson Reuters General Terms and Conditions (<http://tr.com/us-general-terms-and-conditions>) apply to the purchase and use of all products, except print, and together with any applicable Product Specific Terms (set forth below) are incorporated into this Order Form by this reference. In the event that there is a conflict of terms among the General Terms and Conditions, the Product Specific Terms and this Order Form, the order of precedence shall be Order Form, the Product Specific Terms, and last the General Terms and Conditions.

**ProFlex Products**  
See Attachment for details

Material #	Product	Monthly Charges	Minimum Terms (Months)
40757482	West Proflex	\$2,438.06	60

**Minimum Terms**

Your subscription is effective upon the date we process your order ("Effective Date") and Monthly Charges will be prorated for the number of days remaining in that month, if any. Your subscription will continue for the number of months listed in the Minimum Term column above plus any Bridge Term that may be outlined above counting from the first day of the month following the Effective Date. Your Monthly Charges during the first twelve (12) months of the Minimum Term are as set forth above. If your Minimum Term is longer than 12 months, then your Monthly Charges for each year of the Minimum Term are displayed in the Attachment to the Order Form.

**Post Minimum Terms**

Your subscription will automatically renew at the end of the Minimum Term. Each Automatic Renewal Term will be 12 months in length ("Automatic Renewal Term"), and we will notify you of any change in the Monthly Charges at least 60 days before each Automatic Renewal Term starts. You are also responsible for all Excluded Charges.

Federal government subscribers that chose a multi-year Minimum Term, those additional years will be implemented at your option pursuant to federal law. Either of us may cancel the Automatic Renewal Term by sending notice in writing at least 30 days before an Automatic Renewal Term begins. Send your notice of cancellation to Customer Service, 610 Opperman Drive., P.O. Box 64833, Eagan, MN 55123-1803.

**Banded Product Subscriptions.** You certify your total number of attorneys (full-time and part-time partners, shareholders, associates, contract or staff attorneys, of counsel, and the like), corporate users, personnel or full-time-equivalent students is indicated in this Order Form. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater or increases at any time, we reserve the right to increase your charges to the market rate for all of your attorneys.

**Applicable Law.** If you are a state or local governmental entity, your state's law will apply, and any claim may be brought in the state or federal courts located in your state. If you are a non-governmental entity, this Order Form shall be interpreted under Minnesota state law and any claim by one of us shall exclusively be brought in the state or federal courts in Minnesota. If you are a United States Federal Government subscriber, United States federal law will apply, and any claim may be brought in any federal court.

**Material Change.** If, at any time during the Minimum Term or the Renewal Term, there is a material change in your organizational structure including, but not limited to merger, acquisitions, combination, significant increase in the number of attorneys at a location covered by the agreement, divestitures, downsizing or dissolution, we will modify your rates proportionally. If you acquire the assets of, or attorneys from, another entity that is a current subscriber, you assume all obligations under the agreements that apply to those assets and attorneys, and you will pay the invoiced charges on both those agreements as they become due, until a superseding agreement is negotiated in good faith.

**Charges, Payments & Taxes.** You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government customer and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

**Excluded Charges And Schedule A Rates.** If you access products or services that are not included in your subscription you will be charged our then-current rate ("Excluded Charges"). Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located in the below link. Excluded Charges may change from time-to-time upon 30 days written or online notice. We may, at our option, make certain products and services Excluded Charges if we are contractually bound or otherwise required to do so by a third party provider or if products or services are enhanced or if new products or services are released after the effective date of this ordering document. Modification of Excluded Charges or Schedule A rates is not a basis for termination under paragraph 9 the General Terms and Conditions.

<https://legal.thomsonreuters.com/content/dam/ewp-m/documents/legal/en/pdf/other/plan-2-pro-govt-agencies.pdf>  
<http://static.legalsolutions.thomsonreuters.com/static/agreement/plan-2-pro-govt-agencies.pdf>

**eBilling Contact.** All invoices for this account will be emailed to your e-Billing Contact(s) unless you have notified us that you would like to be exempt from e-Billing.

**Credit Verification.** If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

**Cancellation Notification Address.** Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803

**Returns and Refunds.** You may return a print product to us within 45 days of the original shipment date if you are not completely satisfied. Please see <http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf> or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

**Confidentiality of Ordering Document.** You understand that disclosure of the terms contained in this ordering document would cause competitive harm to us, and you agree not to disclose these terms to any third person.

#### Product Specific Terms

**Document Intelligence Product Specific Terms:** The following product specific terms shall apply to the Document Intelligence products on this order form, and are incorporated by reference: <http://www.thomsonreuters.com/document-intelligence-PST>.

