



DU PAGE COUNTY

Technology Committee

Summary

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

Tuesday, October 7, 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

PRESENT	Berlin, Chaplin, Childress, Covert, Eckhoff, Galassi, Henry, Kaczmarek, Lukas, Martinez, White, and Yoo
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3. CHAIRWOMAN'S REMARKS - CHAIR COVERT

Chair Covert thanked the IT Department's GIS team for their work on the pollinator hub site. She mentioned that IT staff sent out an email encouraging county staff to create phishing emails that can be sent out and tested. She also mentioned that an email regarding training on Artificial Intelligence (AI) was sent out yesterday. Upon completion of the AI training, employees will gain access to Microsoft Copilot Chat.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [25-2263](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, September 16, 2025

RESULT:	APPROVED
MOVER:	Gwen Henry
SECONDER:	Yeena Yoo

6. INTERGOVERNMENTAL AGREEMENTS

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

Intergovernmental Agreement between the County of DuPage ("County") and the Lisle-Woodridge Fire Protection District ("District") to permit County staff to create drive time polygons from each fire station within the District, as outlined in attachments A and B.

RESULT:	APPROVED AT COMMITTEE
MOVER:	Yeena Yoo
SECONDER:	Michael Childress

7. PROCUREMENT REQUISITIONS

A motion was made by Chair Covert to combine items 7.A. through 7.F. under Procurement Requisitions. Member Childress moved, seconded by Member Galassi. All ayes. Motion carried.

7.A. [TE-P-0014-25](#)

Recommendation for the approval of a contract purchase order to Tyler Technologies, Inc., for annual maintenance and support of the Tyler Enterprise Assessment & Tax system, Identity Workforce Advanced, and Cashiering for the Tyler IaaS World Software, for Information Technology, for the period of January 1, 2026 through December 31, 2026, for a total contract amount of \$1,033,770; per renewal of RFP #18-172-CC.

Member Eckhoff asked about the Tyler software performance. Mr. McPhearson said that from IT's perspective, it is working well. He also noted that judicial departments use a different version of Tyler software for other purposes.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Kari Galassi

7.B. [TE-P-0015-25](#)

Recommendation for the approval of a contract purchase order to Learning Tree International USA, Inc., for the procurement of fifteen (15) educational training vouchers, which do not expire, for Information Technology, for the period of October 15, 2025 through October 14, 2026, for a contract total amount of \$31,410; contract pursuant to the Governmental Joint Purchasing Act, 30 ILCS 525/2 (GSA Schedule GS-35F-369CA).

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Kari Galassi

7.C. [TE-P-0016-25](#)

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, 2025 to November 30, 2026, for Information Technology, for a contract total amount of \$36,081.49. Contract pursuant to the Intergovernmental Cooperation Act (NCPA Contract #01-115).

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Kari Galassi

7.D. [TE-P-0017-25](#)

Recommendation for the approval of a contract purchase order to Insight Public Sector, for the purchase of laptops, desktops, monitors, and docking stations, for the period of October 15, 2025 through November 30, 2025, for a contract total amount not to exceed \$337,369 (IT - \$284,174; Finance - \$12,203; Human Resources - \$5,227; Facilities Management - \$18,760; Public Defender - \$4,270; Office of Homeland Security & Emergency Management - \$12,735). Contract pursuant to the Intergovernmental Cooperation Act (OMNIA Contract #23-6692-03).

Member Yoo asked for clarification on where the funds for this purchase are coming from. Mr. Burnson confirmed that the cost for IT is coming out of surplus funds, and the cost for the other departments is coming out of their regular budgets.

RESULT: APPROVED AND SENT TO FINANCE

MOVER: Michael Childress

SECONDER: Kari Galassi

7.E. [25-2185](#)

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, 2025 through November 30, 2026, for a contract total amount of \$29,452.28, per 55 ILCS 5/5-1022(d) exempt from bidding - IT/Telecom purchases which do not exceed \$35,000.

RESULT: APPROVED

MOVER: Michael Childress

SECONDER: Kari Galassi

7.F. [25-2281](#)

Recommendation for the approval of a contract purchase order to Infor (US) Inc., for year end patch installation and application support for the Finance, Human Resources, and Payroll modules of the ERP system, for the Human Resources Department, for the period of December 1, 2025 through November 30, 2026, for a total contract amount of \$27,101.24. Other professional services not suitable for competitive bid per 55 ILCS 5/5-1022(c). (Sole Source - this is proprietary software that must be maintained and supported by the vendor, Infor (US) Inc.)

RESULT: APPROVED

MOVER: Michael Childress

SECONDER: Kari Galassi

8. CONSENT ITEMS**8.A. [25-2294](#)**

Information Technology - Infor Inc. 5492-1-SERV - This Purchase Order is decreasing in the amount of \$18,000, and closing due to the contract expiring.

RESULT: APPROVED

MOVER: Yeena Yoo

SECONDER: Kari Galassi

8.B. [25-2295](#)

Information Technology - AT&T Mobility II LLC 5541-1-SERV - This Purchase Order is decreasing in the amount of \$220,420.69, and closing due to the contract expiring.

RESULT: APPROVED

MOVER: Michael Childress

SECONDER: Kari Galassi

8.C. [25-2296](#)

Information Technology - Zion Cloud Solutions LLC 6075-1-SERV - This Purchase Order is decreasing in the amount of \$80,899, and closing due to the contract expiring.

RESULT: APPROVED

MOVER: Michael Childress

SECONDER: Kari Galassi

9. OLD BUSINESS

No old business was discussed.

10. NEW BUSINESS

Member Yoo asked about the cost for iLegislate. Mr. McPhearson stated that iLegislate comes as an add-on option at no additional cost.

11. ADJOURNMENT

With no further business, the meeting was adjourned.



Minutes

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

File #: 25-2263

Agenda Date: 10/7/2025

Agenda #: 5.A.



DU PAGE COUNTY

Technology Committee

Final Summary

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

Tuesday, September 16, 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.

MOTION TO ALLOW FOR REMOTE PARTICIPATION

Member Lukas moved, seconded by Member Yoo, to allow remote participation. All ayes. Motion carried.

2. ROLL CALL

Conor McCarthy was present as a representative for Bob Berlin, State's Attorney. Guillermo Franco was present as a representative for Liz Chaplin, County Recorder. Paul Hinds was present as a representative for Gwen Henry, County Treasurer. Chad Pierce was present as a representative for Jean Kaczmarek, County Clerk.

PRESENT	Berlin, Chaplin, Covert, Eckhoff, Henry, Kaczmarek, Lukas, Martinez, White, and Yoo
ABSENT	Childress
REMOTE	Galassi

3. CHAIRWOMAN'S REMARKS - CHAIR COVERT

No remarks were offered.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [25-2226](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, September 2, 2025

Attachments: [2025-09-02 Technology Minutes](#)

RESULT:	APPROVED
MOVER:	Gwen Henry
SECONDER:	Judith Lukas

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0012-25](#)

Recommendation for the approval of a contract purchase order issued to Insight Public Sector, for the purchase of KnowBe4 software for cybersecurity awareness training and phishing testing, for the Information Technology Department, for the period of October 30, 2025 through October 29, 2026, for a contract total amount not to exceed \$33,792. Contract pursuant to the Intergovernmental Cooperation Act (Omnia Partners Contract #23-6692-03).

Attachments: [Insight Public Sector - PRCC](#)
[Insight Public Sector - Quotation #0228738905](#)
[Insight Public Sector - Omnia Contract](#)
[Insight Public Sector \(KnowBe4\) - VED](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Yeena Yoo
SECONDER:	Grant Eckhoff

6.B. [TE-P-0013-25](#)

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 December 1, 2025 through November 30, 2026, for a contract total amount of \$250,380.75. 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.)

Member Yoo asked if this contract is for the new ERP system. Mr. McPhearson explained it is needed for maintenance of the HR and Payroll portions of the current ERP until the new Dayforce system goes live, but it also covers maintenance for the Finance side of the current ERP, which is not included in Dayforce.

Attachments: [Infor \(Annual Mtc\) - PRCC 2025](#)
[Infor \(Annual Mtc\) - Invoice #P-572606-US0AB](#)
[Infor \(Annual Mtc\) - Sole Source Letter](#)
[Infor \(Annual Mtc\) - VED](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Yeena Yoo
SECONDER:	Judith Lukas

6.C. [TE-CO-0004-25](#)

Recommendation for the approval of an amendment to purchase order 7189-0001 SERV, issued to Toshiba Business Solutions, for multi-functional device equipment, supplies, software and service solutions, to increase the contract in the amount of \$153,713.67, resulting in an amended contract total amount not to exceed \$1,906,862.55.

Mr. McPhearson explained that when the printing contract was put out to bid in 2024 and

awarded to Toshiba, staff made projections for each department using data provided by Canon, the previous vendor. He said the data was not entirely accurate, resulting in a need to increase some of the lines on the current Toshiba purchase order.

Attachments: [Toshiba - 7189-1-SERV - Change Order #21](#)
 [Toshiba - 7189-1-SERV - Change Order #21 Decision Memo](#)
 [Vendor Ethics Placeholder](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Grant Eckhoff
SECONDER:	Yeena Yoo

7. INFORMATIONAL ITEMS

Mr. McPhearson gave credit to other departments and agencies who share their technology-related purchases as informational items on the Technology agenda. He said IT does not want to disapprove anything, but rather offer support where we can.

