



DU PAGE COUNTY

Technology Committee

Final Regular Meeting Agenda

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

Tuesday, August 19, 2025

11:00 AM

Room 3500B

1. CALL TO ORDER

2. ROLL CALL

3. CHAIRWOMAN'S REMARKS - CHAIR COVERT

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [25-1884](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, August 5, 2025

6. INFORMATIONAL ITEMS

6.A. [25-1919](#)

Amendment to County Contract 6086-0001 SERV, issued to Brightly Software, Inc., for annual maintenance edge (help desk) and connect authenticate software licensing, for Facilities Management, for a change order to extend the contract to November 30, 2025, and to increase the contract in the amount of \$3,935.58, taking the original contract amount of \$74,340.34 and resulting in an amended contract total amount not to exceed \$78,275.92.

6.B. [HS-P-0043-25](#)

Recommendation for the approval of a contract purchase order to Kronos Inc., A UKG Company, for software support services for the Kronos automated time and attendance system, for the DuPage Care Center, for the period of September 28, 2025 through September 27, 2026, for a contract total not to exceed \$90,980; per 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole Source - renewal to sole maintenance/upgrade provider.)

7. PRESENTATION

7.A. [25-1759](#)

FY2026 Information Technology Budget Presentation (continued)

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT



Minutes

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

File #: 25-1884

Agenda Date: 8/19/2025

Agenda #: 5.A.



DU PAGE COUNTY

Technology Committee

Summary

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

Tuesday, August 5, 2025

11:00 AM

Room 3500B

1. CALL TO ORDER

11:00 AM meeting was called to order by Chair Covert at 11:06 AM.

MOTION TO ALLOW FOR REMOTE PARTICIPATION

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

2. ROLL CALL

PRESENT	Berlin, Chaplin, Childress, Covert, Eckhoff, Henry, Kaczmarek, Lukas, and Yoo
ABSENT	Rutledge, and White
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. [25-1441](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, June 3, 2025

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Judith Lukas

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0010-25](#)

Recommendation for the approval of a contract purchase order to SHI International Corp, for the procurement of Absorb Software Inc. annual licensing and hosting with premium support, for Information Technology, for the period of September 14, 2025 through September 13, 2026, for a contract total amount of \$38,761.23; contract pursuant to the Intergovernmental Cooperation Act (Sourcewell Technology Products & Solutions Contract # 121923-SHI).

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Yeena Yoo

6.B. [25-1771](#)

Recommendation for the approval of a contract purchase order to Monday.com LTD, for Work Management enterprise seats for 35 users, for Information Technology, for the period of July 21, 2025 through July 20, 2026, for a total contract amount of \$17,640.17. Per 55 ILCS 5/5-1022(d) exempt from bidding - IT/Telecom purchases which do not exceed \$35,000.

RESULT:	APPROVED
MOVER:	Yeena Yoo
SECONDER:	Michael Childress

7. TRAVEL REQUESTS

7.A. [25-1758](#)

Authorization for an IT staff member to attend the VMware Explore Conference in Clark County, NV from August 25, 2025 through August 28, 2025. Travel to include hotel, mileage, per diem, etc. for an estimated total of \$3,165.

RESULT:	APPROVED
MOVER:	Yeena Yoo
SECONDER:	Judith Lukas

8. INFORMATIONAL ITEMS

8.A. [25-1776](#)

Recommendation for the approval of a contract purchase order to Rhythm Engineering for (1) Game|Changer - a portable traffic data collection system, with a yearly membership, for the Division of Transportation, for a contract not to exceed \$18,500; per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source)