**Additional Terms for Services with Generative AI Skills:** The following additional terms shall apply to Thomson Reuters Products with Generative AI Skills (including but not limited to all CoCounsel branded Products; all Products with AI Assisted Research; Practical Law or Practical Law Connect, with Dynamic Tool Set; Practical Law UK Premium; Practical Law Global Premium), listed on this order form, and are incorporated into this order form by reference: <http://tr.com/genai-terms>.

**CoCounsel Core and CoCounsel Drafting Product Specific Terms:** The following product specific terms shall apply to CoCounsel Core and CoCounsel Drafting and are incorporated into this order form by reference: <http://tr.com/cocounselcore-and-drafting-product-specific-terms>.

**Product Specific Terms and Service Levels:** The following product specific terms and service levels shall apply to the HighQ products on this order form, and are incorporated by reference:

- HighQ Product Specific Terms <http://tr.com/HighQ-PST>
- HighQ Service Levels: Thomson Reuters shall provide service availability, maintenance and support for the term of the Agreement. Details are available at: <http://tr.com/HighQ-SLA>. Note that Sections 3.3 of the SLA does not apply to any HighQ Light packages

**The Federal Product Specific Terms can be found here:** <http://tr.com/federal-product-specific-terms>

**Product Specific Terms.** The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions-PST.pdf>. If the product is not part of your order, the product specific terms do not apply.

- Campus Research
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- West km Software
- West LegalEdcenter
- Westlaw
- Westlaw Doc & Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

**Amended Terms and Conditions**

**Government Non-Availability of Funds for Online, Practice Solutions or Software Products**

You may cancel a product or service with at least 30 days written notice if you do not receive sufficient appropriation of funds. Your notice must include an official document, (e.g., executive order, an officially printed budget or other official government communication) certifying the non-availability of funds. You will be invoiced for all charges incurred up to the effective date of the cancellation.

**Acknowledgement: Order ID: Q-09505191**



Signature of Authorized Representative for order

*Suzanne Armstrong*

Printed Name

*Court Administrator*

Title

*2/28/25*

Date

This Order Form will expire and will not be accepted after 6/20/2025.

**Addendum to Order Form ("Addendum") Q-09505191**Customer: DUPAGE COUNTY 18TH JUDICIAL DISTAccount #: 1000503330

1. **Effect of Addendum.** The Order Form and the underlying Thomson Reuters General Terms and Conditions (or other applicable governing terms) (collectively, the "Agreement"), between you and Thomson Reuters (as set forth in the Order Form) is amended to incorporate the terms of this Addendum. As amended, the Agreement will remain in full force and effect according to its terms and conditions. All terms used in this Addendum will have the meanings given to them in the Agreement. This Addendum supersedes all prior understandings and agreements, oral or written, relating to the subject matter. If there is a conflict between the terms and conditions of the Agreement and the terms and conditions of this Addendum, the terms and conditions of this Addendum will control.
2. **Modification to Agreement.** Notwithstanding anything in the Agreement to the contrary, the following provisions shall apply:
  - a. Modification to the Agreement. The following provision is hereby added to the Agreement:  
"Notwithstanding anything in the Agreement to the contrary, all payments made by the County are subject to the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq."
3. Except as expressly modified herein, all other terms and conditions of the Agreement will remain unchanged.

This Addendum shall be effective when signed by you and accepted by Thomson Reuters. By signing this Addendum, you acknowledge that you are authorized to accept these terms on behalf of your organization:

**DUPAGE COUNTY 18TH JUDICIAL DIST**By: Name: Suzanne ArmstrongTitle: Court AdministratorDate: 2/25/25

Contact your representative [jonathan.sharot@thomsonreuters.com](mailto:jonathan.sharot@thomsonreuters.com) with any questions. Thank you.

### Payment, Shipping, and Contact Information

**Payment Method:**

Payment Method: Bill to Account  
 Account Number: 1000503330  
 This order is made pursuant to:

**Order Confirmation Contact (#28)**

Contact Name: THOMPSON, KATHERINE  
 Email: [katherine.thompson@18thjudicial.org](mailto:katherine.thompson@18thjudicial.org)

**eBilling Contact**

Contact Name KATHERINE THOMPSON  
 Email [katherine.thompson@18thjudicial.org](mailto:katherine.thompson@18thjudicial.org)

**Shipping Information:**

Shipping Method: Ground Shipping - U.S. Only

#### ProFlex Multiple Location Details

Account Number	Account Name	Account Address	Action
1000503330	DUPAGE COUNTY 18TH JUDICIAL DIST	505 N COUNTY FARM RD RM 2015 WHEATON IL 60187-3907 US	New

