



DU PAGE COUNTY

Technology Committee

Final Summary

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

Tuesday, October 15, 2024

11:00 AM

Room 3500B

1. **CALL TO ORDER**

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

MOTION TO ALLOW REMOTE PARTICIPATION

Member Cahill moved, seconded by Member Rutledge, to allow remote participation. All ayes. Motion carried.

2. **ROLL CALL**

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

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

Chair Yoo reminded everyone to complete their KnowBe4 security training. She then welcomed Roy Clancy, the new IT ERP Manager.

4. **PUBLIC COMMENT**

No public comments were offered.

5. **APPROVAL OF MINUTES**

5.A. [24-2732](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, October 1, 2024

Attachments: [Technology Minutes 10-01-2024.pdf](#)

RESULT:	APPROVED
MOVER:	Gwen Henry
SECONDER:	Kathleen Carrier

6. **PROCUREMENT REQUISITIONS**

6.A. [TE-CO-0002-24](#)

Amendment to County Contract 6681-0001 SERV, issued to SHI International Corp, for an Enterprise Term Lease Agreement with Adobe Systems Inc., for Adobe software licensing, for Information Technology, to increase the encumbrance by \$11,840.27 and extend the contract through December 9, 2024, resulting in an amended contract total of

\$153,917.11, an increase of 8.33%.

Attachments: [SHI - 6681-1-SERV - Change Order #2](#)
 [SHI - 6681-1-SERV - Change Order #2 - Decision Memo](#)
 [DuPage County - Extension - \(Attachment A\)](#)
 [SHI \(Equip\) - VED](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Kari Galassi
SECONDER:	Sheila Rutledge

6.B. **TE-P-0017-24**

Recommendation for the approval of a contract to Granicus LLC, for annual support and hosting of Legistar legislative management software and streaming services, for Information Technology, for the period of December 1, 2024 through November 30, 2025, for a total contract amount of \$42,515.30, per Cooperative Purchasing Agreement pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" NCPA 01-115.

Deputy Clerk Adam Johnson asked when we will be looking for another solution and what the cycle is. Mr. McPhearson said we usually give five years before we explore other options and or go out to bid. Chair Yoo said she would like staff to look into iLegislate and see if it is necessary. Member Rutledge said she would like to be trained in how to use iLegislate.

Attachments: [Granicus \(Legistar\) - PRCC](#)
 [Granicus \(Legistar\) - Quote #Q-375836_2024](#)
 [Granicus \(Legistar\) - Omnia \(NCPA\) Contract](#)
 [Granicus \(Legistar\) - NCPA #01-115 Renewal Letter](#)
 [Granicus \(GovDelivery\) - VED](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Kathleen Carrier
SECONDER:	Kari Galassi

7. **OLD BUSINESS**

No old business was discussed.

8. **NEW BUSINESS**

No new business was discussed.

9. **ADJOURNMENT**

With no further business, the meeting was adjourned.



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: 24-2732

Agenda Date: 10/15/2024

Agenda #: 5.A.



DU PAGE COUNTY

Technology Committee

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
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Tuesday, October 1, 2024

11:00 AM

Room 3500B

1. CALL TO ORDER

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

2. ROLL CALL

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

3. CHAIRWOMAN'S REMARKS - CHAIR YOO

Chair Yoo welcomed Roy Clancy, the new IT ERP Manager, to the IT team.

Next, Chair Yoo reminded members and staff that KnowBe4 training has begun and is required for all staff.

Lastly, she advised that Anthony McPhearson will be providing an update on the Dayforce ERP implementation, which has been delayed until early 2025.

Chair Yoo welcomed Roy Clancy, the new IT ERP Manager, to the IT team.

Next, Chair Yoo reminded members and staff that KnowBe4 training has begun and is required for all staff.

Lastly, she advised that Anthony McPhearson will be providing an update on the Dayforce ERP implementation, which has been delayed until early 2025.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [24-2599](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, September 3, 2024

Attachments: [2024-09-03 Technology Minutes](#)

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Bill White

AYES:	Berlin, Eckhoff, Kaczmarek, Rutledge, White, and Yoo
ABSENT:	Cronin Cahill, Galassi, Gustin, Henry, and Jorgensen
ABSTAIN:	Carrier

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0015-24](#)

Recommendation for the approval of a contract purchase order to SHI International Corp, for the procurement of laptops, docks, and monitors, for Information Technology, for the period of October 8, 2024 through November 30, 2024, for a contract total amount of \$229,123, per Cooperative Purchasing Agreement Pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" - Sourcewell Contract #121923-SHI.

Member Carrier asked if there is a reason we are purchasing 50 more monitors than everything else in this order. Mr. McPhearson said in some cases, we need to replace monitors for other devices, such as desktops, which are not part of this order. He said monitors may be distributed more than other devices. Member Rutledge asked if there are some positions that require dual monitors, to which Mr. McPhearson responded yes. Chair Yoo asked which departments will be covered by this contract. Mr. McPhearson said there are 21 departments receiving equipment from this order.