RESULT:	APPROVED
MOVER:	Elizabeth Chaplin
SECONDER:	Yeena Yoo

9. PRESENTATION9.A. [25-1759](#)

FY2026 Information Technology Budget Presentation

Anthony McPhearson, Chief Information Officer, began the presentation with an overview of the IT Department and its organizational structure. The IT Department is funded through the General Fund, the Geographic Information System (GIS) Fund, and the Police Records Management System (PRMS) fund. For FY2026, the IT Department is requesting \$12,333,739 from the General Fund (\$3.4M/38% increase from FY2025), \$2,019,594 from the GIS Fund (\$145,200/6% decrease from FY2025), and \$1,931,417 from the PRMS Fund (\$9,586/0.5% increase from FY2025). The IT Department will also be requesting two additional headcounts to support cybersecurity enhancements. For equipment and other contractual services, the FY2026 request is higher than previous years due to the end of ARPA funding.

Due to time constraints, the budget presentation ended at this point and will continue at the next Technology Committee meeting on Tuesday, August 19, 2025.

10. OLD BUSINESS

No old business was discussed.

11. NEW BUSINESS

No new business was discussed.

12. ADJOURNMENT

With no further business, the meeting was adjourned.



Consent Item

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

File #: 25-1919

Agenda Date: 8/19/2025

Agenda #: 11.A.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
pw 8/19
CB 8/26

Date: Jul 1, 2025

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 6086-0001 SERV	Original Purchase Order Date: Oct 1, 2022	Change Order #: 3	Department: Facilities Management
Vendor Name: Brightly Software, Inc.		Vendor #: 22932	Dept Contact: Mary Ventrella
Background and/or Reason for Change Order Request:	Increase contract from \$74,340.34 to \$78,275.92; Line #4 1000-1100-53807 \$3,935.58, and extend contract expiration date from 09/30/25 to 11/30/25.		
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	\$74,340.34
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$74,340.34
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$3,935.58
E	New contract amount (C + D)	\$78,275.92
F	Percent of current contract value this Change Order represents (D / C)	5.29%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	5.29%
DECISION MEMO NOT REQUIRED		

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

DECISION MEMO REQUIRED	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Sep 30, 2025 to: Nov 30, 2025	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input checked="" type="checkbox"/> Funding Source 1000-1100-53807	
<input type="checkbox"/> OTHER - explain below:	

MV	5705	Jul 1, 2025	Signature on File		7/1/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date



Decision Memo

Procurement Services Division

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

Date: Jul 1, 2025

MinuteTraq (IQM2) ID #: _____

Department Requisition #: _____

Requesting Department: Facilities Management	Department Contact: Mary Ventrella
Contact Email: mary.ventrella@dupagecounty.gov	Contact Phone: 630-407-5705
Vendor Name: Brightly Software, Inc.	Vendor #: 22932

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

Increase contract from \$74,340.34 to \$78,275.92 and
Extend contract from 09/30/25 to 11/30/25 to line up with our fiscal year.

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

Contract 6086-0001 SERV is to Provide Maintenance Edge & Connect Authenticate Software Licensing for Facilities Management for County Campus. Current contract expires 09/30/25. This provides service for our Help Desk platform.

Strategic Impact

Financial Planning

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

A contract for software licensing for Maintenance Edge (Help Desk) for Facilities Management.

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

OMNIA Partners Contract R210702.

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

1. Do not increase contact value and pay for services not protected by a contract.
2. Do nothing and Facilities Management will not have a Help Desk for maintenance needs on County Campus.

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

Increase funds for Facilities Management in the amount of \$3,935.58; 1000-1100-53807, FY25, and extend the contact through 11/30/25.

**PREPARED FOR**

DuPage County ("Customer")

PREPARED BY

Brightly Software Inc

4242 Six Forks Road, Suite 1400

Raleigh, NC 27609

PUBLISHED ON

June 02, 2025



June 02, 2025
DuPage County

Thank you for your continued support of our market leading solutions for improving efficiency in operations. We are excited about providing you with online tools that will help you save money, increase efficiency and improve services. Brightly is dedicated to providing best in class solutions, including the following for DuPage County.