7.A. [25-2220](#)

Public Works - Amendment to Contract 6303SERV, issued to Donohue and Associates, for on-call professional engineering for SCADA Support, for a change order to extend the contract to November 30, 2026, with no change in contract total.

Attachments: [Donohue CO](#)
 [Donohue DM](#)
 [Donohue Contract Date Extension 2025-08-26](#)
 [Donohue Vendor Ethics](#)
 [25-2220 SCADA info](#)

RESULT:	ACCEPTED AND PLACED ON FILE
MOVER:	Yeena Yoo
SECONDER:	Judith Lukas

7.B. [JPS-P-0036-25](#)

Recommendation for the approval of a contract purchase order to Insight Public Sector, Inc., for computers and other small IT equipment, for the Clerk of the Circuit Court, for the period of September 9, 2025 through September 8, 2026, for a total contract amount of \$88,206; per bid 25-098-CCC. (Clerk of the Circuit Court)

Attachments: [PRCC - Insight Public Sector](#)
 [Bid Tab 25-098-CCC](#)
 [Pricing Pages - Redacted](#)
 [Vendor Ethics - Redacted](#)
 [Insight Public Attachment_Redacted](#)

RESULT:	ACCEPTED AND PLACED ON FILE
MOVER:	Yeena Yoo
SECONDER:	Grant Eckhoff

8. OLD BUSINESS

No old business was discussed.

9. NEW BUSINESS

No new business was discussed.

10. ADJOURNMENT

With no further business, the meeting was adjourned.



Technology Resolution

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

File #: TE-R-0002-25

Agenda Date: 10/7/2025

Agenda #: 6.A.

INTERGOVERNMENTAL AGREEMENT BETWEEN
THE LISLE-WOODRIDGE FIRE PROTECTION DISTRICT
AND THE COUNTY OF DU PAGE FOR
GEOPROCESSING SERVICES

WHEREAS, the Lisle-Woodridge Fire Protection District ("DISTRICT") and County of DuPage ("COUNTY") are public agencies within the meaning of the Illinois "Intergovernmental Cooperation Act", as specified in the Illinois Statute, 5 ILCS 220/1 et seq., and as authorized by Article 7, Section 10 of the Constitution of the State of Illinois; and

WHEREAS, the purpose of the "Intergovernmental Cooperation Act" and Article 7 of the Constitution of the State of Illinois include fostering cooperation among governmental bodies; and

WHEREAS, the COUNTY and DISTRICT have entered into an Intergovernmental Agreement ("AGREEMENT") to permit County staff to create drive time polygons from each fire station within the district, as specified in the AGREEMENT attached hereto; and

WHEREAS, the Technology Committee has reviewed and recommends County Board approval of the attached AGREEMENT.

NOW, THEREFORE, BE IT RESOLVED, by the DuPage County Board that the attached AGREEMENT between the DISTRICT and the COUNTY is hereby accepted and approved, and that the Chairman of the DuPage County Board is hereby authorized and directed to execute the AGREEMENT on behalf of the County; and

BE IT FURTHER RESOLVED, that the County Clerk be directed to transmit certified copies of this Resolution and attached to the Lisle-Woodridge Fire Protection District, ATTN: Chief Keith Krestan, 1005 School Street, Lisle, IL 60532, and Conor McCarthy, State's Attorney's office.

Enacted and approved this 14th day of October, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

Memo

To: Chief Keith Krestan (Lisle-Woodridge Fire Protection District)
Deputy Chief Scott Gray (Lisle-Woodridge Fire Protection District)

From: Tom Ricker (DuPage County GIS)

cc:

Date: September 2, 2025

Re: Scope of Work, Time & Pricing for GIS Shared Services

Please find below the project summary, scope of work along with time and pricing we discussed concerning the GIS shared services.

GIS Geoprocessing Services:

The Lisle-Woodridge Fire Protection District (LWFPD) has requested that DuPage County GIS provide pricing for generating updated drive/response time polygons using Esri geoprocessing tools. These polygons will represent travel times from each fire station within the district and form the basis for updated station response allocations.

DuPage County GIS will perform a QA/QC process, cross-checking results using known address points in areas such as Four Lakes (Oakwood Dr, Forest View Rd, East Lake Dr). During this QA/QC process, we will confirm that the developed data correctly assigns the closest station to each location within the district.

These "Dynamic Still Districts" will enable LWFPD to determine the closest available unit to an incident based on current travel times. DuPage County GIS will deliver both digital map files and printed hardcopy maps for these districts. This data can also be integrated into an AVL-capable CAD system to support real-time dispatching of the closest available unit.

To run the required geoprocessing routines, we will utilize DuPage County's ArcGIS Online Organizational Account. These routines consume ArcGIS credits, and we estimate the total usage will not exceed 6,000 credits. If credit usage approaches or exceeds this limit, we will notify LWFPD and request approval for additional allocation.

Processing and publishing this data will be billed hourly and is expected to require no more than 20 hours. Should additional hours be necessary, for example, to create extra layers—DuPage County GIS will notify LWFPD and seek approval before proceeding with any additional work.

Hours and Reimbursement Charges:

DATE	STAFF	DESCRIPTION	HOURS	Credits	RATE	AMOUNT
6/30/2025	Kevin Piraino	GIS Geoprocessing Services for Dynamic Still District Creation	20		\$ 77.69	\$ 1,553.80
		ArcGIS Online 1000 Credit Block Needed for GeoProcessing		6	\$ 120.00	\$ 720.00
						0
		TOTAL	20			\$ 2,273.80
		* Reoccurring Service (Hourly Rate Could be Scheduled for Change)				

The above rate is based on a specific county GIS staff work rate and could be subject to change. If changes in the work rate do occur, DuPage GIS will notify the Lisle-Woodridge Fire Protections District prior to the change.

**Intergovernmental Agreement (Lisle Woodridge FPD/DuPage County)
GIS Services**

This INTERGOVERNMENTAL AGREEMENT (“Agreement”) is entered into by and between the County of DuPage (“County”), Illinois, a body corporate and politic and the Lisle Woodridge Fire Protection District, (“District”) is a fire protection district established pursuant to 70 ILCS 705 (collectively “the Parties”).

Recitals

WHEREAS, the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/ *et. seq*) authorize units of local government, including counties and fire protection districts, to contract or otherwise associate among themselves in any manner not prohibited by law and to jointly exercise any power, privilege or authority conferred upon them by law; and

WHEREAS, the County has staff with exceptional skill and expertise in the area of GIS data organization and development of views, groups, and applications; and

WHEREAS, the Parties have entered into this Agreement to conserve resources, reduce costs, and to improve the efficiency and economy of the District; and

WHEREAS, this Agreement permits the County to create drive time polygons from each fire station within the district, and

WHEREAS, this IGA eliminates duplication of effort, and facilitates the sharing of expertise and data, and provides low cost services to the District,

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereby agree as follows:

Part 1 – Incorporation of the Recitals & Definitions

Section 1.1 – Recitals Incorporated. The recitals set forth above are incorporated in this Agreement by reference and made a part of this IGA.

Section 1.2 – Definitions.

- A. “County” or “The County” shall refer to the County of DuPage.
- B. “District” or “The District” shall refer to the Lisle Woodridge Fire Protection District.

Part 2 – Obligations of the County

Section 2.1 – Generally. The County, by and through its information technology department, shall apply certain hosted feature layers, including but not limited to demographics, school locations, critical infrastructure, transportation, hydrant locations, drive times, incidents/hotspots, and zoning layers.

Section 2.2 – Scope of Work. The Scope of Work Memorandum is hereby attached and incorporated into this agreement by reference as Exhibit A. Where there are any differences between the terms of this Agreement and the terms of the Scope of Work, the Scope of Work shall control.

Section 2.3 – No Further Obligations. The County shall have no further obligations under this IGA, beyond providing the services listed in Section 2.1.

Part 3 – Obligations of the District

Section 3.1- Generally. The District shall cooperate with the County in all aspects of the data collection, input, and analysis, including making data or files accessible to the County.

Section 3.2 – Payment

The District agrees to reimburse the County for the staff time involving the services provided under this agreement at the hourly work rate of \$77.69 per hour. If the work rate is modified, the County shall notify the District prior to the change and offer the opportunity to cancel this Intergovernmental Agreement. The District agrees to reimburse the County for use of its ArcGIS credits at a rate of \$120 per credit used.

Part 4- Misc. Provisions

Section 4.1 - No Joint Venture. This IGA shall not be construed in such a way that either party is deemed to be, the representative, agent, employee, partner, or joint venture of the other. The Parties shall not have the authority to enter into any other Agreement, or to assume any liability, on behalf of the other party, or to bind or commit the other party in any manner, except as expressly provided herein.

Section 4.2 - Entire Agreement. This IGA constitutes the entire Agreement of the Parties with respect to the subject matter hereof and supersedes all other prior and contemporary Agreements, understandings, representations, negotiations, and commitments between the Parties with respect to the subject matter hereof.