Attachments: [SHI \(Equip\) - PRCC](#)
 [SHI \(Equip\) - Quote #25317013](#)
 [SHI \(Equip\) - VED](#)

Member Carrier asked if there is a reason we are purchasing 50 more monitors than everything else in this order. Mr. McPhearson said in some cases, we need to replace monitors for other devices, such as desktops, which are not part of this order. He said monitors may be distributed more than other devices. Member Rutledge asked if there are some positions that require dual monitors, to which Mr. McPhearson responded yes. Chair Yoo asked which departments will be covered by this contract. Mr. McPhearson said there are 21 departments receiving equipment from this order.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Sheila Rutledge
SECONDER:	Kathleen Carrier

6.B. [TE-P-0016-24](#)

Recommendation for the approval of a contract purchase order to Infor (US) Inc., for ERP software maintenance and support, for Information Technology, for the period of November 13, 2024 through November 30, 2025, for a contract total amount of \$247,856.83. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - this is proprietary software that must be maintained by the vendor, Infor (US) Inc.)

- Attachments:** [Infor \(Annual Mtc\) - PRCC](#)
 [Infor \(Annual Mtc\) - Renewal Form](#)
 [Infor \(Annual Mtc\) - Sole Source Letter](#)
 [Infor \(Annual Mtc\) - VED](#)

RESULT: APPROVED AND SENT TO FINANCE
MOVER: Sheila Rutledge
SECONDER: Kathleen Carrier

6.C. [24-2319](#)

Recommendation for the approval of a contract purchase order to Emphasys Computer Solutions, for the annual maintenance and support of Sympro Treasury Management software for the Treasurer's Office, paid for by Information Technology, for the period of December 1, 2024 through November 30, 2025, for a contract total amount of \$29,049.79. Exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.

- Attachments:** [Emphasys \(Sympro\) - PRCC](#)
 [Emphasys \(Sympro\) - Quote](#)
 [Emphasys \(Sympro\) - VED](#)

RESULT: APPROVED
MOVER: Kathleen Carrier
SECONDER: Sheila Rutledge

6.D. [24-2533](#)

Recommendation for the approval of a contract purchase order to Granicus LLC, for an annual subscription to the GovDelivery software platform used by the County Board to send out the County's e-newsletters, paid for by Information Technology, for the period of October 26, 2024 to October 25, 2025, for Information Technology, for a contract total amount of \$29,900.09. Exempt from bidding per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under \$35,000.00.

Mr. McPhearson said he and Joan Olson worked with the vendor to negotiate a lower price on this contract for the upcoming year, saving about \$3,000.

- Attachments:** [Granicus \(GovDelivery\) - PRCC](#)
 [Granicus \(GovDelivery\) - Q-367364](#)
 [Granicus \(GovDelivery\) - VED](#)

Mr. McPhearson said he and Joan Olson worked with the vendor to negotiate a lower price on this contract for the upcoming year, saving about \$3,000.

RESULT: APPROVED

MOVER:	Sheila Rutledge
SECONDER:	Kathleen Carrier

7. INFORMATIONAL ITEMS

Chair Yoo moved, seconded by Member Rutledge, to combine items 7A through 7F. All ayes. Motion carried.

Mr. McPhearson commended the Sheriff's office and JPS committee chair and staff for sharing these informational items. He said this is exactly what we are looking for from other County agencies and elected official offices, to let us know what technology is in use so we are able to check and make sure they are using the right contracts with the right pricing.

7.A. [JPS-P-0028-24](#)

Recommendation for the approval of a contract purchase order to AT&T Mobility, to provide wireless service, for the Sheriff's Office, for the period of August 15, 2024 to July 24, 2027, for a contract total not to exceed \$404,000, per NASPO Master Agreement #MA149. (Sheriff's Office)

Attachments: [AT&T Mobility - PRCC.pdf](#)
[AT&T Mobility-Contract](#)
[AT&T-Vendor Ethics_Redacted](#)

RESULT:	INFORMATION RECEIVED AND PLACED ON FILE
MOVER:	Kathleen Carrier
SECONDER:	Sheila Rutledge

7.B. [JPS-P-0029-24](#)

Recommendation for the approval of a contract purchase order to AT&T to provide wired service for the Sheriff's Office for the period of September 1, 2024 to February 16, 2026, for a contract total not to exceed \$292,200, per lowest responsible bid #21-104-IT. (Sheriff's Office)

Attachments: [AT&T - PRCC.pdf](#)
[AT&T-Bid 21-104-IT](#)
[AT&T-Vendor Ethics_Redacted](#)

RESULT:	INFORMATION RECEIVED AND PLACED ON FILE
MOVER:	Kathleen Carrier
SECONDER:	Sheila Rutledge