Service Term: 2 months (10/01/2025 - 11/30/2025)

Cloud Services

Item	Start Date	End Date	Investment
MaintenanceEdge	10/1/2025	11/30/2025	\$3,935.58
Planned Maintenance	10/1/2025	11/30/2025	\$0.00
ConnectAuthenticate	10/1/2025	11/30/2025	\$0.00
Annual Renewal:			\$3,935.58 USD

*Your Omnia Partners (formerly National IPA, formerly TCPN) discount has been applied.



Order terms

BY SIGNING THIS ORDER FORM, WHETHER BY ELECTRONIC OR WRITTEN SIGNATURE, YOU ARE PLACING A BINDING ORDER FOR THE OFFERINGS SHOWN. IF THE INDIVIDUAL ENTERING INTO THIS AGREEMENT IS ACCEPTING ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, THE INDIVIDUAL REPRESENTS THAT THEY HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. IN WHICH CASE THE TERM "CUSTOMER" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF THE INDIVIDUAL ACCEPTING THIS AGREEMENT DOES NOT HAVE SUCH AUTHORITY OR DOES NOT AGREE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN, THE INDIVIDUAL MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE OFFERINGS.

- A. The "Effective Date" of the Agreement between Customer and Brightly Software, a Siemens Company ("Siemens") is the date Customer accepts this Order
- B. Proposal expires in sixty (60) days.
- C. The Siemens entity entering into this Agreement is Brightly Software, Inc., a Delaware corporation, and the notice address shall be Corporate Trust Center, 1209 Orange Street, Wilmington, DE 19801 USA, Attn: Brightly Software.
- D. By accepting this Order, and notwithstanding anything to the contrary in any other purchasing agreement, Customer agrees to pay all relevant Subscription Fees for the full Subscription Term defined above.
- E. Payment terms: Net 30
- F. This Order and its Offerings will be subject to the terms and conditions of the Terms of Service (the Base Terms together with any applicable Supplemental Terms) found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Agreement"), unless Customer has a separate written agreement executed by Brightly Software, Inc. for the Offerings, in which case the separate written agreement will govern its defined Term. Acceptance is expressly limited to the terms of the Agreement. No other terms and conditions will apply. The terms of any purchase order or other document from Customer are excluded and such terms will not apply to the Order and will not supplement or modify the Agreement irrespective of any language to the contrary in such document.
- G. Where the Customer is a state, local, or public education entity created by the laws of the applicable state, Siemens and Customer agree that the provisions of the State, Local Government, and Higher Education Addendum ("SLED Addendum") found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) take precedence over any conflicting terms in the Agreement to the extent the deviations set forth therein are required by applicable law.
- H. Siemens shall invoice Customer and Customer agrees to pay Siemens the amount specified on this Order. Quantities purchased may not be decreased during the relevant Subscription Term. Customer is responsible for providing complete and accurate billing and contact information to Siemens and notifying Siemens promptly of any changes to such information.
- I. If Customer is paying by credit card or Automated Clearing House ("ACH"), Customer shall establish and maintain valid and updated credit card information or a valid ACH auto debit account (in each case, the "Automatic Payment Method"). Upon establishment of such Automatic Payment Method, Siemens is hereby authorized to charge any applicable fees, including any processing fees, using such Automatic Payment Method.
- J. Customer is responsible for paying all taxes associated with its purchases hereunder. Siemens shall invoice Customer and Customer shall pay that amount unless Customer provides Siemens with a valid tax exemption



certificate, direct pay permit, or other government approved documentation. Notwithstanding the foregoing, Customer is responsible for, and, to the extent permitted by law, will indemnify Siemens for: 1) any encumbrance, fine, penalty or other expense which Siemens may incur as a result of Customer's failure to pay any taxes required hereunder, and 2) any taxes, including withholding taxes, resulting from making an Offering available to Users in geographic locations outside the country in which Customer is located as per the Order. For clarity, Siemens is solely responsible for taxes assessable against Siemens based on its income, property and employees.