#### ProFlex Product Details

Quantity	Unit	Service Material #	Description
1	Each	40757482	West Proflex
50	Attorneys	41985648	Gvt - Related Documents For Government (Westlaw PRO™)
50	Attorneys	42077868	Westlaw Multi-State Analytical, Enterprise access, Government
50	Attorneys	42510228	Westlaw Edge National Primary Law, Enterprise access, Government

#### Account Contacts

Account Contact First Name	Account Contact Last Name	Account Contact Email Address	Account Contact Customer Type Description
Katherine	Thompson	<a href="mailto:katherine.thompson@18thjudicial.org">katherine.thompson@18thjudicial.org</a>	EML PSWD CONTACT

#### Lapsed Products

Sub Material	Active Subscription to be Lapsed
40757481	West Proflex

#### Charges During Minimum Term

Material #	Product Name	Year 1 Charges per Billing Freq	% incr Yr 1-2*	Year 2 Charges per Billing Freq	% incr Yr 2-3*	Year 3 Charges per Billing Freq	% incr Yr 3-4*	Year 4 Charges per Billing Freq	% incr Yr 4-5*	Year 5 Charges per Billing Freq	Billing Freq
40757482	West Proflex	\$2,438.06	3.00%	\$2511.20	3.00%	\$2586.54	3.00%	\$2664.14	3.00%	\$2744.06	Monthly

#### Charges During Minimum Term

Pricing is displayed only for the years included in the Minimum Term. Years without pricing in above grid are not included in the Minimum Term. Refer to your Order Form for the Post Minimum Term pricing. Refer to Order Form for Billing Frequency Type.

Jonathan Sharot  
Assoc. Client Executive- Gov  
2900 Ames Crossing RD  
Eagan, MN  
Phone: 763-326-3722  
Jonathan.Sharot@thomsonreuters.com

February 28th, 2025

Katherine Thompson  
Deputy Court Administrator  
18th Judicial Circuit (DuPage County)  
505 N. County Farm Road  
Wheaton, Illinois 60187

**RE: Sole Source Designation – Thomson Reuters Westlaw Edge**

Dear Ms.Thompson,

Thomson Reuters is pleased to provide you with information concerning Westlaw. The purpose of this letter is to confirm that Thomson Reuters is the sole source provider for the exclusive content, features, and services listed herein.

West Publishing Corporation, a Thomson Reuters business, is the foremost provider of integrated information solutions to the U.S. legal market and has been providing research materials to the legal and professional community for more than 150 years.

Westlaw Edge provides the most advanced citator service, the easiest way to see statutory changes, and integrated litigation analytics, all powered by artificial intelligence and built upon more than 100 years of editorial enhancements.

Westlaw Edge provides access to the following **exclusive features**:

- **Compare Text Tool**—Compare the language of documents across many content sets.
- **Concurring and Dissenting Opinion Shading**—Instantly know if your search language is in the cases' main opinion, or rather in the concurrence or dissent.
- **Table of Contents in Case Law**—Quickly navigate within judicial opinions to Synopsis, Headnotes, facts, discussions, and conclusions as well as to footnotes and concurring or dissenting opinions.

**EXCLUSIVE CONTENT**

- **West Key Number System**—The West Key Number System is the master classification system of U.S. law and is widely regarded as the cornerstone of effective legal research. It helps users to quickly locate and identify cases with the same or similar legal concepts and principals in any jurisdiction in the U.S., utilizing the West National Digest System, which contains editorial summaries commonly referred to as headnotes.
- **KeyCite Citator Service**—KeyCite is a full-service citator that helps users determine whether a proposition is good law by tracing the history of a case, statute, patent, or federal administrative decision. KeyCite also retrieves all citing references, which include cases, statutes, administrative materials, and secondary sources.