7.C. [JPS-P-0030-24](#)

Recommendation for the approval of a contract purchase order to Comcast Business to provide ethernet service or the Sheriff's Office for the period of September 1, 2024 to

March 31, 2027, for a contract total not to exceed \$162,240, per lowest responsible bid #21-104-IT. (Sheriff's Office)

Attachments: [Comcast - PRCC.pdf](#)
 [COMCAST 21-104-IT](#)
 [Vendor Ethics Placeholder.pdf](#)

RESULT:	INFORMATION RECEIVED AND PLACED ON FILE
MOVER:	Kathleen Carrier
SECONDER:	Sheila Rutledge

7.D. [JPS-P-0027-24](#)

Recommendation for the approval of a contract purchase order to Verizon Wireless, to provide service for tablets, for the Sheriff's Office, for the period of August 15, 2024 to October 2, 2025, for a contract total not to exceed \$98,000; per Joint Purchase Master Contract #CMS793372P. (Sheriff's Office)

Attachments: [Verizon - PRCC.pdf](#)
 [Verizon-Contract](#)
 [Vendor Ethics Placeholder.pdf](#)

RESULT:	INFORMATION RECEIVED AND PLACED ON FILE
MOVER:	Kathleen Carrier
SECONDER:	Sheila Rutledge

7.E. [JPS-P-0026-24](#)

Recommendation for the approval of a contract purchase order to Real Time Networks, Inc., for the purchase of an AssetTracer Locker Management System, for the Sheriff's Office, for the period of October 9, 2024 through October 8, 2025, for a contract total not to exceed \$93,524. Per Quote #21354646324 / Sourcewell Contract #110923-DBM. (Sheriff's Office)

Attachments: [Real Time - PRCC.pdf](#)
 [Real Time-DeBourgh Contract 110923](#)
 [Real Time - DeBourgh RTN Sourcewell Letter_Redacted.pdf](#)
 [Real Time Network-Quote-Redacted](#)
 [Real Time Networks, Inc. Vendor Ethics_Redacted](#)

RESULT:	INFORMATION RECEIVED AND PLACED ON FILE
MOVER:	Kathleen Carrier
SECONDER:	Sheila Rutledge

7.F. [HS-CO-0002-24](#)

Amendment to County contract 7187-0001 SERV, issued to Carahsoft Technology Corporation, to increase encumbrance in the amount of \$2,630.90, for the addition of five user licenses, resulting in an amended contract total not to exceed \$29,050.90, an increase of 9.96%. (Community Services)

Attachments: [Carahsoft 7187 Change Order 1 Final.pdf](#)
[Carahsoft Decision Memo Final.pdf](#)

RESULT:	ACCEPTED AND PLACED ON FILE
MOVER:	Kathleen Carrier
SECONDER:	Sheila Rutledge

8. **OLD BUSINESS**

Mr. McPhearson said all DuPage County technology users should have received an email notifying them that KnowBe4 training is available and required to complete. He said cybersecurity awareness month is important and training is open through the end of this year. He said IT will send different tips every week throughout this month and they will be pushing out Windows updates to make sure every device is secure and up-to-date. He also reminded everyone that if you find a USB drive, do not plug it in, instead give it to the IT department.

Next, Mr. McPhearson said he sent a memo to the committee with information on Member Galassi's request for FY2024 actual budget numbers. He said the projected remaining balance in FY24 is \$47,984. He said to contact him or Richard Burnson with any questions.

9. **NEW BUSINESS**

Member White said his office has been seeing issues with the stability of MHC and Lawson. He said they are aware of it, but he wanted to make the committee aware. Member Rutledge asked what MHC is used for, to which Mr. McPhearson responded it is the accounting application that supports our financial system. He said while we have had Infor (Lawson) issues in the past, they have been minimal, but MHC has had some instability issues. He said staff did a root cause analysis (RCA) recently, which is a deep-dive assessment to determine what the issue is. He said staff has a solution that we will apply that we believe will fix the issues, including the issues encountered by the Auditor's office. Additionally, he said we will be upgrading MHC to a newer version over the next couple of months, which should stabilize the environment. Finally, Mr. McPhearson noted that we have a new ERP Manager, Roy Clancy, who has some ideas as to how to stabilize the environment. He said the ultimate answer would be to replace the system, but that cannot be done until after the Dayforce system implementation is complete.

Mr. McPhearson then discussed the ongoing Dayforce implementation, noting that it is not going live on October 1st, as originally planned. He said there is a long list of issues that they are working on resolving with the vendor. He said Mr. Kottmeyer gave the vendor until the end of this week to respond to the request. He said they do not want to rush the implementation, but

make sure that everything is done correctly. Member Johnson said he feels it would be helpful to have a presentation clarifying which systems do what and their interlocking pieces.