- K. Siemens maintains the right to increase fees within the Subscription Term for Recurring Fee Offerings by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Subscription Terms will be charged at the then-current rate.
- L. In the event Customer purchases the Cloud Services (including any renewals thereof) through an authorized reseller of Siemens, the terms and conditions of this Agreement shall apply and supersede any other agreement except for any terms and conditions related to fees, payment or taxes. Such terms and conditions shall be negotiated solely by and between Customer and such authorized reseller. In the event Customer ceases to pay the reseller, or terminates its agreement with the reseller, Siemens shall have the right to terminate Customer's access to the Cloud Services at any time upon thirty (30) days' notice to Customer unless Customer and Siemens have agreed otherwise in writing.

Cloud Services

- A. Billing frequency: Annual
- B. Cloud Services Offerings will be subject to the terms and conditions of the General Software and Cloud Supplemental Terms found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>).
- C. Any Offerings identified as Cloud Services on this Order shall automatically renew for additional periods equal to the expiring Subscription Term or one year, whichever is longer, unless either party has provided written notice of its intent to terminate the Cloud Service subscription not less than forty-five (45) days prior to the expiration of the then-current Subscription Term.
- D. During the Term, Siemens shall, as part of Customer's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday ("Business Hours"), excluding holidays.
- E. Siemens shall use commercially reasonable efforts to make its Software or Cloud Service available 99.9% of the time for each full calendar month during the Subscription Term, determined on twenty-four (24) hours a day, seven (7) days a week basis (the "Service Standard"). The Service Standard availability for access and use by Customer(s) excludes unavailability when due to: (a) any access to or use of the Cloud Service by Customer or any Account User that does not strictly comply with the terms of the Agreement or the Documentation; (b) any failure of performance caused in whole or in part by Customer's delay in performing, or failure to perform, any of its obligations under the Agreement; (c) Customer's or its Account User's Internet connectivity; (d) any Force Majeure Event; (e) any failure, interruption, outage, or other problem with internet service or non-Cloud Service; (f) Scheduled Downtime; or (g) any disabling, suspension, or termination of the Cloud Service by Siemens pursuant to the terms of the Agreement. "Scheduled Downtime" means, with respect to any applicable Cloud Service, the total amount of time (measured in minutes) during an applicable calendar month when such Cloud Service is unavailable for the majority of Customer's Account Users due to planned Cloud Service maintenance. To the extent reasonably practicable, Siemens shall use reasonable efforts to provide eight (8) hours prior notice of Cloud Service maintenance events and schedule such Cloud Service maintenance events outside the applicable



business hours.

- F. Siemens reserves the right to block IP addresses originating from a Denial of Service (DoS) attack. Siemens shall notify Customer should this condition exist and inform Customer of its action. Once blocked, an IP address shall not be able to access the Cloud Service and the block may be removed once Customer is satisfied corrective action has taken place to resolve the issue. Siemens also reserves the right to suspend or terminate service if Customer: 1) performs load tests, network scans, penetration tests, ethical hacks or any other security auditing procedure on the Cloud Service, 2) interferes with or disrupts the integrity or performance of the Cloud Service or data contained therein, or 3) otherwise violates the use restrictions under this Agreement.
- G. Customer is entitled to access and use the Offerings only as explicitly described in the Documentation. These Offerings are intended for Customer's internal business operations only. There are no additional Entitlements or rights to use the Offerings or their related APIs beyond what is specified. Any other access or use is strictly prohibited under the Terms.
- H. At the time of this Order, the implementation of the requirements of the Cyber Resilience Act EU 2024/2847 ("CRA") is not yet mandatory in the European Union (EU) due to its transitional periods. Not all clarifications on measures that the Customer and contractor will take to implement the new requirements within the project implementation can currently be completed. Therefore, the parties agree that the project scope and contract price agreed upon at the time of Agreement conclusion do not yet include any necessary measures to implement the CRA requirements. Siemens will present the implementation of these measures together with an adjustment of the contract price and schedules considering any additional expenses of the contractor in the appropriate project phases through the Change Request procedure.

