



# DU PAGE COUNTY

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

## Judicial and Public Safety Committee Final Summary

**Tuesday, August 15, 2023**

**8:00 AM**

**County Board Room**

**1. CALL TO ORDER**

8:00 AM meeting was called to order by Chair Lucy Evans at 8:00 AM.

**2. ROLL CALL**

Other Board members present:

Member Cindy Cahill and Member Paula Garcia

Staff present:

Nick Kottmeyer (Chief Administrative Officer), Joan Olson (Chief Communications Officer), Conor McCarthy (State's Attorney's Office), Lisa Smith (State's Attorney's Office), Evan Shields (Public Information Officer), Jason Blumenthal (Policy and Program Manager), Craig Dieckman (Director, Office of Homeland Security and Emergency Management), Candice Adams (Circuit Court Clerk), Kevin Vaske (Chief Deputy Circuit Court Clerk), Julie Ellefsen (Accounting Chief, Circuit Court Clerk's Office), Jeff York (Public Defender), Jeff Martynowicz (Chief Financial Officer), Jennifer Sinn (Deputy Chief Financial Officer), Nick Etminan (Procurement) and Mark Thomas (Facilities Manager).

<b>PRESENT</b>	Chaplin, Childress, DeSart, Eckhoff, Evans, Gustin, Krajewski, Ozog, Schwarze, Zay, and Yoo
<b>LATE</b>	Tornatore

**3. PUBLIC COMMENT**

No public comment was offered.

**4. CHAIR REMARKS - CHAIR EVANS**

Chair Evans began by reminding the Committee that they will be hearing several FY2024 budget presentations today. At this meeting, Circuit Court Clerk Candice Adams will be presenting her budget and this afternoon at the Special Call meeting, budget presentations will be offered by the 18th Judicial Circuit Court, the Sheriff's Office, the State's Attorney's Office and the Public Defender.

**5. APPROVAL OF MINUTES**

5.A. [23-2716](#)

Judicial and Public Safety Committee - Regular Meeting - Tuesday, August 1, 2023.

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Liz Chaplin

**6. PROCUREMENT REQUISITIONS**

6.A. [23-2717](#)

Recommendation for the approval for a contract purchase order to Insight Public Sector, Inc., for the purchase of Fortinet FortiSwitches for the Sheriff's Office, for a contract total amount not to exceed \$21,011.48; per Cooperative Purchasing Agreement Pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act", Omnia Partners #4400006644. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Brian Krajewski
<b>SECONDER:</b>	Greg Schwarze

**7. RESOLUTIONS**

7.A. [JPS-R-0063-23](#)

Intergovernmental Housing Agreement Between DuPage County and Kane County for the Housing of Prisoners. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Yeena Yoo

7.B. [JPS-R-0064-23](#)

Recommendation for the approval of a resolution authorizing execution of an Agreement between the County of DuPage, via its Office of Homeland Security and Emergency Management, and various partner agencies. (Office of Homeland Security and Emergency Management)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Yeena Yoo

7.C. [FI-R-0181-23](#)

Acceptance and Appropriation of the Illinois Court Commission on Access to Justice Grant PY24, Company 5000 - Accounting Unit 5925, \$13,000. (18th Judicial Circuit

Court)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Yeena Yoo

**8. BUDGET TRANSFERS**

8.A. [23-2718](#)

Transfer of funds from account no. 1000-5900-50099 (New Program Requests-Personnel) to account no. 1000-5900-50000 (Regular Salaries) in the amount of \$65,000 for a full-time accountant. FY23 budgeted position for new program request was filled 7/24/2023. Money needs to be transferred from New Program Requests to Regular Salaries. (18th Judicial Circuit Court)

Member DeSart asked if the cost of hiring this full-time accountant was included in the FY23 budget. Jason Blumenthal responded on behalf of the 18th Judicial Circuit Court confirming that yes, it was included in the budget.