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

File #: TE-CO-0002-24

Agenda Date: 10/15/2024

Agenda #: 19.A.

AMENDMENT TO COUNTY CONTRACT 6681-0001 SERV
ISSUED TO
SHI INTERNATIONAL CORP
FOR AN ENTERPRISE TERM LICENSE AGREEMENT
FOR INFORMATION TECHNOLOGY
(INCREASE ENCUMBRANCE \$11,840.27, 8.33%)

WHEREAS, County Contract 6681-0001 SERV was approved by the Technology Committee on October 17, 2023; and

WHEREAS, the Technology Committee recommends changes as stated in the Change Order Notice to County Contract 6681-0001 SERV, issued to SHI International Corp, for an Enterprise Term License Agreement with Adobe Systems Incorporated for Adobe software licensing, for Information Technology, to extend the contract through December 9, 2024 and increase the contract by \$11,840.27, resulting in an amended contract total of \$153,917.11, an increase of 8.33%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract 6681-0001 SERV, issued to SHI International Corp, for an Enterprise Term License Agreement with Adobe Systems Incorporated for Adobe software licensing for Information Technology, to extend the contract through December 9, 2024 and increase the contract by \$11,840.27 resulting in an amended contract total of \$153,917.11, an increase of 8.33%.

Enacted and approved this 22nd day of October, 2024 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

TEC 10/15
FI + CB 10/22



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 24, 2024

MinuteTraQ (IQM2) ID #: 24-2644

Purchase Order #: 6681-1-SERV	Original Purchase Order Date: Nov 10, 2023	Change Order #: 2	Department: IT
Vendor Name: SHI International Corp.		Vendor #: 14389	Dept Contact: Joe Hamlin
Background and/or Reason for Change Order Request:	Increase the encumbrance by \$11,840.27 (1000-1110-53807) and extend contract through 12/09/2024 to better align with the County's fiscal year.		
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	\$142,076.84
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$142,076.84
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$11,840.27
E	New contract amount (C + D)	\$153,917.11
F	Percent of current contract value this Change Order represents (D / C)	8.33%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	8.33%
DECISION MEMO NOT REQUIRED		

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: _____ to: _____
- Increase/Decrease quantity from: _____ to: _____
- Price shows: _____ should be: _____
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract
- Decrease encumbrance
- Increase encumbrance

DECISION MEMO REQUIRED	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: <u>Nov 9, 2024</u> to: <u>Dec 9, 2024</u>	<input type="checkbox"/> Funding Source _____
<input type="checkbox"/> OTHER - explain below: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

SJK	5037	Sep 24, 2024	RB	5064	09/30/2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____ Date _____			Procurement Officer Date <u>10/2/2024</u>		
Chief Financial Officer (Decision Memos Over \$25,000) _____ Date _____			Chairman's Office (Decision Memos Over \$25,000) _____ Date _____		



Decision Memo

Procurement Services Division

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

Date: Sep 24, 2024

File ID #: 24-2644

Purchase Order #: 6681-1-SERV

Requesting Department: Information Technology	Department Contact: Joe Hamlin
Contact Email: Joe.Hamlin@dupagecounty.gov	Contact Phone: 630-407-5063
Vendor Name: SHI International Corp.	Vendor #: 14389

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

Increase the encumbrance by \$11,840.27 (1000-1110-53807) and extend contract through 12/09/2024.

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

Currently, the PO expires in the last month of the fiscal year. By extending it 30 days we are aligning it more closely to our fiscal year, which removes the need to break up funding over multiple years.

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

Adobe licensing was purchased using SHI via Sourcewell COOP.

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

- 1) Approve the change order and keep the entirety of the contract within one fiscal year.
- 2) Do not approve the change order and split the contract cost up over multiple fiscal years.

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.

FY2024 - \$11,840.27 from 1000-1110-53807



Partner Sales Order Amendment

Partner Carahsoft Technology Corp
Customer DUPAGE COUNTY
Deal Registration ID DR4061384
Currency USD

- The following line items are hereby added to the Products and Services Pricing Detail Table in the Original Agreement for the Base Year.

Adobe Inc.

Products and Services Pricing Detail:

Adobe On-demand Services

Except as otherwise specified in this Sales Order, these On-demand Services terminate on the identified License Term End Date.