Additional information

- A. Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer. Tax exemption certifications can be sent to accountsreceivable@brightlysoftware.com (<mailto:accountsreceivable@brightlysoftware.com>).
- B. Billing frequency other than annual is subject to additional processing fees.
- C. Provide Siemens with the purchase order number, if applicable. Acceptance of this Order without a purchase order number indicates that a purchase order is not necessary. Please reference Q-443833 on any applicable purchase order and email to Purchaseorders@Brightlysoftware.com (<mailto:Purchaseorders@Brightlysoftware.com>).
- D. Brightly Software, Inc. can provide evidence of insurance upon request.



Signature

Presented to:

DuPage County - Q-443833
June 02, 2025, 5:34:56 PM

Accepted by:

Catherine Figlewski
Printed Name

Signature on File
Signed Name

Financial Service Manager
Title

7-1-25
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:	Omnia Partners #R210702
COMPANY NAME:	Brightly Software, Inc.
CONTACT PERSON:	contracts
CONTACT EMAIL:	contracts@brightlysoftware.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:

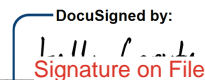
https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

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: Kelly Caputo

Signature: _____

DocuSigned by:

 Signature on File
 C3C10791979F48A...

Title: General Counsel

Date: 01 August 2025



Care Center Requisition \$30,000 and Over

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

File #: HS-P-0043-25

Agenda Date: 8/19/2025

Agenda #: 7.A.

AWARDING RESOLUTION ISSUED TO
KRONOS INCORPORATED, A UKG COMPANY
FOR SOFTWARE SUPPORT SERVICES FOR THE KRONOS
AUTOMATED TIME AND ATTENDANCE SYSTEM
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL NOT TO EXCEED \$90,980.00)

WHEREAS, a sole source quotation has been obtained in accordance with 55 ILCS 5/5-1022 and County Board policy; and

WHEREAS, the County is authorized to enter into a Sole Source Agreement pursuant to Section 2-350 of the DuPage County Procurement Ordinance; and

WHEREAS, based upon supporting documentation provided by the using Department, the Chief Procurement Officer has determined that it is not feasible to secure bids or that there is only one source for the required goods or services, and/or has determined that it is in the best interests of the County to consider only one supplier who has previous expertise relative to the subject procurement; and

WHEREAS, in accordance with the Chief Procurement Officer's determination, the Human Services Committee recommends County Board approval for the issuance of a contract to Kronos Inc., A UKG Company, for software support services for the Kronos automated time and attendance system, for the period of September 28, 2025 through September 27, 2026 , for the DuPage Care Center .

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for software support services for the Kronos automated time and attendance system, for the period of September 28, 2025 through September 27, 2026 for the DuPage Care Center, be, and it is hereby approved for issuance of a contract by the Procurement Division to, Kronos, Inc., A UKG Company, 2250 North Commerce Parkway, Weston, Florida 33326, for a contract total amount not to exceed \$ 90,980.00. Pursuant to 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole provider renewal to sole maintenance/upgrade provider.)

Enacted and approved 26th day of August, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

File #: HS-P-0043-25

Agenda Date: 8/19/2025

Agenda #: 7.A.