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Yeena Yoo
<b>SECONDER:</b>	Liz Chaplin

8.B. [23-2719](#)

Transfer of funds from account no. 1000-6500-50000 (Regular Salaries) to account no. 1000-6500-50050 (Temporary Salaries) in the amount of \$34,800 to cover a shortage due to paying summer law clerks. (State's Attorney's Office)

Member DeSart asked whether or not this dollar amount was included in their budget. Lisa Smith responded that it was not included since the decision to make summer law clerks a paid position came afterwards.

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Liz Chaplin

8.C. [23-2720](#)

Transfer of funds from account no. 1400-6130-50080 (Salary and Wage Adjustments) to account no. 1400-6130-51040 (Employee Medical and Hospital Insurance) in the amount of \$9,500 to cover employee medical expenses for FY2023. (Probation and Court Services)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Yeena Yoo
<b>SECONDER:</b>	Liz Chaplin

8.D. [23-2721](#)

Transfer of funds from account no. 6000-1161-53370 (Repair and Maintenance - Other Equipment) to account no. 6000-1161-54120 (Automotive Equipment) in the amount of \$466,817 to move allotted funds for upfitting 35 vehicles from Contractual to Capital for PO#6096. (Sheriff's Office)

Member Chaplin inquired whether this expense was included in their budget. Jason Blumenthal responded on behalf of the Sheriff's Office that initially this amount was entered incorrectly, so this transfer is simply to correct a technical error.

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Jim Zay

9. ACTION ITEMS

9.A. [JPS-CO-0006-23](#)

Recommendation for the approval of an amendment to Resolution JPS-P-0079A-22, for a change order amending purchase order 5690-0001 SERV, issued to Clear Loss Prevention, Inc., to increase the contract in the amount of \$18,209, resulting in an amended contract total amount not to exceed \$324,148.19, an increase of 5.95%, for the DuPage Care Center. (Office of Homeland Security and Emergency Management/Campus Security)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Yeena Yoo

10. GRANTS

10.A. [23-2722](#)

GPN 049-23: Access to Justice Improvement Grant PY24 - Illinois Supreme Court Commission on Access to Justice - \$13,000. (18th Judicial Circuit Court - Law Library)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Michael Childress

11. TRAVEL

11.A. [23-2723](#)

Authorization is requested for this Emergency Management Coordinator to travel to the ILEAS Training Center in Urbana, Illinois to be part of the instructor cadre for a COMT class. Travel dates are October 2-6, 2023. Serving as an adjunct for this course allows this Coordinator to complete his DHS/CISA certification to instruct the All-Hazards Communications Unit Technician (COMT) course. ILEAS is providing lodging and meals for the instructors. There is no cost to DuPage County. (Office of Homeland Security and Emergency Management)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Yeena Yoo
<b>SECONDER:</b>	Liz Chaplin

11.B. [23-2724](#)

Authorization is requested for this OHSEM Volunteer to bring the RapidComm4 rapid communications vehicle to the ILEAS Training Center in Urbana, Illinois. Travel dates are October 5-6, 2023. The vehicle will be used for training on October 5 and then will be used by the students as part of a practical exercise on October 6. ILEAS is providing lodging and meals for the instructors. This Volunteer will drive the vehicle to/from ILEAS and staff the vehicle during the training and exercise. The cost to DuPage County is \$75 for gas reimbursement. (Office of Homeland Security and Emergency Management)

The motion was approved on a voice vote, all "ayes".

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

**12. BUDGET PRESENTATIONS****12.A. Circuit Court Clerk - Candice Adams**

Candice Adams, Circuit Court Clerk, presented her proposed FY2024 budget requests to the Committee. Clerk Adams began by providing an overview of the various functions of her office. She mentioned the many different agencies, departments and organizations that her office collaborates with in order to ensure the Courts operate efficiently. Clerk Adams spoke of the challenges her office continues to face since implementing the new E-filing system. She then highlighted just a few of her office's accomplishments and recognized several of her staff members for their contributions. One change in the office's Human Resources Department this year was the implementation of a parental leave policy, the first in the County. Clerk Adams then went on to explain each proposed request in her budget. Lastly, she encouraged the Committee members to tour her offices if they had not already done so. At the conclusion of Clerk Adams' presentation, questions and comments were brought forth by Members Gustin, Yoo, Chaplin, Childress, Cahill, Ozog, Krajewski and Zay regarding topics such as headcount, the new parental leave policy, teleworking and benefits. Clerk Adams, Lisa Smith, Jeff Martynowicz and Nick Kottmeyer offered responses.