Extension to Base Year:

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	License Term Start Date	License Term End Date
01	65318659	Acrobat Sign for enterprise Subscription	Advance Annually - In	1.00	Each Subscription Per Year	10 November 2024	9 December 2024

*Unit Price Pro-rated

Option Year One:

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	License Term Start Date	License Term End Date
02	65318659	Acrobat Sign for enterprise Subscription	Advance Annually - In	1.00	Each Subscription Per Year	10 December 2024	9 December 2025

Option Year Two:

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	License Term Start Date	License Term End Date
03	65318659	Acrobat Sign for enterprise Subscription	Advance Annually - In	1.00	Each Subscription Per Year	10 December 2025	9 December 2026

01-03 Acrobat Sign for enterprise Subscription:

The initial License Term for the Adobe Sign for Enterprise Subscription extends for twelve months ("Base Year") and may be renewed for up to two successive one-year terms (each, an "Option Year") for the fees set forth in the Products and Services Pricing Detail. Customer may exercise an option to renew the License Term by submitting a purchase order to Adobe at least thirty days prior to the expiration of the then current License Term in the amount set forth in the Products and Services Pricing Details. During the Base Year, and in each Option Year if exercised, Customer may process up to 5,000 Transactions ("Subscription Limit"), which represents the fair use limitation of Transactions for the subscription level purchased. Transactions are aggregated amongst all of Customer's licensed Users. Customer is not authorized to process any Transactions in excess of the Subscription Limit, without Adobe's prior approval. In the event that Customer processes Transactions beyond the Subscription Limit, Customer will not be entitled to exercise any subsequent Option Years for the fees set forth in the Products and Services Pricing Detail. Instead, Customer and Adobe must mutually agree on a revised fee structure. The License Term of the Products and Services and any applicable Support commences on the identified start date. The end date of the License Term of the Products and Services and any applicable Support is the identified end date.

Creative Cloud, Document Cloud and Software

The License Term of the Products and Services and any applicable Support commences on the identified start date. The end date of the License Term of the Products and Services and any applicable Support is the identified end date.

Extension to Base Year:

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	License Term Start Date	License Term End Date
04	65286686	Acrobat Pro DC	Advance Annually - In	515.00	Each USER Per Year	10 November 2024	9 December 2024
05	65330520	All Apps - Edition 4	Advance Annually - In	53.00	Each USER Per Year	10 November 2024	9 December 2024
06	65330514	Single App - Edition 4	Advance Annually - In	10.00	Each USER Per Year	10 November 2024	9 December 2024

*Unit Price Pro-rated

Option Year One:

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	License Term Start Date	License Term End Date
07	65286686	Acrobat Pro DC	Advance Annually - In	515.00	Each USER Per Year	10 December 2024	9 December 2025
08	65330520	All Apps - Edition 4	Advance Annually - In	53.00	Each USER Per Year	10 December 2024	9 December 2025
09	65330514	Single App - Edition 4	Advance Annually - In	10.00	Each USER Per Year	10 December 2024	9 December 2025

Option Year Two:

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	License Term Start Date	License Term End Date
10	65286686	Acrobat Pro DC	Advance Annually - In	515.00	Each USER Per Year	10 December 2025	9 December 2026
11	65330520	All Apps - Edition 4	Advance Annually - In	53.00	Each USER Per Year	10 December 2025	9 December 2026
12	65330514	Single App - Edition 4	Advance Annually - In	10.00	Each USER Per Year	10 December 2025	9 December 2026

04,07,10 Acrobat Pro DC:
This product has both On-premise Software and access to On-demand Services. It does not include any Adobe Acrobat Sign entitlements, features, or capabilities, all of which requires separate purchase.

05,08,11 All Apps - Edition 4:
This product includes all Creative Cloud On-premise Software, Acrobat Pro, and access to all Creative Cloud On-demand Services. Users are entitled to download an unlimited number of Pro Images during the License Term. "Pro Images" means (A) photographs, illustrations, and vectors designated as "standard" in the On-demand Services that Customer may license through the On-demand Services as part of a Pro Edition Plan; and (B) any other asset types listed in the Stock Product Description (as defined in the Adobe Stock PSLT) as being available to Customer for license as part of a Pro Edition Plan. The Pro Images licensed under this Sales Order are delivered subject to the special terms for the Pro Edition Plans section in the Adobe Stock PSLT.

For Users provisioned under this SKU, the terms described in <https://www.adobe.com/go/firefly-supplemental-coverage-pslt> also apply.

06,09,12 Single App - Edition 4:
This product (1) is Creative Cloud On-premise Software and includes access to Creative Cloud On-demand Services; and (2) provides Customer access to all individual Creative Cloud On-premise Software applications (each, a "Single App") at the specified End User Unit Price set forth in this Sales Order. Single Apps available as of the Effective Date are listed here: <https://helpx.adobe.com/enterprise/kb/single-app-products-list.html>. Customer may deploy or provide direct access to Users any mix of these Single Apps, and each Single App deployed to or accessed by a User will count as one Single App license. Each Single App must be deployed to one User for a minimum of one calendar month. For example, regardless of when in the calendar month a Single App was deployed to a User, such Single App must remain deployed to such User until at least the same date the following calendar month. For example, if a Single App is deployed to User A on January 15, then such Single App must be deployed to User A until at least February 15. If a Single App is deployed on the 29th, 30th, or 31st day of a particular calendar month and the following calendar month does not have a 29th, 30th, or 31st day, respectively, then the one-month term of deployment for such Single App will end on the 1st of the month that lands at least 4 weeks after such Single App was deployed. For example, if a Single App is deployed to User B on May 31, then the one-month deployment term will end on July 1 because the month of June only has 30 days. Users are entitled to download an unlimited number of Pro Images during the License Term. "Pro Images" means (A) photographs, illustrations, and vectors designated as "standard" in the On-demand Services that Customer may license through the On-demand Services as part of a Pro Edition Plan; and (B) any other asset types listed in the Stock Product Description (as defined in the Adobe Stock PSLT) as being available to Customer for license as part of a Pro Edition Plan. The Pro Images licensed under this Sales Order are delivered subject to the special terms for the Pro Edition Plans section in the Adobe Stock PSLT.