- **Research Recommendations**—Based upon documents the user has interacted with during their session, Westlaw will recommend additional primary and secondary law as well as Key Numbers.
- **Snapshots**—Westlaw gives snapshots of companies, legal professionals, and popular statutes.
- **Folder Analysis**—Westlaw makes suggestions, identifying the legal issues present through automatic analysis of cases and statutes in a folder. Users can view additional recommended cases and statutes, see a visual representation of issues, and navigate documents by issue.
- **Research Report**— Westlaw assembles professional reports, summarizing research in users’ folders. Users can navigate reports with Table of Contents links, display all notations (including shared notes), and edit notes from the summary screen.
- **Reference Attorneys**—Bar-admitted legal research experts are available to assist users with any stage of legal research by providing time-saving guidance.
- **Authoritative content**—With the most trusted primary law resources and leading analytical titles that are cited most often in court—all in one place and always available—researchers have access to all of the relevant information they need to answer a legal question.
- **Attorney editor enhancements**—For more than a century, our attorney editors have been analyzing, summarizing, and classifying the law. By developing proprietary innovations like the West Key Number System, KeyCite, headnotes, and Notes of Decisions, we make the content better organized and connected so it’s easier for researchers to find accurate answers quickly.
- **Industry-defining technology**—Our research innovations, such as WestSearch, the award-winning mobile app, Folder Analysis, Research Recommendations, Law Summaries, and Graphical Statutes connect content and our proprietary analysis of the law in unparalleled ways so that legal professionals can conduct research faster and with more accuracy. Advanced, yet intuitive, easy-to-use functionality also helps researchers be more efficient.

#### EXCLUSIVE CONTENT

- **West's Smith-Hurd Illinois Compiled Statutes Annotated**—Thomson Reuters editors invest thousands of hours in every annotated code to ensure that the text, index, and features are accurate and up to date. Comprehensive case annotations and notes of state and federal judicial decisions provide interpretation and application of the law, expanding your research beyond the statutes.
- **The Illinois Practice Series** – includes considerable coverage of many practice areas, including forms, checklists, research aids, and practical advice. Series titles include:
  - o UCC Forms Annotated
  - o Commercial Code with Illinois Comments
  - o Civil Procedure Before Trial
  - o Civil Litigation Guide
  - o Criminal Practice and Procedure
  - o Business Organizations
  - o Civil Trial Procedure
  - o Civil Discovery
  - o Courtroom Handbook on Illinois Evidence
  - o Illinois Practice of Family Law
  - o Real Estate
  - o Estate Planning and Administration
  - o Law of Medical Practice
  - o Automobile Insurance Law
  - o Construction Law Manual
  - o DUI Law and Practice Guidebook
  - o Workers' Compensation Law
- **Editorial Enhancements**—For more than a century, Westlaw attorney editors have been providing editorial enhancements to case law, statutes, and other legal materials, which includes providing the most exhaustive

verification and correction process in the legal publishing and information industry. No other research service can match Westlaw's editorial experience.

- **Graphical Statutes/Interactive Timeline**— Graphical Statutes revolutionizes statute research by charting legislative changes and linking related documents in an easy-to-read display. From a single screen, researchers can easily track changes in the law, locate relevant legislative history materials, read important case law, and check for possible amendments. Graphical Statutes is available for USCA and the statutes for select states.
- **National Reporter System**—Since 1879, West's National Reporter System has compiled and organized federal and state case law into a cohesive body of law that can be researched within and across jurisdictions. West's National Reporter System is available exclusively on Westlaw.

Our company purpose is to *Inform the Way Forward*, where together with the professionals and institutions we serve, we help uphold the rule of law, turn the wheels of commerce, catch bad actors, report the facts, and provide trusted, unbiased information to people all over the world. I would be happy to further discuss Westlaw's capabilities with you. If you have any questions concerning this document or require additional information, please do not hesitate to contact me.

Sincerely,

Jonathan Sharot

763-326-3722



# Required Vendor Ethics Disclosure Statement

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

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

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

Company Name: West Publishing Corporation	Company Contact: John S. Nelson
Contact Phone: 800-328-4880	Contact Email: westlaw.bids@thomsonreuters.com

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature: \_\_\_\_\_  
 Printed Name: John S. Nelson  
 Title: Director, Procurement and Proposal Management  
 Date: 3/4/2025

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



## Development Requisition under \$30,000

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

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**File #:** 25-0544

**Agenda Date:** 3/4/2025

**Agenda #:** 7.D.

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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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$15,891.75
COMMITTEE: DEVELOPMENT	TARGET COMMITTEE DATE: 03/04/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$15,891.75	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Harris Govern	VENDOR #: 28530	DEPT: Building & Zoning	DEPT CONTACT NAME: Marla Flynn
VENDOR CONTACT: Eric Martineau	VENDOR CONTACT PHONE: 450-805-2314	DEPT CONTACT PHONE #: X6789	DEPT CONTACT EMAIL: Marla.Flynn@dupagecounty.gov
VENDOR CONTACT EMAIL: emartineau@harriscomputer.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Annual maintenance & support for the GOVERN software system for the period of April 1, 2025 through December 31, 2025, in the amount of \$15,891.75 (B&Z \$8,829.00, DOT \$5,297.25 and PW \$1,765.50).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The GOVERN system is unique to DuPage County and allows for review of all historical permits, impact fees, code violations associated with the County permitting process for Building & Zoning, Public Works and Division of Transportation. While we have migrated the current process to another program, it is necessary to be able to access the historical records of ongoing permits.			