Section 4.3 – Representations. Each party represents that it has the authority to enter into this IGA and undertake the duties and obligations contemplated by this IGA and that it has taken or caused to be taken all necessary action to authorize the execution and delivery of this IGA.

Section 4.4 – Unenforceable Provisions/ Severability. In the event that any provision of this Agreement held to be unenforceable by any court or tribunal having jurisdiction over the Parties and, or, subject matter, the Parties agree that all other provisions of this IGA continue to have their full force and effect and shall not be affected thereby.

Section 4.5 - Damages Limitation. In the event of a breach of this IGA by the County, District shall be entitled to no consequential damages. The District may only recover, at most, the total cost of the services involved in the breach.

Part 5 – Term

Section 5.1. – Term of Agreement. This IGA shall become effective upon ratification by the Parties' respective corporate authority and shall remain in effect until or unless terminated in accordance with Section 5.2, or upon material renegotiation.

Section 5.2 – Termination of Agreement. Either Party may cancel this IGA at any time upon thirty (30) day's written notice of such, authorized by the corporate authorities of the cancelling Party, directed to the presiding officer. The District may terminate within fourteen (14) days of any change in the County's work rate, upon written notice of such, authorized by the corporate authorities of the cancelling party and directed to the presiding officer.

Section 5.3 – Termination by Operation of Law. This IGA shall cease to be effective upon the enactment of any federal or state statute, rule, or regulation that materially impairs the ability of one or both parties to perform their obligations under the IGA.

WHEREFORE, the Parties have signed and executed this IGA as of the date written below in the County of DuPage, State of Illinois.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

COUNTY OF DUPAGE:

Deborah Conroy
DuPage County Board Chair

Attest: _____
Jean Kaczmarek
DuPage County Clerk

Date: _____

**LISLE WOODRIDGE
FIRE PROTECTION DISTRICT:**

Attest: _____

Date: _____



Technology Requisition \$30,000 and Over

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

File #: TE-P-0014-25

Agenda Date: 10/7/2025

Agenda #: 7.A.

AWARDING RESOLUTION ISSUED TO
TYLER TECHNOLOGIES, INC.
FOR ANNUAL MAINTENANCE AND SUPPORT OF THE
TYLER ENTERPRISE ASSESSMENT AND TAX SYSTEM,
IDENTITY WORKFORCE ADVANCED, AND
CASHIERING FOR THE TYLER IAAS WORLD SOFTWARE
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL AMOUNT \$1,033,770.00)

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

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Tyler Technologies, for annual maintenance and support of the Tyler Enterprise Assessment and Tax system, Identity Workforce Advanced, and Cashiering for the Tyler IaaS World Software, for the period of January 1, 2026 through December 31, 2026, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that said contract is for annual maintenance and support of the Tyler Enterprise Assessment and Tax system, Identity Workforce Advanced, and Cashiering for the Tyler IaaS World Software, for the period of January 1, 2026 through December 31, 2026, for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to Tyler Technologies, Inc., 200 E. Randolph Street, Suite 3550, Chicago, IL 60601, for a contract total amount not to exceed \$1,033,770.00, per lowest RFP #18-172-CC.

Enacted and approved this 14th day of October, 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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2290	RFP, BID, QUOTE OR RENEWAL #: RFP #18-172-CC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,033,770.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,033,770.00
	CURRENT TERM TOTAL COST: \$1,033,770.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Tyler Technologies	VENDOR #: 27738	DEPT: Information Technology	DEPT CONTACT NAME: Viji Ramaswamy
VENDOR CONTACT: Gus Tenhundfeld	VENDOR CONTACT PHONE: 1-800-800-2581 wxt.1924	DEPT CONTACT PHONE #: 630-407-5028	DEPT CONTACT EMAIL: Viji.Ramaswamy@DuPageCounty.gov
VENDOR CONTACT EMAIL: gus.tenhundfeld@tylertech.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
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 Saas fee for the Enterprise Assessment & Tax, Tyler Identity Workforce Advance, and Tyler Cashiering. This is the first of five (5) one-year renewals per RFP #18-172-CC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This renewal is necessary to ensure continued access to Tyler's Property Tax System, which supports essential functions such as assessment, billing, collections, and secure operations.			

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.
RENEWAL OF RFP	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This is the first of five (5) one-year renewals per RFP #18-172-CC.
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 approving this renewal.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Tyler Technologies Inc.	Vendor#: 27738	Dept: IT	Division:
Attn: Gus Tenhundfeld	Email: gus.tenhundfeld@tylertech.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Tyler Technologies Inc.	Vendor#: 27738	Dept: IT	Division:
Attn: Gus Tenhundfeld	Email: gus.tenhundfeld@tylertech.com	Attn: Viji Ramaswamy	Email: Viji.Ramaswamy@DuPagecounty.gov
Address: PO Box 203556	City: Dallas	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75320-3556	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5000	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 01/01/2026	Contract End Date (PO25): 12/31/2026

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		Tyler SaaS, Identity Workforce Advance, and Cashiering	FY26	1000	1110	53807		1,033,770.00	1,033,770.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 1,033,770.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. This is the first of five (5) one-year renewals per RFP #18-172-CC.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to Sarah Godzicki & Viji Ramaswamy and copy both when emailing PO to vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

June 19, 2025



One Tyler Way
Moraine, Ohio 45439

P: 800.800.2581
F: 937.278.3711

www.tylertech.com

Viji Ramaswamy
Application Services Manager
Information Technology Department
DuPage County
421 N County Farm Road
Wheaton, IL 60187
Viji.Ramaswamy@Dupagecounty.gov

Re: 2026 Enterprise Assessment & Tax SaaS Renewal

RENEWAL NOTICE

Dear Mr. Ramaswamy:

The County's current Enterprise Assessment & Tax Software as a Service (SaaS) Agreement runs through December 31, 2025. The agreement provides that additional SaaS Periods shall begin (renew) at the end of each previous Period and end one year later unless (i) either party gives written notice of non-renewal to the other party at least 30 days prior to the expiration of the then current Period or any renewal thereof; or (ii) the Agreement is terminated according to the terms of this Agreement.

This Letter shall serve as notice of Tyler's intent to renew the SaaS and to notify the County of the SaaS fee for the services for the Period of Agreement from January 1, 2026 to December 31, 2026.

Below is a breakdown of those services and this term's corresponding fees:

Support Services:

Enterprise Assessment & Tax SaaS	\$941,365.00
Tyler Identity Workforce Advance	\$18,665.00
Tyler Cashiering	<u>\$73,740.00</u>
Total:	\$1,033,770.00

The total fee for the above services provided under this Agreement is **ONE MILLION THIRTY-THREE THOUSAND SEVEN HUNDRED SEVENTY DOLLARS (\$1,033,770.00)**. Tyler will invoice the County in one (1) installment on or about December 1, 2025. Any additional services requested by the County will be charged at our then-current Time and Materials rates.

Both parties agree that the Terms & Conditions of the original contract's Articles of Agreement and Scope of Services remain in full force and effect for the term of this renewal.

Tyler will notify the County at least sixty (60) days prior to this renewal's expiration of any changes to the fees for the SaaS Services for the following renewal period. The County shall notify Tyler at least thirty (30) days prior to the expiration of this renewal should the County choose not to renew this agreement for the 2027 period.

Tyler appreciates our current business relationship and we again thank you for your continued confidence in our ability to provide professional services to DuPage County. If you have any questions, please contact me at 1-800-800-2581, ext. 1924, or via email at gus.tenhundfeld@tylertech.com.

Sincerely,
Signature on File

Gus Tenhundfeld
Inside Sales Manager



SECTION 9 - MANDATORY FORMS

#18-172-CC PROPOSAL FORM

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Business Name of Proposer	Tyler Technologies, Inc.
Main Business Address	One Tyler Way
City, State, Zip Code	Moraine, Ohio 45439
Telephone Number	800.800.2581
Fax Number	866.658.4258
Proposal Contact Person	Troy Fryman, Senior Account Executive
Email Address	troy.fryman@tylertech.com
Federal Tax Identification Number	

TO: The DuPage County Procurement Services Division

The undersigned certifies that he is the Owner/Sole Proprietor

☐

a Member of the
Partnership

☒

an Officer of the
Corporation

☐

a Member of the Joint
Venture

Herein after called the Proposer and that the members of the Partnership or Officers of the Corporation are as follows:

H. Lynn Moore, Jr.
(President or Partner)

Brian K. Miller
(Vice-President or Partner)

Abigail M. Diaz
(Secretary or Partner)

Brian K. Miller
(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, vendor or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits,

including Addenda No. #1, #2 and _____ issued thereto;

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

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate. Further, the undersigned certifies that the Proposer is not barred from bidding on this contract because of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid-rotating or because of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

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

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

The undersigned, by submission of this Offer, hereby agrees to be obligated, if selected as the Contractor, to provide the stated goods and/or services to the County, for the term as stated herein, and to enter a Contract with the County, in accordance with the Conditions, Scope and Terms, as well as the Form of Contract, together with any written addendum as specified above.

The undersigned hereby accepts all administrative requirements of the RFP and will follow such requirements.

Further, the Proposer certifies that he has provided equipment, supplies or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Proposer, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the agreement schedule.