For Users provisioned under this SKU, the terms described in <https://www.adobe.com/go/firefly-supplemental-coverage-pslt> also apply.

Adobe Professional Services

Customer will be responsible for all reasonable travel expenses, hotel accommodations, and any other out of pocket expenses properly and reasonably incurred by Adobe in connection with the Services (unless otherwise provided in this Sales Order). Such expenses will be charged to Customer at cost. Adobe will provide the Professional Services on a mutually agreeable schedule but in no event sooner than the identified start date. These Professional Services terminate on the identified end date and will not renew.

Extension to Base Year:

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	Start Date	End Date
13	65315954	Acrobat Sign for ent Subs PS ONS OFFS T1	Advance Annually - In	1.00	Each Per Year	10 November 2024	9 December 2024

*Unit Price Pro-rated

Option Year One

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	Start Date	End Date
14	65315954	Acrobat Sign for ent Subs PS ONS OFFS T1	Advance Annually - In	1.00	Each Per Year	10 December 2024	9 December 2025

Option Year Two:

Line Number	SKU	SKU Description	Billing Cycle	Quantity	License Metric / Unit of Measure	Start Date	End Date
15	65315954	Acrobat Sign for ent Subs PS ONS OFFS T1	Advance Annually - In	1.00	Each Per Year	10 December 2025	9 December 2026

13-15 Acrobat Sign for ent Subs PS ONS OFFS T1:
Adobe Sign Professional Services Subscription includes expert advice to guide implementation, configuration, integration, administration, onboarding of use cases, and usage of Adobe Sign during the License Term. These Professional Services may include the services as described in the SOW at

<https://www.adobe.com/content/dam/cc/en/legal/terms/enterprise/pdfs/SOW-ProfessionalServicesSubscription-Tiers-1-3-2022JAN27.pdf>.

Customer and Adobe will jointly define the schedule for the delivery of the Professional Services defined in this SOW. In addition, Adobe and Customer will meet at mutually agreeable intervals to refine this schedule based on Customer priorities. Adobe will exercise its discretion on the most optimal set of services to support Customer's objectives. Adobe may require up-to four business weeks to schedule the delivery of the requested services. Customer will receive the Professional Services for only one service request at a time. Adobe will perform Professional Services remotely unless stated otherwise in this Sales Order. If Customer requests that any Professional Services be delivered on-site at Customer's premises, Customer will reimburse Adobe for any incurred travel related expenses. The License Term of the Products and Services and any applicable Support commences on the identified start date. The end date of the License Term of the Products and Services and any applicable Support is the identified end date.



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: 08/22/2024

Bid/Contract/PO #: _____

Company Name: SHI International Corp	Company Contact: David Broaden
Contact Phone: N/A	Contact Email: davi_d_broaden@shi.com

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature

Signature on File

Printed Name

Pamela Wilkinson

Title

Sr. Contracts Administrator

Date

Aug 22, 2024

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



Technology Requisition \$30,000 and Over

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

File #: TE-P-0017-24

Agenda Date: 10/15/2024

Agenda #: 6.B.

AWARDING RESOLUTION ISSUED TO
GRANICUS LLC
FOR LEGISLATIVE MANAGEMENT SOFTWARE SUPPORT AND HOSTING
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL AMOUNT \$42,515.30)

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 legislative management software support and hosting; and

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and the Government Services Administration #NCPA 01-115, the County of DuPage will contract with Granicus LLC; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Granicus LLC, for legislative management software support and hosting, for the period of December 1, 2024 through November 30, 2025, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for for legislative management software support and hosting, for the period of December 1, 2024 through November 30, 2025, for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to Granicus LLC, 408 St. Peter Street, Suite 600, St. Paul, MN 55102, for a contract total amount not to exceed \$42,515.30, per contract pursuant to the Government Services Administration #NCPA 01-115.