<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>	
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. The software was specifically written for DuPage County to allow for review, issuance and tracking of all permits and impact fees, as well as code violations and all accounts receivable functions associated with the permitting process. The permitting process has been migrated to an online process with another program but it is necessary to be able to review historical permits that might be ongoing. This program is used by Building & Zoning, Public Works and Division of Transportation.
<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. The system is unique to DuPage County and was designed for DuPage County by this vendor. Harris Govern is the only vendor able to provide support and maintenance for the own system.
<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. Extensive research of the other comparable systems was performed before this vendor was selected.

### SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: N Harris Computer Corporation DBA Harris Govern	Vendor#: 28530	Dept: Building & Zoning	Division:
Attn: Eric Martineau	Email: emartineau@harriscomputer.com	Attn: Marla Flynn	Email: Marla.Flynn@dupagecounty.gov
Address: 1 Antares Dr, Suite 400	City: Ottawa	Address: 421 N County Farm Rd	City: Wheaton
State: ON K2E 8C4 Canada	Zip:	State: IL	Zip: 60187
Phone: 613-226-5511	Fax:	Phone: 630-407-6789	Fax: 630-407-6702
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Harris Govern	Vendor#: 28530	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 74007259	City: Chicago	Address:	City:
State: IL	Zip: 60674-7259	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2025	Contract End Date (PO25): Dec 31, 2025

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Annual Maint & Support for Govewrn Software - 10 Users	FY25	1100	2810	53807		8,829.00	8,829.00
2	1	EA		Annual Maint & Support for Govewrn Software - 6 Users	FY25	1500	3500	53807		5,297.25	5,297.25
3	1	EA		Annual Maint & Support for Govewrn Software - 2 Users	FY25	2000	2665	53807	17	1,765.50	1,765.50
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 15,891.75

<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.



Invoice **GOVMN0000324**  
 Date **12/19/2024**  
 Page **1 of 1**

Remit To: Harris Govern;  
 PO Box 74007259  
 Chicago, IL 60674-7259

Bill To
DuPage County (IL) Marla Flynn 421 North County Farm Road DuPage Center WHEATON, IL 60187 United States

Ship To
DuPage County (IL) 421 North County Farm Road DuPage Center WHEATON, IL 60187 United States

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	DUP100		LOCAL DELIVERY	MN APR

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	NOTE	Replaces GOVMN-289	US\$0.00	US\$0.00
1.00	HGOV - MAINT	Land Management WD: 4/1/2025 to 12/31/2025 <i>Bez</i>	US\$8,829.00	US\$8,829.00
1.00	HGOV - MAINT	Land Management WD: 4/1/2025 to 12/31/2025 <i>DOT</i>	US\$5,297.25	US\$5,297.25
1.00	HGOV - MAINT	Land Management WD: 4/1/2025 to 12/31/2025 <i>PW</i>	US\$1,765.50	US\$1,765.50

Please Note: Payment is due at the start of the maintenance term  Invoice Questions? Please call Evelyn Campbell at 1-888-847-7747 OR e-mail ar_govern@harriscomputer.com	Subtotal	US\$15,891.75
	Misc	US\$0.00
	Tax	US\$0.00
	Freight	US\$0.00
	Trade Discount	US\$0.00
Total		US\$15,891.75



Harris Govern  
2721 Council Tree Ave, Suite 248  
Fort Collins, CO 80525  
Sales Phone: (972) 881-1858  
Support Phone: (972) 265-7300

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January 23, 2025

Marla Flynn, Financial Analyst II  
DuPage County Building and Zoning Department  
Building Division  
421 N. County Farm Road  
Wheaton, IL 60187

To Whom It May Concern,

This letter advises that Harris Govern (formerly MS Govern, a division of Harris Computer Systems) is the sole source provider for supporting, maintaining, and licensing the Govern Software products. The source code for these products is proprietary and unavailable to any other entity. The design of the software is unique, and Harris Govern is uniquely qualified to provide support, fixes, and enhancements for it.

Sincerely,



Mark Tesreau  
Vice President, Support Services



# 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: January 23, 2025

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

Company Name: Harris Govern	Company Contact: Mark Tesreau
Contact Phone: (800) 806-7896	Contact Email: mtesreau@harriscomputer.com

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

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

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

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

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

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

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

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

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

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

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

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

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

Authorized Signature \_\_\_\_\_  
 Printed Name Mark Tesreau  
 Title Vice President, Support Services  
 Date January 23, 2025

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