The Contractor agrees to provide the equipment, service, and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Proposer shall acknowledge receipt of each addendum issued in the space provided on the proposal form.

Tyler certifies that it complies with all terms, conditions, and requirements set forth in the RFP, **except as taken exception to, as modified by, and as otherwise set forth in Tyler's proposal.**

X **Signature on File**

Inside Sales Manager
(Signature and Title)

Corporate Seal (if available)

RFP MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this 13th day of November, 2018

KAREN A JACKSON, Notary Public
In and for the State of Ohio
My Commission Expires Feb. 25, 2022

Signature on File

(Notary Public) 8

My Commission Expires: _____

Notary Seal



**THE COUNTY OF DUPAGE
FINANCE - PROCUREMENT**

#18-172-CC PROPERTY TAX SOFTWARE

RFP Evaluation Scorecard

Criteria	Available Points	Tyler Technologies	DEVNET	Avenu Insights & Analytics
Firm Qualifications	10	9.0	7.2	5.4
Key Qualifications	10	8.6	7.0	4.8
Project Understanding	60	56.0	50.0	40.6
Price (Scored by Procurement)	20	11.2	20.0	12.8
Total	100	84.8	84.2	63.6

NOTES:

- 1) Review team shortlisted DEVNET and Tyler Technologies and provided a one-day onsite demonstration.
- 2) The County issued a Best and Final Offer request to Tyler Technologies (see detail below).
- 3) Tyler Cashiering and iasWorld Field Mobile was offered as an option and was accepted by the review team.
- 4) Tyler Tech development team expects to start in Q4, FY19 or Q1, FY20; this is dependent on other client projects winding down.
- 5) A contingency of \$280,000 is being requested.

RFP Posted/Advertised	8/28/2018
Invitations Sent	89
Total Requesting Documents	45
Total RFP Responses Received	3
RFP Opening Attended by	JEM, CH

Price Scoring (rd 1 - to determine shortlist)			
Total - Years 1 to 4 Price	\$ 7,726,087	\$ 4,145,597	\$ 6,453,600
Percentage of Points	54%	100%	64%
Points awarded (wtd against lowest price)	11	20	13

TYLER TECHNOLOGIES Best And Final Offer	One-time Fee	Year 1 (Dec-1-2019)	Year 2	Year 3	Year 4	Year 5
Implementation Services	\$ 2,801,537					
Annual - Five Year (Cloud-hosting, Database Mgmt Services, Licensing and Support)		\$ 896,540	\$ 896,540	\$ 896,540	\$ 896,540	\$ 896,540
Tyler Cashiering and iasWorld Field Mobile Licensing		\$ 96,855	\$ 96,855	\$ 96,855	\$ 96,855	\$ 96,855
Implementation Services - Cashiering and iasWorld Field Mobile	\$105,340					
Implementation Services - Cashiering and iasWorld Field Mobile (BAFO Discount)	\$ (105,340)					
	\$ 2,801,537	\$ 993,395	\$ 993,395	\$ 993,395	\$ 993,395	\$ 993,395
GRAND TOTAL						\$ 7,768,512

NOTE - Best and Final Offer

The original submittals were scored based on one-time implementation and four year total cost of ownership. To arrive at the BAFO total, \$105,340 is deducted from one-time fees; an additional line item is added in at \$96,855; the annual fee changes from \$1,120,000 to \$993,395; a fifth year was added since Tyler Tech is holding that price firm for five years.

March 28, 2019

Ms. Jean Kaczmarek
County Clerk for The County of DuPage
DuPage County Finance Department
421 North County Farm Road, Room 3-400
Wheaton, IL 60187-3978

One Tyler Way
Moraine, Ohio 45439
P: 800.800.2581
F: 937.278.3711
www.tyler-tech.com

Re: Best and Final Offer – Property Tax Software #18-172-CC

Dear Ms. Kaczmarek:

Thank you for the opportunity to present this Best and Final Offer (BAFO) to DuPage County for the above referenced RFP. This letter will address all the items requested in the County's email dated March 21, 2019 from Mr. McGuire.

Revised Tyler Pricing

Enclosed with this letter is a revised Pricing form that reflects the adjustments to the Tyler proposed pricing described herein. As part of our review of your thorough RFP requirements and our understanding of the structure of the DuPage County assessment and property tax environment, our initial price proposal as it pertains to professional services for the core software proposed remains unchanged. We are, however, pleased to make the following pricing concessions:

- Annual Subscription Fee for the base software is reduced 10% to \$896,540.
 - iasWorld CAMA \$401,510
 - iasWorld Tax \$352,415
 - iasWorld Appeals \$63,635
 - iasWorld Public Access \$45,600
 - iasWorld SmartFile \$33,380
- Annual Subscription Fee for the optional software is reduced 10% to \$96,855.
 - Tyler Cashiering \$70,230
 - iasWorld Field Mobile \$26,625
- Professional Services – Tyler is offering to include the optional software – Tyler Cashiering and iasWorld Field Mobile – for no additional Professional Services cost. This is a total discount to the Professional Services cost of \$105,340.
- County Interfaces – the following County Interfaces are included in the proposed scope and price as described in our original and BAFO price proposal on the Interfaces tab.
 - MyDec
 - Control Book
 - Lawson
 - Tax System
 - Input System (5)



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Tyler Technologies, Inc.
CONTACT PERSON:	Gus Tenhundfeld
CONTACT EMAIL:	gus.tenhundfeld@tylertech.com

Section II: Procurement Ordinance Requirements

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 the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

- ☐ Yes
☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Signature on File

Printed Name: Gus Tenhundfeld

Signature: _____

Title: Manager - Inside Sales

Date: September 19, 2025



Technology Requisition \$30,000 and Over

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

File #: TE-P-0015-25

Agenda Date: 10/7/2025

Agenda #: 7.B.

AWARDING RESOLUTION ISSUED TO
LEARNING TREE INTERNATIONAL
FOR FIFTEEN (15) TRAINING VOUCHERS
FOR INFORMATION TECHNOLOGY AND RMS/DUJIS
(CONTRACT TOTAL AMOUNT \$31,410.00)

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

WHEREAS, pursuant to the Governmental Joint Purchasing Act (30 ILCS 525/2), the County is authorized to enter into a Joint Purchasing Agreement for training vouchers; and

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and the GSA contract #G5-35F-369CA, the County of DuPage will contract with Learning Tree International; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract to Learning Tree International, for fifteen (15) training vouchers, which do not expire, for Information Technology and RMS/DuJIS.

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for fifteen (15) training vouchers, which do not expire, for Information Technology and RMS/DuJIS, be, and it is hereby approved for issuance of a contract by the Procurement Division to Learning Tree International, 13650 Dulles Technology Drive, Suite 400 Herndon, VA 20171-6156, for a contract total amount not to exceed \$31,410.00, per contract pursuant to the GSA contract #G5-35F-369CA.

Enacted and approved this 14th day of October, 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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2328	RFP, BID, QUOTE OR RENEWAL #: Quote	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$31,410.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$31,410.00
	CURRENT TERM TOTAL COST: \$31,410.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Learning Tree International	VENDOR #: 11739	DEPT: IT	DEPT CONTACT NAME: Richard Burnson
VENDOR CONTACT: Jessica Brandner	VENDOR CONTACT PHONE: 888-843-8733	DEPT CONTACT PHONE #: 630-407-5064	DEPT CONTACT EMAIL: richard.burnson@dupagecounty.gov
VENDOR CONTACT EMAIL: jessica_brandner@learningtree.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Procurement of a total of fifteen (15) training vouchers to be used by technical staff in Information Technology. These vouchers are non-expiring and can be used for any class at Learning Tree. This is being purchased under GSA contract #G5-35F-369CA pricing in the amount of \$31,410.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This will allow IT and RMS/DuJIS staff to stay up to date with training on current and upcoming technologies.			

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. Learning Tree has been providing training to DuPage County IT for the past several years. They offer classes on a variety of technologies. Using GSA contract#GS-35F-369CA, the vouchers are non-expiring so they can be used for years to come. Procuring classes one at a time is more expensive than purchasing vouchers up front.
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 purchasing the vouchers so all IT staff can be properly trained.

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: Learning Tree International	Vendor#: 11739	Dept: IT	Division:
Attn: Jessica Brandner	Email: jessica_brandner@learningtree.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 13650 Dulles Technology Drive, Suite 400	City: Herndon	Address: 421 N. County Farm Road	City: Wheaton
State: VA	Zip: 20171-6156	State: IL	Zip: 60187
Phone: 888-843-8733	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: 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): 10/15/2025	Contract End Date (PO25): 10/14/2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	11	EA		GSA Training Vouchers - Non-Expiring - IT	FY25	1000	1110	53610		2,094.00	23,034.00
2	4	EA		GSA Training Vouchers - Non-Expiring - RMS/DuJIS	FY25	1000	1115	53610		2,094.00	8,376.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 31,410.00

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. Please email PO to Sarah Godzicki & Richard Burnson and copy both when emailing to vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



October 1, 2025

Thank you for your interest in Learning Tree training services: we appreciate your consideration and the opportunity to earn your business.

Your detailed quotation is enclosed.