**13. OLD BUSINESS**

No old business was offered.

**14. NEW BUSINESS**

No new business was offered.

**15. ADJOURNMENT**

With no further business, Member Zay moved, seconded by Member Chaplin to adjourn the meeting at 8:45 AM. The next meeting is scheduled for Tuesday, September 5, 2023 at 8:00 AM.



# Minutes

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**File #: 23-2716**

**Agenda Date: 8/15/2023**

**Agenda #: 5.A.**

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# DU PAGE COUNTY

## Judicial and Public Safety Committee

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
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**Tuesday, August 1, 2023**

**8:00 AM**

**County Board Room**

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**1. CALL TO ORDER**

8:00 AM meeting was called to order by Chair Lucy Evans at 8:04 AM.

**2. ROLL CALL**

Other Board members present:

Member Kari Galassi and Member Paula Garcia

Staff present:

Nick Kottmeyer (Chief Administrative Officer), Joan Olson (Chief Communications Officer), Conor McCarthy (State's Attorney's Office), Jason Blumenthal (Policy and Program Manager), Dr. Richard Jorgensen (Coroner), Craig Dieckman (Director, Office of Homeland Security and Emergency Management), Keith Briggs (Chief of Security), Lisa Smith (State's Attorney's Office), Nick Alfonso (State's Attorney's Office), Edmond Moore (Undersheriff), Dan Bilodeau (Deputy Chief-Sheriff's Office), Jeff Martynowicz (Chief Financial Officer), Jennifer Sinn (Deputy Chief Financial Officer), Nick Etminan (Procurement), Robert McEllin (Director, Probation and Court Services), Jeff York (Public Defender), Mary Keating (Director, Community Services), Sarah Hunn (Director, Stormwater), Jim Stran (Building and Zoning Manager), Mark Thomas (Facilities Manager) and Zach Frye (County Board Intern).

<b>PRESENT</b>	Chaplin, DeSart, Eckhoff, Evans, Gustin, Krajewski, Schwarze, Tornatore, Zay, and Yoo
<b>ABSENT</b>	Childress, and Ozog

**3. PUBLIC COMMENT**

No public comment was offered.

**4. CHAIR REMARKS - CHAIR EVANS**

Chair Evans began by informing the Committee that there were many items to cover at this meeting and she stressed the importance of moving through the agenda in a timely manner so as not to lose quorum. In addition, she stated that the Committee would be hearing two budget presentations.

**5. APPROVAL OF MINUTES**

5.A. [23-2524](#)

Judicial and Public Safety Committee - Regular Meeting - July 11, 2023.

The motion was approved on a voice vote, all "ayes".



<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Patty Gustin

## 6. PROCUREMENT REQUISITIONS

### 6.A. [JPS-P-0058-23](#)

Recommendation for the approval for a contract purchase order to Insight Public Sector, Inc., for the purchase of UPS's for network closets, for the Sheriff's Office, for a contract total amount not to exceed \$32,261; per Cooperative Purchasing Agreement Pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act", Omnia Partners #23-6692-03. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Liz Chaplin

### 6.B. [JPS-P-0059-23](#)

Recommendation for the approval of a contract purchase order to cFive Solutions, Inc., for the annual maintenance service agreement for the Probation Case Management Systems, for the period of August 9th, 2023 through March 31, 2027, for a contract total amount of \$570,991. Exempt from bidding per DuPage County Purchasing Ordinance, Article 2-350 - Sole Source. This is proprietary software that must be maintained by the vendor, cFive Solutions, Inc. (Probation and Court Services)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Patty Gustin

### 6.C. [JPS-P-0060-23](#)

Recommendation for the approval of a contract issued to Stanard & Associates, to provide exams for deputy sheriffs seeking promotion to the ranks of Sergeant and Lieutenant, for the Sheriff's Merit Commission, for the period August 8, 2023 through November 30, 2024, for a contract total amount not to exceed \$73,700. (Sheriff's Merit Commission)

The motion was approved on a voice vote, all "ayes".