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 25-1915	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$90,980.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$90,980.00
	CURRENT TERM TOTAL COST: \$90,980.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Kronos Inc., A UKG Company	VENDOR #: 11850	DEPT: Administration	DEPT CONTACT NAME: Shauna Berman
VENDOR CONTACT: Endisima Tep	VENDOR CONTACT PHONE: 978-947-7311	DEPT CONTACT PHONE #: 630-784-4261	DEPT CONTACT EMAIL: shauna.berman@dupagecounty.gov
VENDOR CONTACT EMAIL: endisima.tep@UKG.com	VENDOR WEBSITE:	DEPT REQ #: 7526	

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.). Software support services for the Kronos automated time and attendance system, for the DuPage Care Center, for the period September 28, 2025 through September 27, 2026, for a contract total not to exceed \$90,980.00, per 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole Source - renewal to sole maintenance/upgrade provider)

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

Software support services for Kronos automated time and attendance Workforce system. This contract will also include an upgrade to Kronos Pro Workforce, effective 01/01/26 with no interruptions in service, as well as continued Payroll Based Journal (PBJ) reporting.

NOTE: Payroll-based Journal (PBJ) is a system used to track and report staffing and payroll data in nursing and long-term care facilities. PBJ reporting is mandated by the Centers for Medicare & Medicaid Services (CMS) under Section 6106 of the Affordable Care Act (ACA). the primary purpose of PBJ reporting is to ensure nursing facilities maintain adequate staffing levels for quality of care and are held accountable for positive resident outcomes.

NOTE: Failure to submit accurate employee data may result in citations and civil money penalties, as well as reduced staffing star rating, significant reduction in revenue as well as severe consequences of terminating the facility's contract, transfer residents and potentially leading to a closure.

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. Kronos/UKG are experts that are well versed in the reporting structure and format for Payroll-based Journal (PBJ) to track and report staffing and payroll data in nursing and long-term care facilities. The Kronos/UKG team collaborates directly with Centers for Medicare & Medicaid Services (CMS) and understands the changes that are mandated under Section 6106 of the Affordable Care Act (ACA).
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. yes, is currently being tested
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. Other companies do not have the in depth reporting of Payroll Based Journaling (PBJ) that is needed for reporting to CMS. Failure to submit accurate employee data may result in citations and civil money penalties, as well as reduced staffing star rating as well as severe consequences of terminating the facility's contract, transfer residents and potentially leading to a closure.

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: Kronos Inc., A UKG Company	Vendor#: 11850	Dept: DuPage Care Center	Division: Administration
Attn: Endisima Tep	Email: endisima.tep@ukg.com	Attn: Shauna Berman	Email: shauna.berman@dupagecounty.gov
Address: 900 Chelmsford Street	City: Lowell	Address: 400 N. County Farm Road	City: Wheaton
State: MA	Zip: 01851	State: IL	Zip: 60187
Phone: 978-947-7311	Fax:	Phone: 630-784-4261	Fax:
Send Payments To:		Ship to:	
Vendor: Kronos Inc., A UKG Company	Vendor#: 11850	Dept: DuPage Care Center	Division: Administration
Attn:	Email:	Attn: Shauna Berman	Email: shauna.berman@dupagecounty.gov
Address: 900 Chelmsford Street	City: Lowell	Address: 400 N. County Farm Road	City: Wheaton
State: MA	Zip: 11850	State: IL	Zip: 60187
Phone: 978-947-7311	Fax:	Phone: 630-784-4261	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): September 28, 2025	Contract End Date (PO25): September 27, 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		software support services and upgrade for Kronos time and attendance for the DuPage Care Center	FY25	1200	2000	53807		90,980.00	90,980.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 90,980.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Software support services for the Kronos automated time and attendance system a, for the DuPage Care Center, for the period September 28, 2025 through September 27, 2026, for a contract total not to exceed \$90,980.00, per 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole Source - renewal to sole maintenance/upgrade provider)
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. 08/19/25 HS Committee 08/26/25 County Board Meeting
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.