Pricing

Price Quote for Training Voucher Program Learning Tree International

Issued For:

Ms. Richard Burnson
Deputy CIO
IT Department 3rd Floor
DuPage County Government
421 North County Farm Rd.
Wheaton, IL 60187

Training Advisor Contact Info:

Jessica Brandner
Customer Care Specialist
Learning Tree International
703-925-3960
Jessica_Brandner@LearningTree.com

Product Description	Price Per Program	Quantity	Total Cost
GSA Vouchers	\$2,094.00	15	\$31,410.00

GSA Schedule: GS-35F-369CA

MOBIS: GS-02F-0182Y

Training Voucher Program Benefits:

- Vouchers are **freely transferable** and can be used by any employee for any course within the **12 month period**. Please note, non-Government Voucher purchases expire 12 months after the earlier of a) the first course attended, or b) 30 days after start date.
- Services must be paid in full prior to use.
- Learning Tree's Training Voucher Program is a cost-effective solution for organizations with individuals whose training requirements vary from a single course per person to an entire series of courses.
- Your organization can save on the standard per course price, depending on the number of vouchers you purchase. Savings start with as few as three vouchers and increase your savings with the size of your voucher purchase.

Price Quote valid for 30 days

Sales Tax maybe applied

Please note, some exclusions may apply to the voucher program.

The per seat price in this quote has been rounded up to the nearest dollar. All prices are subject to change.

ITIL® is a registered trade mark of AXELOS Limited

For our Terms and Conditions please visit our website:
<https://www.learningtree.com/terms-and-conditions/>

Learning Tree International Government Terms and Conditions

Learning Tree International limits the provision of its educational services to employees of corporations, partnerships and Government organizations who are sponsored by their respective organizations. This agreement is between Learning Tree International and the employer.



GUARANTEE OF QUALITY: Our Guarantee of Quality provides our customers with the opportunity to attend the course of their choice — and then pay only if 100% satisfied with the value of the course. If a customer sends us a written notice of dissatisfaction with a course within 60 days of the course start date, the customer will have the option of retaking the course at no charge, applying tuition fees against another course attendance, or receiving a full refund of any course tuition paid and cancellation of any unpaid invoices for that course. If a customer used a Government Training Passport or Government Training Voucher for the course, we will not count the attendance against the Government Training Passport or Government Training Voucher used.

TERMS FOR PUBLIC COURSES PURCHASED UNDER A GSA SCHEDULE

INDIVIDUAL COURSE ATTENDANCE: The course tuition is due and payable within thirty (30) days after the later of the invoice date or the start date of the course.

COURSE TUITION: The course tuition includes instruction; course materials; the use of software, computers and other technical hardware as appropriate to the course; and Learning Tree Certification Examinations. ITIL course attendees that would like to retake their ITIL course or exam must do so within 12 months of the original course date and will not be charged for their retake. If an attendee fails an exam and then two retakes, the attendee must re-attend the course before taking the exam again. Learning Tree International also provides light refreshments during morning and afternoon breaks. The course tuition does not include sleeping rooms, meals, travel or any other expenses that may be incurred by our customer. Any and all applicable taxes will be invoiced.

SUBSTITUTIONS PERMITTED: We welcome the enrollment of a qualified substitute in an enrollee's place, provided the customer notifies us in writing before the first day of the course (excludes PRINCE2®, ITIL®, COBIT®, MSP® and Change Management courses). 100% of any prepaid course tuition will be credited against the course tuition of the substitute. However, the substitute may not take advantage of any discount program. Government Training Passports are nontransferable and therefore are not eligible for substitution.

FLEXIBLE TRANSFER/CANCELLATION: If a customer would like to cancel or transfer their course, they must notify Learning Tree prior to two weeks before the start date of the course or within seven days of registration. If a customer transfers to another course prior to two weeks before the start date or within seven days of registration of the course in which originally enrolled, 100% of any prepaid course tuition will be applied toward the course tuition for the subsequent course. If a customer needs to cancel an enrollment two weeks prior to the start of the class or within seven days of registration, we will refund 100% of any prepaid course tuition for that enrollment. If a customer does need to transfer or cancel a course within two weeks of the start date of the course or after seven days from the date of registration, a fee equal to 50% of the price of the course will be assessed for any standard attendances. Attendances associated with a Learning Tree program such as (Passport, Voucher, etc.) will be assessed a \$500 fee. Training Passports cannot be used after the expiration dates, and a course cancellation or transfer by the customer will not extend a Training Passport expiration date.

PREMIUM COURSES: Learning Tree Premium Course is any course that includes 3rd party materials, exam vouchers, certifications, specialized instructors, special software licenses, or premium labs and course kits. A course could have one or all of these attributes to be considered a Premium Class. The cost to execute these courses are higher than our standard Public Courses. Learning Tree reserves the right to designate courses as Premium based on these or other high costs associated with executing these events.

TERMS FOR ON-SITE COURSES PURCHASED UNDER THE GSA SCHEDULE

The course tuition fee for Government On-Site Courses is due and payable within thirty (30) days after the later of the invoice date or the course start date. We do not impose any fees or penalties for rescheduling or canceling any Government On-Site Course. In the event that the customer needs to cancel or reschedule any Government On-Site Course, the customer should contact their Account Coordinator prior to the scheduled course date.

TERMS FOR ALL COURSES PURCHASED UNDER A GSA SCHEDULE

ACCOMMODATION FOR DISABILITIES. We are committed to complying with all applicable federal, state and local laws regarding reasonable accommodations for course participants with disabilities. Accommodations should be requested by a course participant's employer, preferably in writing. In order to plan for and provide effective accommodations, we ask that accommodations be requested as early as possible, and no later than two weeks before the start of the course.

Learning Tree will provide an additional seat in the classroom and a full digital set of course materials for an auxiliary aide upon request. Other requested accommodations will be discussed with a course participant's employer. Accommodations that fundamentally alter the nature of the services being provided, jeopardize safe operations, or result in undue hardship may not be available. Please call 1-800-843-8733 to advise Learning Tree of any need for accommodation.

SECURITY. The customer agrees that all course participants will abide by security measures in effect at the course location.

COURSE POSTPONEMENTS. At times, we must change a course location, course date or postpone a course. We will try to give the customer as much advance notice as possible of any such change. We will not be liable for any other costs incurred, including (for example) travel charges or any consequential damages, even if we were advised of them. Changes in course locations, course dates or postponement of courses will not extend a Government Training Passport expiration date.

GSA SCHEDULE. GSA Schedule purchases should reference our GSA contracts: IT Schedule 70 (GS-35F-369CA); MOBIS 874 (GS-02F-0182Y). Our GSA price list, including specific terms and conditions, is available at www.gsadvantage.gov.

COPYRIGHT/ INTELLECTUAL PROPERTY. The customer can use any course materials provided or made available in connection to our courses or our partners/vendors courses solely during and for the purposes of the course, and does not have any ownership interest or license to these materials for any other purpose, use, or time. All copyrights, patents, designs and other intellectual property rights in or relating to any course materials provided or made available in connection with our courses or our partners/vendors courses remain the sole property of the owner. No part of any course materials may be used for any other purpose, reproduced, stored in a retrieval system, disseminated, or transmitted, or published in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, or translated into any language without the prior written permission from the owner.

INDEMNIFICATION. Omitted

LINKS TO THIRD PARTY SITE. Learning Tree may provide access to information, products, or services offered on websites that are owned or operated by other companies ("third-party websites") through the use of hyperlinks that automatically move users to the third-party site. Learning Tree provides no license or other rights to use any third party-owned trademarks or content or intellectual property contained on third party websites. Learning Tree has no control over and is not responsible for the content or accuracy of any third party website, or any goods or services advertised on third party websites. Learning Tree is not liable for those third party sites, any loss or damage of any sort resulting from the use of a link on its websites, or any failure of products or services advertised or provided on these linked websites. **IN NO EVENT WILL WE BE LIABLE FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL OR EXEMPLARY DAMAGES FOR ANY USE OF ITS SITE, OR USE OF ANY OTHER LINKED SITE, EVEN IF WE ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

GENERAL. These terms and conditions set out above represent a complete statement of the agreement between the parties and supersede all prior discussions, correspondence and representations. Our brochures and advertisements are for information purposes only and are not intended to form any agreement between Learning Tree International and the recipient. These terms and conditions are subject to change without notice and changes will apply to any enrollment/course order received after the date of the change. These terms and conditions may not be varied except in a written agreement signed by an officer of Learning Tree International. Learning Tree International's acceptance of a purchase order containing different terms and conditions does not modify or supersede these terms and conditions. This agreement will be governed by Virginia law, without regard to any conflicts of law.



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Learning Tree International USA, Inc.
CONTACT PERSON:	Marthe Lewis
CONTACT EMAIL:	Contracts@learningtree.com

Section II: Procurement Ordinance Requirements

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 the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Marthe Lewis

Signature: **Signature on File**

Title: Director, Contracts

Date: 9/24/2025



Technology Requisition \$30,000 and Over

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

File #: TE-P-0016-25

Agenda Date: 10/7/2025

Agenda #: 7.C.