**RESULT:** APPROVED AND SENT TO FINANCE  
**MOVER:** Liz Chaplin  
**SECONDER:** Yeena Yoo

**7. RESOLUTIONS**

7.A. [FI-R-0171-23](#)

Acceptance of the Illinois State Opioid Response Criminal Justice Medication Assisted Treatment Integration FY23 - MOU Number 2023-102 - \$25,000. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

**RESULT:** APPROVED AND SENT TO FINANCE  
**MOVER:** Yeena Yoo  
**SECONDER:** Liz Chaplin

7.B. [FI-R-0172-23](#)

Acceptance of the Illinois Law Enforcement Training Standards Board Law Enforcement Camera Grant (LECG) Phase II - Agreement No. 20230510 - \$31,104. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

**RESULT:** APPROVED AND SENT TO FINANCE  
**MOVER:** Dawn DeSart  
**SECONDER:** Liz Chaplin

7.C. [FI-R-0173-23](#)

Acceptance and appropriation of the Donated Funds Initiative Program Grant PY24 - Inter-Governmental Agreement No. FCSCJ00210, Company 5000, Accounting Unit 6560, \$103,119. (State's Attorney's Office)

The motion was approved on a voice vote, all "ayes".

**RESULT:** APPROVED AND SENT TO FINANCE  
**MOVER:** Greg Schwarze  
**SECONDER:** Liz Chaplin

7.D. [FI-R-0174-23](#)

Acceptance and appropriation of the ILDCFS Children's Advocacy Center Grant PY24 - Agreement No. 3871779014, Company 5000, Accounting Unit 6580, \$312,185. (State's Attorney's Office/Children's Advocacy Center)

The motion was approved on a voice vote, all "ayes".

**RESULT:** APPROVED AND SENT TO FINANCE  
**MOVER:** Yeena Yoo  
**SECONDER:** Liz Chaplin

**8. BUDGET TRANSFERS**

8.A. [23-2525](#)

Transfer of funds from account no. 5000-6570-53090 (Other Professional Services) to account nos. 5000-6570-50000 (Regular Salaries) and 5000-6570-51030 (Employer Share Social Security) in the amount of \$2,886 to realign the grant budget to account for final expenditures. (State's Attorney's Office)

The motion was approved on a voice vote, all "ayes".

**RESULT:** APPROVED  
**MOVER:** Jim Zay  
**SECONDER:** Patty Gustin

8.B. [23-2526](#)

Transfer of funds from account no. 1400-6120-54100 (IT Equipment) to account no. 1400-6120-53807 (Software Maintenance Agreements) in the amount of \$32,000 needed to cover the costs for the upgrade to the current Probation Case Management System (PCMS) release. The current release is 10+ years old and unsupported. (Probation and Court Services)

The motion was approved on a voice vote, all "ayes".

**RESULT:** APPROVED  
**MOVER:** Liz Chaplin  
**SECONDER:** Yeena Yoo

**9. ACTION ITEMS**

9.A. [23-2527](#)

Decrease and close Purchase Order 5749-0001 SERV, issued to HOV Services, INC. in the amount of \$372,277.22. (Clerk of the Circuit Court)

Member Jim Zay commented that he would like to have more detailed information provided as to the reason contracts are being decreased and closed, not only for this Committee but for all other Committees as well.

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Liz Chaplin
<b>SECONDER:</b>	Dawn DeSart

9.B. [23-2528](#)

County Contract 6016-0001-SERV, issued to Alliance Technology Group LLC to decrease the total contract amount by \$469,920.77 and close the contract. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Liz Chaplin

9.C. [23-2529](#)

County Contract 6024-0001-SERV issued to Scientel Solutions, to decrease the total contract amount by \$71,67.90 and close the contract. (Sheriff's Office)

The dollar amount stated on this item was incorrect. Policy and Program Manager Jason Blumenthal confirmed that the correct dollar amount is \$71,676.90.