Enacted and approved this 22nd day of October, 2024 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-2645	RFP, BID, QUOTE OR RENEWAL #: Q-375836	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$42,515.30
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/15/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$42,515.30
	CURRENT TERM TOTAL COST: \$42,515.30	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Granicus LLC	VENDOR #: 35074	DEPT: Information Technology	DEPT CONTACT NAME: Richard Burnson
VENDOR CONTACT: Mark Miller	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-5064	DEPT CONTACT EMAIL: Richard.Burnson@dupagecounty.gov
VENDOR CONTACT EMAIL: mark.miller@granicus.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 support and hosting for Legislative Meeting Management Agenda & Minutes and Civic Streaming.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County uses Legistar to host our meeting management software for County Board and Committee agendas and to live-stream the County Board meetings.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. 30 ILCS 525/2 "Governmental Joint Purchasing Act" Government Services Administration #GS-35F-0119Y
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). Staff recommends utilizing the Governmental Joint Purchasing Act pricing. Other alternatives are to go to bid for these hosting and support services, which could jeopardize the County's ability to post agendas and minutes, as well as stream County Board meetings.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Granicus LLC	Vendor#: 35074	Dept: Information Technology	Division:
Attn: Mark Miller	Email: Mark.Miller@granicus.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 408 St. Peter Street, Suite 600	City: St. Paul	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55102	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#: 35074	Dept: Information Technology	Division:
Attn:	Email:	Attn: Richard Burnson	Email: Richard.Burnson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5064	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2024	Contract End Date (PO25): Nov 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		Annual Support and Hosting for Legistar Open Platform and Gov Meetings Live Cast - 12/1/2024 - 11/30/2025	FY25	1000	1110	53807		42,515.30	42,515.30
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 42,515.30

<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 & Richard Burnson.
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.

**Procurement Vehicle: NCPA (01-115)
In Support of: DuPage County IL****ORDER DETAILS**

Prepared By: Mark Miller
Phone:
Email: mark.miller@granicus.com
Order #: Q-375836
Prepared On: 13 Sep 2024
Expires On: 30 Nov 2024

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription
End Date: 30 Nov 2024
Period of Performance: 01 Dec 2024 - 30 Nov 2025

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Legistar	Annual	1 Each	\$24,283.35
GovMeetings Live Cast	Annual	1 Each	\$16,656.95
Granicus Live Cast Encoding Software	Annual	1 Each	\$1,575.00
Open Platform Suite	Annual	1 Each	\$0.00
Open Platform Suite	Annual	1 Each	\$0.00
SUBTOTAL:			\$42,515.30

PRODUCT DESCRIPTIONS

Solution	Description
Legistar	<p>Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire legislative process of the clerk's office. Clerks can leverage Legistar to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies and meeting types • Unlimited data storage and retention • Up to one (1) Legistar database • Up to one (1) InSite web portal
GovMeetings Live Cast	<p>govMeetings Live Cast provides the ability to manage public meetings from anywhere, on almost any device using cloud based software and a Granicus Live Cast encoder. It will stream public meetings in HD, allow users to live index items, record and publish minutes, and provide archive videos for on-demand viewing.</p>
Granicus Live Cast Encoding Software	<p>Granicus Live Cast Software will convert the video feed for video streaming on the web which will also record video and provides the MP4 file for archive playback.</p> <p><i>Only used with the Live Cast encoder hardware and Live Cast solution.</i></p>
Open Platform Suite	<p>Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.</p>
Open Platform Suite	<p>Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.</p>

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-375836 dated 13 Sep 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of DuPage County IL to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- The terms and Conditions of the Agreement 01-115 effective 08 DEC 2020 between Granicus and NCPA govern this Quote and are incorporated herein by reference, including the Master Agreement and all exhibits thereto.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-375836 dated 13 Sep 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

DuPage County IL	
Signature:	
Name:	
Title:	
Date:	



GRANICUS

Request for Proposal for
Region 14 Education Service Center
For
Software and SaaS Solutions
RFP #39-20



Response Submitted by Granicus
Proposal Contact:
Sam.morton@granicus.com
Submitted on November 19, 2020

To Whom It May Concern,

Thank you for the opportunity to connect with Region 14 Education Service Center (the Region) and other public agencies supported by this contract. We look forward to detailing throughout this process and proposal how we can provide a platform of products to increase the efficiency of civic engagement and move towards a true digital Region.

Granicus' platform of digital engagement will allow the Region, and other agencies, to transition to on-line services. During current times, the public is getting used to working on-line and from their own spaces. After the dust settles, a new normal, as already seen in the UK, will be employees and the public wishing to work within the digital world.

Granicus is uniquely position with a proven platform of integrated tools to make this new normal a reality. We have the digital tools to communicate both within and outside of agencies, move workflows and public facing processes like paying student fees, to a digital format with minimal coding. We can also wrap it all within a communication network that is made for mobile access.

We look forward to being able to guide the Region and its agencies in changing the way that you connect with residents, creating better lives for more people through secure, world-class technology.