AWARDING RESOLUTION ISSUED TO
GRANICUS LLC
FOR GOVDELIVERY SOFTWARE SUBSCRIPTION
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL AMOUNT \$36,081.49)

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 GovDelivery software subscription; and

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and the NCPA contract #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 GovDelivery software subscription, for the period of October 26, 2025 through November 30, 2026, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for for GovDelivery software subscription, for the period of October 26, 2025 through November 30, 2026, 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 \$36,081.49, per contract pursuant to the NCPA contract #01-115.

Enacted and approved this 14th day of October 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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2264	RFP, BID, QUOTE OR RENEWAL #: Quote #Q-471224	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$36,081.49
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$36,081.49
	CURRENT TERM TOTAL COST: \$36,081.49	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Granicus LLC	VENDOR #: 35074	DEPT: Information Technology	DEPT CONTACT NAME: Richard Burnson
VENDOR CONTACT: Valery Mendez	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-5064	DEPT CONTACT EMAIL: Richard.Burnson@dupagecounty.gov
VENDOR CONTACT EMAIL: valery.mendez@granicus.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
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 GovDelivery software subscription in the amount of \$36,081.49, per NCPA contract #01-115 pricing. The contract term is extended from 10/26 to 11/30 in 2026 in order to enable IT to bundle the multiple Granicus subscriptions into one contract next year.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished GovDelivery keeps County citizens apprised of County news and information. Granicus provides a software platform from which the County provides email and newsletter updates to over 66,000 subscribers who receive more than 222,000 subscriptions from the system.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
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. We are using NCPA contract #01-115.
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 approving the contract so we can continue sending out emails and newsletter updates to the County's constituents.

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: IT	Division:
Attn: Valery Mendez	Email: valery.mendez@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#:	Dept: IT	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): Oct 26, 2025	Contract End Date (PO25): 11/30/2026

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		GovDelivery Communications Cloud	FY25	1000	1110	53807		36,081.49	36,081.49
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 36,081.49

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. Please send PO to Sarah Godzicki and Richard Burnson and copy both when emailing PO to vendor. **Please use 10/01/2025 as First Invoice Date Allowed.**
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.

Granicus Budgetary Proposal for DuPage County IL

ORDER DETAILS

Prepared By: Valery Mendez
Phone:
Email: valery.mendez@granicus.com
Order #: Q-471224
Prepared On: 04 Sep 2025
Expires On: 25 Oct 2025

ORDER TERMS

Currency: USD
Payment Terms: Net 30. Payments for subscriptions are due at the beginning of the period of performance. Subject to IL Local Government Prompt Payment Act
Current Subscription
End Date: 25 Oct 2025
Period of Performance: 26 Oct 2025 - 30 Nov 2026

The subscription includes the following domain(s) and subdomain(s):
www.dupageco.org

PRICING SUMMARY

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

Renewing Subscription Fees					
Solution	Period of Performance	Billing Frequency	Quantity/ Unit	Annual Fee	Prorated Fee
Communications Cloud	26 Oct 2025 - 30 Nov 2026	Annual	1 Each	\$32,890.10	\$36,081.49
SUBTOTAL:				\$32,890.10	\$36,081.49

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-471224 dated 04 Sep 2025 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 set forth in the Agreement effective 26 Oct 2020 are incorporated herein by reference.
- Client will be invoiced for use of any product or service measured or capped by volume or amount of usage that exceeds the permitted amount set forth in this Quote at the same cost or rate set forth herein.
- **Updates to Shared Short Codes for SMS/Text Messaging:**
Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee. Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

Granicus Contract Documentation

U.S. Communities, National IPA, & NCPA are wholly-owned subsidiaries of OMNIA Partners, dba OMNIA Partners, Public Sector. All public sector participants already registered with National IPA, U.S. Communities, or NCPA continue to have access to all contracts, with certain exceptions, in the portfolio and do not need to re-register to use a legacy National IPA, legacy U.S. Communities, legacy NCPA, or new OMNIA Partners contract. U.S. Communities, National IPA, and NCPA remain separate legal entities and lead agency contracts completed under each brand are effective and available for use through the contract's approved term. In the event we believe re-registration is necessary for any reason, OMNIA Partners will let you know.

Software and SaaS Solutions

Region 14 ESC - TX

Contract Number: 01-115

Initial Term: December 8, 2020 through December 31, 2023

Renewal Options: Option to renew for two (2) additional one-year periods December 31, 2025

RENEWED THROUGH December 31, 2025



Region XIV Education Service Center

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

June 21, 2024

Mr. Mark Hynes
Chief Executive Officer
Granicus, LLC
408 St Peter St, Suite 600
Saint Paul, Minnesota 55102

Sent via email to: contracts@granicus.com

Re: Renewal of Region 14 ESC Contract **#01-115, Software and SaaS Solutions**

Dear Mr. Hynes:

Region 14 Education Service Center is pleased to announce it is renewing contract **#01-115, Software and SaaS Solutions** for the period January 1, 2025 through December 31, 2025, in accordance with the contract.

If you have any questions or concerns, feel free to contact me at (325) 675-7003.

Sincerely,

Signature on File

Emily Jeffrey
Region 14, Chief Financial Officer



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,

Signature on File

**Shane Fields
Region XIV, Executive Director**



Region XIV Education Service Center

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

Tuesday, December 8th, 2020

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

Dear Mark,

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

The contract is effective immediately and will expire on December 31st, 2023. The contract can then be renewed annually for an additional two years, if mutually agreed on by Region XIV ESC and Granicus, LLC.

We look forward to a long and successful partnership underneath this contract.

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

Sincerely,

Signature on File

Shane Fields
Region XIV, Executive Director

Vendor Ethics Disclosure has been requested by department.



Technology Requisition \$30,000 and Over

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

File #: TE-P-0017-25

Agenda Date: 10/7/2025

Agenda #: 7.D.

AWARDING RESOLUTION
JOINT PURCHASING AGREEMENT ISSUED TO
INSIGHT PUBLIC SECTOR
FOR LAPTOPS, DESKTOPS, MONITORS, AND DOCKING STATIONS
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL AMOUNT NOT TO EXCEED \$337,369.00)

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

WHEREAS, pursuant to the Governmental Joint Purchasing Act (30 ILCS 525/2), the County is authorized to enter into a Joint Purchasing Agreement for laptops, desktops, monitors, and docking stations; and

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and the OMNIA Partners IT Products & Services 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 laptops, desktops, monitors, and docking stations, for the period of October 15, 2025 through November 30, 2025, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for laptops, desktops, monitors, and docking, for the period of October 15, 2025 through November 30, 2025, for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to Insight Public Sector, 6820 Harl Avenue, Tempe, AZ 85283-4318, for a contract total amount not to exceed \$337,369.00 (Information Technology - \$284,174; Finance - \$12,203; Human Resources - \$5,227; Facilities Management - \$18,760; Public Defender - \$4,270; Office of Homeland Security & Emergency Management - \$12,735), per contract pursuant to the OMNIA Partners IT Products & Services Cooperative Agreement #23-6692-03.

Enacted and approved this 14th day of October, 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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2372	RFP, BID, QUOTE OR RENEWAL #: Quote #0228797656	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$337,369.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$337,369.00
	CURRENT TERM TOTAL COST: \$337,369.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 480-366-7058	DEPT CONTACT PHONE #: 630-407-5023	DEPT CONTACT EMAIL: Shanita.Thompson@dupagecounty.gov
VENDOR CONTACT EMAIL: Bob.Erwin@Insight.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
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 laptops, desktops, docks, and monitors to replace current equipment that is reaching end of life. Equipment is being purchased using the Omnia Partners IT Products & Services Cooperative Agreement #23-6692-03 for a total cost not to exceed \$337,369.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is for the replacement of older laptops, desktops, docks, and monitors and will improve performance and remove outdated, failing equipment across County Departments. Many items have become out of warranty and are difficult to maintain.			

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. Omnia Partners IT Products & Services Cooperative Agreement #23-6692-03
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1) Do not replace current equipment that is out of warranty and difficult to maintain. 2) Staff recommends approving this purchase so staff is able to continue their work effectively with equipment that will improve their performance and remove outdated, failing equipment.