ORDER FORM

Quote#: Q-353995
Expires: 27 Aug, 2025
Sales Executive: Brandon Bazzill
Effective Date: Effective as of the date of last signature of this Order
Division: Post Acute

Order Type: Quote
Date: 05 Aug, 2025

Customer Legal Name:
DUPAGE CARE CENTER

Ship To: DUPAGE CARE CENTER
400 N COUNTY FARM RD
WHEATON, IL 60187 USA

Customer Legal Address:
400 N COUNTY FARM RD, WHEATON, IL 60187 USA

Bill To: DUPAGE CARE CENTER
400 N COUNTY FARM RD
WHEATON, IL 60187 USA

Bill To Contact:

Contact: Anita Rajagopal
Email: anita.rajagopal@dupagecounty.gov

Currency: USD
Customer PO Number:
Solution ID: 6011264
Initial Term: 36 months
Uplift Percent: 8 %

Renewal Term: 12 months
Payment Terms: Net 30 Days

Billing Start Date: 90 Days from the Effective Date; unless
otherwise stated below. Excludes Monthly Billing of Usage
Above Minimum.

Subscription Services

Subscription Services	Monthly Minimum Quantity	Employee Type	Subscription Fee Per Employee Per Month	Billing Start Date / Billing Frequency
UKG PRO ADVANCED SCHEDULING UKG PRO WORKFORCE MANAGEMENT (HOURLY) UKG PRO ACCRUALS UKG PRO TIMEKEEPING HOURLY UKG PRO PEOPLE ANALYTICS WITH PRO WFM DATA	425	Fixed	USD 7.00	90 Days from the Effective Date / Quarterly in Advance
Total Annual SaaS Fees				USD 35,700

Professional Services

Billing Frequency: Billed 100% upon signature of the order form

Professional Services	Total Price
UKG LAUNCH FIXED FEE	USD 55,280.00
Total Price	USD 55,280.00

Order Notes:

The parties agree that Customer is migrating from their existing Workforce Central perpetual software licenses (the "Existing Applications") with UKG Kronos Systems LLC to the UKG Pro Workforce Management software as a service offering ("Pro WFM"). Customer's Software Support for the Existing Applications shall continue, for up to two payroll cycles within 60 days after migration to Pro WFM, but in no event beyond December 31, 2025 in accordance with standard UKG Support policies or March 31, 2027 in accordance with UKG Workforce Central End-of-Engineering Support policy, and shall terminate thereafter.

UKG Workforce Central End-of-Engineering (EoE) Support policy:

The End of Engineering date signifies the end of all engineering activity for the product. Starting on January 1, 2026, UKG Global Support will continue to respond to support calls for customers with current maintenance up to the End of Life date of March 31, 2027. You may call UKG Global Support to receive answers to questions or problems you have encountered with your use of the product such as with configuration, setup tasks, and other questions of product usage. The support you receive from UKG Global Support does not change after the EoE date for questions relating to product usage, deployment, and other related activity in which you may need support.

For the period between January 1, 2026 and March 31, 2027 (End of Engineering period) full engineering activity will have ceased and UKG will no longer be providing service release updates containing feature enhancements nor releasing patches for customer reported defects and version updates to embedded components. This means that functional issues with the software reported to UKG Global Support will not be resolved by the engineering team and a patch for defect resolution will not be provided. Examples of problems that may occur that will not be addressed are:

- Customer updated its browser and is now receiving unexpected UI behavior
- Customer created a new pay rule and does not get expected results
- Customer configured a new feature for the first time and determined it doesn't work as expected

Furthermore, version updates to embedded components will not be provided during this End of Engineering period. However, for customers with on premise implementations of Workforce Central with current maintenance, UKG will make available certain patches for security related items related to embedded components in the rare case a patch is necessary to resolve a security vulnerability. These patches will be available for Critical Security vulnerabilities classified by UKG using the CVSS v3.1 scale at 9.0+, when the product is used in accordance with the published documentation. UKG reserves the right to consider providing patches for other lower CVSS scores and will assess the criticality specific to Workforce Central as needed. Any patches available for download will be available for the most recent service release of WFC v8.1 only. Exclusions to this policy include Workforce HR, Workforce Payroll, Workforce Analytics (all specialized versions), and Workforce Enterprise Archive. No security patches will be made available for



products on the exclusions list. Firmware updates for Intouch clocks follow a separate maintenance program and support for firmware is

documented separately. This definition replaces all prior representations and warranties on the in scope Workforce Central modules during the End of Engineering period.