Sincerely,



Sam Morton
Vice President of Sales
303-521-0052
Sam.morton@granicus.com

Granicus' statements regarding its plans, directions, and intent are subject to change or withdrawal without notice at Granicus' sole discretion. The information mentioned regarding potential future products is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. Unless otherwise stated, this proposal is valid for 180 days.



GRANICUS

Master Subscription Agreement

This Master Subscription Agreement (“**Agreement**”) is made by and between the party procuring Granicus Products under NCPA 01-115 (“**Client**”) and Granicus, LLC (“**Granicus**”).

1. Ordering and Scope

- 1.1. Ordering Granicus Products.** The parties will enter into a binding order, proposal or purchase document (each, an “**Order**”), setting forth the products and services made available to Client pursuant to NCPA 01-115 and this Agreement which may include online or cloud subscription services, on-premise software, or required equipment or hardware components (the “**Granicus Products**”), and may enter into statements of work (“**SOW**”) setting forth corresponding professional or consulting services related to the Granicus Products. The parties may execute one or more Orders or SOWs under this Agreement, each Order or SOW becoming effective when executed by both parties or upon delivery and acceptance of purchase orders referencing the Order or SOW and this Agreement. Each Order and SOW will constitute a separate agreement between the parties related to the sale and purchase of Granicus Products. Each Order or SOW will generally include an itemized list of the Granicus Products as well as the Order Term for such Granicus Products.
- 1.2. Support.** Basic support and maintenance services provided to Client for Granicus Products (“**Support**”) is included in the fees paid for the Granicus Product subscription or maintenance during the Term. Granicus may update its Support obligations under this Agreement, so long as the level of Support agreed to by the parties is not materially diminished due to such modification.
- 1.3. Future Functionality.** Client acknowledges that any purchase hereunder is not contingent on the delivery of any future functionality or features.
- 1.4. Cooperative Purchasing.** To the extent permitted by law the terms of this Agreement may be extended for use by other municipalities, school districts and governmental agencies. Orders and SOWs entered into by such third parties are independent agreements between the third party and Granicus and do not affect this Agreement or any Order or SOW between Granicus and Client.


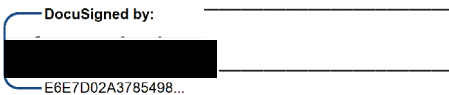
2. Use Rights

- 2.1. License.** Subject to the terms and conditions of this Agreement, Granicus hereby grants to Client a non-exclusive, non-transferable right and license to use the Granicus Products for its internal purposes during the Term, subject to any additional rights and restrictions set forth in the applicable Order or SOW. This grant of rights is not a sale of the Granicus Products. Granicus and its third-party providers reserve all rights not expressly granted to Client in this Agreement. In addition to the license terms set forth in this Agreement, certain third-party products may be subject to additional terms and conditions, set forth in Exhibit A, below, which will apply to such third-party products in addition to the terms of this Agreement.
- 2.2. Use of Granicus Products.**
 - 2.2.1. Data Sources.** Client may only upload data related to individuals that originates with or is owned by Client. Data purchased from third parties may not be used with the Granicus Products without Granicus’ prior written consent and list cleansing services provided by Granicus for an additional fee. Granicus will not sell, use, or disclose any personal information provided by Client for any purpose other than performing services subject to this Agreement.

period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

◆ General Provisions

- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:		Vendor:	Granicus, LLC
Name:	<u>Matthew Mackel</u>	Name:	<u>Spencer Lasley</u>
Title:	<u>Director, Business Development</u>	Title:	<u>Contracts Manager</u>
Address:	<u>PO Box 701273</u>	Address:	<u>408 St. Peter Street, Suite 600</u>
	<u>Houston, TX 77270</u>		<u>St. Paul, MN 55102</u>
Signature:		Signature:	
Date:	<u>December 8, 2020</u>	Date:	<u>11/06/2020</u>



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Thursday, September 14th, 2023

**Granicus, LLC
ATTN: Mark Hynes
408 St Peter St, Suite 600
Saint Paul, Minnesota, 55102**

Re: Annual Renewal of NCPA contract #01-115

Dear Mark:

Region XIV Education Service Center is happy to announce that Granicus, LLC has been awarded an annual contract renewal for Software and SaaS Solutions based on the proposal submitted to Region XIV ESC.

The contract will expire on December 31st, 2024, completing the fourth year of a possible five-year term. If your company is not in agreement, please contact me immediately.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,



**Shane Fields
Region XIV, Executive Director**



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: 8/21/2024

Bid/Contract/PO #: _____

Company Name: Granicus LLC	Company Contact: Justine Torres
Contact Phone: 800-314-0147	Contact Email: justine.torres@granicus.com

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature Signature on File
 Printed Name Brendan Stierman
 Title Manager, Contracts
 Date 8/21/2024

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