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: Insight Public Sector	Vendor#: 10809	Dept: IT	Division:
Attn:	Email:	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 6820 Harl Ave.	City: Tempe	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85283-4318	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#:	Dept:	Division:
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5023	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 15, 2025	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	136	EA	U4395E	Electronic HP Care Pack Pick-Up and Return Service - extended service agreement - 3 years	FY25	1000	1110	53370		65.00	8,840.00
2	136	EA	A6TF3UT#ABA	HP EliteBook 860 G11 Notebook - AI Ready - 16" - Intel Core Ultra 7 - 165U - vPro - 16 GB RAM - 512 GB SSD - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1110	52100		1,142.00	155,312.00
3	30	EA	5TW10AA#ABA	HP USB-C Dock G5 - docking station - USB-C - 1GbE	FY25	1000	1110	52100		130.00	3,900.00
4	72	EA	BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1110	52100		1,340.00	96,480.00
5	161	EA	UM.QB7AA.G02	Acer Vero B247Y Gbmiprx - B7 Series - LED monitor - Full HD (1080p) - 24"	FY25	1000	1110	52100		122.00	19,642.00
6	9	EA	U4395E	Electronic HP Care Pack Pick-Up and Return Service - extended service agreement - 3 years	FY25	1000	1150	53370		65.00	585.00
7	9	EA	A6TF3UT#ABA	HP EliteBook 860 G11 Notebook - AI Ready - 16" - Intel Core Ultra 7 - 165U - vPro - 16 GB RAM - 512 GB SSD - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1150	52100		1,142.00	10,278.00
8	1	EA	BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1150	52100		1,340.00	1,340.00
9	1	EA	U4395E	Electronic HP Care Pack Pick-Up and Return Service - extended service agreement - 3 years	FY25	1000	1120	53370		65.00	65.00
10	1	EA	A6TF3UT#ABA	HP EliteBook 860 G11 Notebook - AI Ready - 16" - Intel Core Ultra 7 - 165U - vPro - 16 GB RAM - 512 GB SSD - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1120	52100		1,142.00	1,142.00
11	3	EA	BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1120	52100		1,340.00	4,020.00
12	14	EA	BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1100	52100		1,340.00	18,760.00
13	35	EA	UM.QB7AA.G02	Acer Vero B247Y Gbmiprx - B7 Series - LED monitor - Full HD (1080p) - 24"	FY25	1000	6300	52100		122.00	4,270.00
14	5	EA	U4395E	Electronic HP Care Pack Pick-Up and Return Service - extended service agreement - 3 years	FY25	1000	1130	53370		65.00	325.00
15	5	EA	A6TF3UT#ABA	HP EliteBook 860 G11 Notebook - AI Ready - 16" - Intel Core Ultra 7 - 165U - vPro - 16 GB RAM - 512 GB SSD - US - with HP Wolf Pro Security Edition (1 year)		1000	1130	52100		1,142.00	5,710.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
16	5	EA	BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1130	52100		1,340.00	6,700.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 337,369.00

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. Please send PO and correspondences to Sarah Godzicki and Shanita Thompson.
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: 10002733

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

SHIP-TO

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

We deliver according to the following terms:

Payment Terms : Net 90 days
Ship Via : Expeditors International/LTL
Terms of Delivery : FOB DESTINATION
Currency : USD

Quotation

Quotation Number : [0228797656](#)
Document Date : 12-SEP-2025
PO Number :
PO Release :
Sales Rep : Bob Erwin
Email : BOB.ERWIN@INSIGHT.COM
Phone : +14803667058
Sales Rep 2 : Carlos Caluza
Email : CARLOS.CALUZA@INSIGHT.COM
Phone : +13103545660

Material	Material Description	Quantity	Unit Price	Extended Price
A6TF3UT#ABA	HP EliteBook 860 G11 Notebook - AI Ready - 16" - Intel Core Ultra 7 - 165U - vPro - 16 GB RAM - 512 GB SSD - US - with HP Wolf Pro Security Edition (1 year) OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 2179.99 Discount: 47.614%	151	1,142.00	172,442.00
U4395E	Electronic HP Care Pack Pick-Up and Return Service - extended service agreement - 3 years - pick-up and return OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 87.99 Discount: 26.128%	151	65.00	9,815.00
5TW10AA#ABA	HP USB-C Dock G5 - docking station - USB-C - 1GbE OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 238.99 Discount: 45.604%	30	130.00	3,900.00
BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year) OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1596.99 Discount: 16.092%	95	1,340.00	127,300.00
UM.QB7AA.G02	Acer Vero B247Y Gbmiprx - B7 Series - LED monitor - Full HD (1080p) - 24" OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 148.99 Discount: 18.115%	196	122.00	23,912.00

Product Subtotal	327,554.00
Services Subtotal	9,815.00
TAX	0.00
Total	337,369.00

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

Carlos Caluza
+13103545660
CARLOS.CALUZA@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.

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.

Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

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

Cobb County
Contract # 23-6692-03
for
Technology Product Solutions and Related Services
with
Insight Public Sector

Effective: May 1, 2023

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

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

Reference Number	
Reference Depart.	Purchasing Department

Master Agreement

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

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

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

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

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

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

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

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

{SIGNATURES ON NEXT PAGE}

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

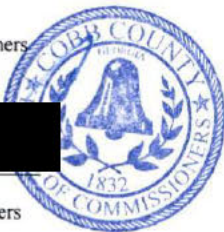


Cobb County... Expect the Best!

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

[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

M. J. [Signature]
Title
4/4/2023
Date

FEDERAL TAX ID NUMBER

[Redacted]

Approved as to form

[Redacted]

County Attorney's Office

April 25, 2023
Date



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	KnowBe4 Renewal
COMPANY NAME:	Insight Public Sector, Inc.
CONTACT PERSON:	Bob Erwin
CONTACT EMAIL:	TeamIL@insight.com

Section II: Procurement Ordinance Requirements

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 the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:

[Ethics | DuPage Co. IL](#)

The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Erica Falchetti

Signature:

Signature on File

Title: Director, Public Sector

Date: 9/4/2025



Technology Requisition under \$30,000

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

File #: 25-2185

Agenda Date: 10/7/2025

Agenda #: 7.E.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2185	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$29,452.28
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,452.28
	CURRENT TERM TOTAL COST: \$29,452.28	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Emphasys Computer Solutions	VENDOR #: 13555	DEPT: Information Technology	DEPT CONTACT NAME: Viji Ramaswamy
VENDOR CONTACT: Muhammad Zeeshan	VENDOR CONTACT PHONE: (305) 503-6600 Ext: 3004	DEPT CONTACT PHONE #: 630-407-5028	DEPT CONTACT EMAIL: Viji.Ramaswamy@DuPagecounty.gov
VENDOR CONTACT EMAIL: MZeeshan@emphasys-software.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
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 and support for Sympro Treasury Management software in the amount of \$29,452.28. Exempt from bidding per 55 ILCS 5 /5-1022 'Competitive Bids' (D) IT/Telecom Purchases Under \$35,000.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Sympro Treasury Management software was procured in 2013 and integrates with the County's ERP system. Keeping software and systems functioning ensures that financial accounts are managed responsibly and accurately.			

SECTION 2: DECISION MEMO REQUIREMENTS

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

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

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

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Emphasys Computer Solutions	Vendor#: 13555	Dept: IT	Division:
Attn: Muhammad Zeeshan	Email: emphasys-billing@emphasys- software.com, MZeeshan@emphasys- software.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 1200 SW 145th Avenue, Suite 301	City: Pembroke Pines	Address: 421 N. County Farm Road	City: Wheaton
State: FL	Zip: 33027	State: IL	Zip: 60187
Phone: (510) 655-0900 Ext: 3005	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Information Technology	Division:
Attn:	Email:	Attn: Viji Ramaswamy	Email: Viji.Ramaswamy@DuPagecounty.go v
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 12/01/2025	Contract End Date (PO25): 11/30/2026

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		Annual Maintenance & Support for Sympro Treasury Management Software	FY26	1000	1110	53807		29,452.28	29,452.28
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 29,452.28

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. Please send PO to Sarah Godzicki & Viji Ramaswamy and copy both when emailing PO to vendor. **Please use 10/01/2025 as First Invoice Date Allowed.**
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.

August 29, 2025

DuPage County
Sarah Godzicki
421 N County Farm Rd
Wheaton, IL 60187-3978

Dear Sarah,

As a valued Sympro client, we would like to thank you for your business. At Sympro, we take great pride in our products and continue to make improvements to both our software and our customer service/technical support. We are committed to providing the highest quality of service and support to our clients.

To assist you in your budget planning, the DuPage County Annual Support and Maintenance rate for the annual period beginning December 1, 2025 will be 29,452.28 for the Investment and Hosting module(s). If you require additional information, please feel free to contact our office at 510-655-0900.

At your convenience, also review the enclosed contact form and advise us of any information we should update. Return to emphasys-billing@emphasys-software.com or call us at 231-344-3165. Please send any necessary Purchase Orders directly to the email above.

Sincerely,

Muhammad Zeeshan

Senior Staff Accountant | **Emphasys Computer Solutions** | TDM | LSS

1200 SW 145th Avenue, Suite 310, Pembroke Pines, FL 33027

(305) 503-6600 Ext: 3004

MZeeshan@emphasys-software.com

emphasys-billing@emphasys-software.com

Customer Information Update

Please advise any missing information and /or any Update

Account Code: DUPA

Account Name: DuPage County

Update to? _____

Address: 421 N County Farm Rd Wheaton IL 60187-3978

Update to? _____

Main Contact: Sarah Godzicki

Update to? _____

Main Phone: (630) 407-5037 Ext. 0000

Update to? _____

Main eMail: Sarah.Godzicki@dupageco.org

PLEASE add if none shown – all invoices are now delivered via e-mail.