Pro WFM Monthly Service Fees shall be invoiced at the Billing Frequency indicated on this Order Form, commencing on the Billing Start Date. As of the Billing Start Date, UKG will credit Customer for any pre-paid but unused fees for Software Support for the Existing Applications. Customer may apply credits against any amounts owed to UKG by Customer until such credit is expended. Customer shall continue to pay the Software Support services fees on the Existing Applications until the Billing Start Date.

UKG Launch is based on the Launch Quantity of 425 Fixed Employees.

The Subscription Fees for the applicable monthly Minimum Quantities are due on the Billing Frequency stated on the Order Form and invoiced thirty (30) days in advance of the quarter.

The UKG Migration Launch Statement of Work for DUPAGE CARE CENTER attached to this order form is incorporated herein by reference.

After the Initial Term, the Subscription Fee shall increase per annum by the Uplift amount set forth above.

GENERAL TERMS:

This Order is subject to and governed by the terms and conditions of UKG's Master Services Agreement ("Agreement") located at: www.ukg.com/msa

UKG will provide the Services in accordance with the Services Descriptions and Statements of Work ("SOW") located at the following link, except if an SOW is attached to this Order, then the attached SOW shall control over the link SOW: www.ukg.com/services-descriptions

All Customer Data (as defined in the Agreement) will be secured and protected as set forth in the Technical and Organizational Measures of UKG's Data Processing Agreement as set forth in the Agreement. Any personal data provided to UKG through the Subscription Services will be processed in accordance with UKG's Data Processing Agreement located at: www.ukg.com/ukg-unified-dpa

IN WITNESS WHEREOF, the parties have caused this Order to be executed by their authorized representatives and shall be effective as of the date of the last signature below.

DUPAGE CARE CENTER		UKG Inc.	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____
<p>The monthly price on this Order has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. Due to the rounding calculations, the actual price may not display as expected when displayed on your Order. Nonetheless, the actual price on your invoice is the true and binding total for this Order for purposes of amounts owed for the term. If you are tax exempt, please email a copy of your "Tax Exempt Certificate" to TaxExemption@ukg.com along with the quote number otherwise this order is subject to applicable taxes. The actual tax amount to be paid by Customer will be shown on Customer's invoice.</p>			

UKG Inc.
900 Chelmsford Street
Lowell, MA 01851
T: 978-250-9800
ukg.com



Dupage Care Center
400 N County Farm Road
Wheaton, IL 60187

August 6, 2025

Dear Dupage Care Center:

This letter is to confirm that the UKG® Pro Workforce Management is owned by UKG (and its affiliates) and are comprised of intellectual property rights owned exclusively by UKG and its affiliates.

UKG only authorizes its affiliates and certain authorized resellers to offer these UKG products and services. UKG authorized affiliates to such products are UKG Inc. and UKG Kronos Systems, LLC.

UKG's goal is to handle questions regarding the sole sourcing of UKG products in a consistent manner, which is why we utilize this letter format. If you have any questions relating to anything in this letter, please feel free to contact me at anytime.

Sincerely,

Signature on File

Linda Misegadis
Director – Public Sector
900 Chelmsford Street
Lowell, MA 01851
303-956-4189
Linda.misegadis@ukg.com



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:	UKG, Inc.
CONTACT PERSON:	Brandon Bazzill
CONTACT EMAIL:	brandon.bazzill@ukg.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: Linda Misegadis

Signature: Signature on File

Title: Director - Public Sector

Date: 8/6/25



Presentation

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

File #: 25-1759

Agenda Date: 8/19/2025

Agenda #: 7.A.