Update to? _____



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Emphasys Software
CONTACT PERSON:	Macy Cheung
CONTACT EMAIL:	Mcheung@aquilasw.com

Section II: Procurement Ordinance Requirements

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 the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

- ☐ Yes
☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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

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[Ethics | DuPage Co. IL](#)

The full text of the County's Procurement Ordinance is available at:

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Macy Cheung Signature: Signature on File

Title: Finance Manager Date: Sep 19 2025 09:36 EDT



Technology Requisition under \$30,000

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

File #: 25-2281

Agenda Date: 10/7/2025

Agenda #: 7.F.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2281	RFP, BID, QUOTE OR RENEWAL #: Order #558038	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$27,101.24
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$27,101.24
	CURRENT TERM TOTAL COST: \$27,101.24	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Infor (US), LLC	VENDOR #: 13553	DEPT: Information Technology	DEPT CONTACT NAME: Roy Clancy
VENDOR CONTACT: Tina Gangel	VENDOR CONTACT PHONE: 628-777-5368	DEPT CONTACT PHONE #: 630-407-5015	DEPT CONTACT EMAIL: roy.clancy@dupagecounty.gov
VENDOR CONTACT EMAIL: tina.gangel@infor.com	VENDOR WEBSITE: www.infor.com/services/managed-services	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Infor year-end patch installation and application support for the Finance, HR & Payroll modules for the ERP system - Sole Source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is required to continue to receive support through Infor's Managed Services.			

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	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
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. Infor year-end patch installation and application support for the Finance, HR & Payroll modules for the ERP system are only available from the vendor.
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. N/A - Infor is the copyright owner for these software products, and as such, Infor is the only vendor that has the unrestricted ability to access and modify such Infor-owned software products in order to provide bug fixes, updates and upgrades to you as part of support and maintenance.
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. Infor is the copyright owner for these software products, and as such, Infor is the only vendor that has the unrestricted ability to access and modify such Infor-owned software products in order to provide bug fixes, updates and upgrades to you as part of support and maintenance.

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: Infor (US), LLC	Vendor#: 13553	Dept: IT	Division:
Attn: Tina Gangel	Email: tina.gangel@infor.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 13560 Morris Road, Ste 4100	City: Alpharetta	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: GA 30004	State: IL	Zip: 60187
Phone: 628-777-5368	Fax:	Phone: 630-407-5037	Fax:
Send Payments To:		Ship to:	
Vendor: Infor (US), LLC	Vendor#: 13553	Dept: IT	Division:
Attn:	Email:	Attn: Roy Clancy	Email: roy.clancy@dupagecounty.gov
Address: NW 7418 PO Box 1450	City: Minneapolis	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55485-7418	State: IL	Zip: 60187
Phone: 678-319-8000	Fax:	Phone: 630-407-5015	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Nov 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	4	EA		Infor Service Agreement and managed services for patch installation	FY26	1000	1110		53020	6,775.31	27,101.24
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 27,101.24

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. Please send PO to Sarah Godzicki & Roy Clancy and copy both when emailing PO to vendor. Please set "First Invoice Allowed Date" to 09/15/2025.
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.



Infor Subscription Renewal

Number 558038

County of DuPage
421 N. County Farm Road
Wheaton, IL 60187
Account #100011670
Attn: Roy Clancy
ERP Manager
Information Technology Department

2025-2026 IMS Subscription Fee: \$27,101.23

Subscription Dates: December 1st, 2025, through November 30th, 2026

Quarterly Payments due 30 days upon receipt: \$ 6,775.31

Details:

<u>Product</u>	<u>Description</u>	<u>Qty</u>	<u>Type</u>
PSO-S3F-CBR-AMS	PSO S3 Application Managed Services (Ciber)	1	IMS



641 Avenue of the Americas
New York, NY 10011
800-260-2640
www.infor.com

August 21, 2025

County of DuPage
Attn: Roy Clancy
421 North County Farm Road
Wheaton, IL 60187

Acct # 100011670

Dear Roy:

Infor has received your request for a justification to single source the support and maintenance of the Infor-owned software products that you have licensed from Infor.

Infor is the copyright owner for these software products, and as such, Infor is the only vendor that has the unrestricted ability to access and modify such Infor-owned software products in order to provide bug fixes, updates and upgrades to you as part of support and maintenance.

Please don't hesitate to contact Shawwna Wagner, the Sr. Subscription Manager for your account, at +1 470-481-5238 or shawwna.wagner@infor.com if you have additional questions on this matter.

Sincerely,

Signature on File

Edward Foley

Sr.Manager, Infor Subscription Services

21 August 2025 | 10:54:10 EDT



DuPage County
 Finance Department
 Procurement Division
 421 North County Farm Road
 Room 3-400
 Wheaton, Illinois 60187-3978

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Infor (US) LLC
CONTACT PERSON:	Shawwna Wagner
CONTACT EMAIL:	shawwna.wagner@infor.com

Section II: Procurement Ordinance Requirements

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 the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. 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.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

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.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

- ☒ Yes
- ☐ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL
Shawwna Wagner	470-481-5238	shawwna.wagner@infor.com

Section III: Violations

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 and supplemental disclosure is required. The Bidder agrees 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 of the County's Ethics Ordinance is available at:
http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:
https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Signature on File

Printed Name: Edward Foley

Signature: _____

Title: Sr.Manager, Infor Subscription Services

Date: 21 August 2025 | 12:22:53 EDT



Consent Item

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

File #: 25-2294

Agenda Date: 10/7/2025

Agenda #: 8.A.



REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Consent
TEC 10/7
CB 10/14

Date: Sep 12, 2025

File ID #: 25-2294

Purchase Order #: 5492-1-SERV	Original Purchase Order Date: Dec 1, 2021	Change Order #: 2	Department: IT
Vendor Name: INFOR INC		Vendor #: 13553	Dept. Contact: Sarah Godzicki
Action Requested and Reason for Change Order Request: Decrease PO by (\$18,000.00) to \$25,618.08. PO expired on 11/30/2022.			

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	\$43,618.08
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$43,618.08
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$18,000.00)
E	New Contract Amount (C + D)	\$25,618.08
F	Cumulative Change Order Amount (B + D)	(\$18,000.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-41.27%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (59 Days) ☐ Consent Only
- ☐ Change Budget Code From: _____ to: _____
- ☐ Increase/Decrease Quantity From: _____ to: _____
- ☐ Price Shows: _____ should be: _____ ☐ Move Funds Between Lines
- ☒ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- ☐ Increase Contract Expiration Greater Than 59 Days From _____ to: _____ ☐ Cancel Contract
- ☐ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

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

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

SR	6166	Sep 12, 2025	<u>RAB</u>		09/18/2025
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>[Signature]</u>		<u>9/27/2025</u>			
Reviewed by Procurement Officer	Date		Completed by Buyer		Date



Consent Item

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

File #: 25-2295

Agenda Date: 10/7/2025

Agenda #: 8.B.



REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Consent
TEC 10/7
CB 10/14

Date: Sep 12, 2025

File ID #: 25-2295

Purchase Order #: 5541	Original Purchase Order Date: Dec 1, 2021	Change Order #: 7	Department: IT
Vendor Name: AT&T MOBILITY II LLC		Vendor #: 10009	Dept. Contact: Sarah Godzicki
Action Requested and Reason for Change: Decrease PO by (\$220,420.69) to \$907,529.31. Order Request: PO expired on 7/24/2024.			

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	\$1,127,950.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$1,127,950.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$220,420.69)
E	New Contract Amount (C + D)	\$907,529.31
F	Cumulative Change Order Amount (B + D)	(\$220,420.69)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-19.54%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (59 Days) ☐ Consent Only
- ☐ Change Budget Code From: _____ to: _____
- ☐ Increase/Decrease Quantity From: _____ to: _____
- ☐ Price Shows: _____ should be: _____ ☐ Move Funds Between Lines
- ☒ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- ☐ Increase Contract Expiration Greater Than 59 Days From _____ to: _____ ☐ Cancel Contract
- ☐ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

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

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only					
SR	6166	Sep 12, 2025	<u>RAB</u>		09/18/2025
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>EB</u>					
Reviewed by Procurement Officer	Date		Completed by Buyer		Date
	<u>9/22/2025</u>				



Consent Item

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

File #: 25-2296

Agenda Date: 10/7/2025

Agenda #: 8.C.



REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

consent
TEC 10/17
CB 10/14

Date: Sep 12, 2025

File ID #: 25-2296

Purchase Order #: 6075	Original Purchase Order Date: 10/17/2022	Change Order #: 1	Department: IT
Vendor Name: ZION CLOUD SOLUTIONS LLC		Vendor #: 40611	Dept. Contact: Sarah Godzicki
Action Requested and Reason for Change: Decrease PO by (\$80,899.00) to \$1,176.00. Order Request: PO expired on 11/30/2023.			

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	\$82,075.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$82,075.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$80,899.00)
E	New Contract Amount (C + D)	\$1,176.00
F	Cumulative Change Order Amount (B + D)	(\$80,899.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-98.57%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (59 Days) ☐ Consent Only
- ☐ Change Budget Code From: _____ to: _____
- ☐ Increase/Decrease Quantity From: _____ to: _____
- ☐ Price Shows: _____ should be: _____ ☐ Move Funds Between Lines
- ☒ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- ☐ Increase Contract Expiration Greater Than 59 Days From _____ to: _____ ☐ Cancel Contract
- ☐ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

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

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

SR	6166	Sep 12, 2025	<u>RAB</u>		09/18/2025
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>8</u>		<u>9/22/2025</u>			
Reviewed by Procurement Officer	Date		Completed by Buyer		Date

Signature: Richard A Burnson

Richard A Burnson (Sep 18, 2025 16:33:29 CDT)

Email: richard.burnson@dupagecounty.gov