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Greg Schwarze
<b>SECONDER:</b>	Patty Gustin

Motion to Combine and Approve items 9.D - 9.I.

9.D. [23-2530](#)

County Contract 5470-0001-SERV, issued to Public Safety Direct, to decrease the total contract amount by \$190,361.36 and close the contract. (Sheriff's Office)

9.E. [23-2531](#)

County Contract 5531-0001-SERV, issued to Galls Parent, to decrease the total contract amount by \$61,500.10 and close the contract. (Sheriff's Office)

- 9.F. [23-2532](#)  
County Contract 5579-0001-SERV, issued to Ray O'Herron, to decrease the total contract amount by \$25,826.26 and close the contract. (Sheriff's Office)
- 9.G. [23-2533](#)  
County Contract 5647-0001-SERV, issued to Contract Pharmacy Services, to decrease the total contract amount by \$125,194.34 and close the contract. (Sheriff's Office)
- 9.H. [23-2534](#)  
County Contract 5562-0001-SERV, issued to Warehouse Direct Inc, to decrease the total contract amount by \$11,342.44 and close contract. (Sheriff's Office)
- 9.I. [23-2535](#)  
County Contract 5495-0001-SERV, issued to Carol Stream Stratford Inn Ltd, to decrease the total contract amount by \$37,266.80 and close the contract. (Sheriff's Office)

**RESULT:** APPROVED THE CONSENT AGENDA  
**MOVER:** Dawn DeSart  
**SECONDER:** Patty Gustin  
**AYES:** Chaplin, DeSart, Eckhoff, Evans, Gustin, Krajewski, Schwarze, Tornatore, Zay, and Yoo  
**ABSENT:** Childress, and Ozog

**10. GRANTS**

- 10.A. [23-2536](#)  
GPN 040-23: Illinois State Opioid Response Criminal Justice Medication Assisted Recover Integration PY23 - Illinois Department of Health and Human Services - \$25,000. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

**RESULT:** APPROVED AND SENT TO FINANCE  
**MOVER:** Patty Gustin  
**SECONDER:** Liz Chaplin

- 10.B. [23-2537](#)  
GPN 041-23: ILETSB (Illinois Law Enforcement Training Standards Board) - Officer Recruitment and Retention Grant Program - \$40,000. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Yeena Yoo
<b>SECONDER:</b>	Liz Chaplin

10.C. [23-2538](#)

GPN 044-23: DCFS Children's Advocacy Center Grant PY24 - Children's Advocacy Centers of Illinois and DCFS - U.S. Department of Health and Human Services - \$312,185. (State's Attorney's Office/Children's Advocacy Center)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Patty Gustin

**11. TRAVEL**

Motion to Combine and Approve items 11.A. - 11.C.

11.A. [23-2539](#)

Authorization is requested for the Director of the Office of Homeland Security and Emergency Management (OHSEM) to travel to Springfield, Illinois from September 4-8, 2023 to attend the Illinois Emergency Management Agency and Office of Homeland Security (IEMA-OHS) 2023 Training Summit. It is beneficial that the Director attend this Training Summit which will include various training sessions and meetings. The cost to DuPage County is \$670.10 for lodging, meals and miscellaneous expenses. (Office of Homeland Security and Emergency Management)

11.B. [23-2540](#)

Authorization is requested for an Emergency Management Coordinator to travel to Springfield, Illinois from September 5-8, 2023 to attend the Illinois Emergency Management Agency and Office of Homeland Security (IEMA-OHS) 2023 Training Summit. The State of Illinois has requested that he bring the rapid communications vehicle RapidComm4 to Springfield to be demonstrated at the Training Summit. He will also give a presentation on Auxiliary Communications and assist with STARCOM Interoperable Communications presentations. IEMA is providing lodging for presenters. The cost to DuPage County will be \$282.50 for meals and miscellaneous expenses. (Office of Homeland Security and Emergency Management)

11.C. [23-2541](#)

Authorization is requested for an OHSEM volunteer to travel to Springfield, Illinois from September 5-8, 2023 to attend the Illinois Emergency Management Agency and Office of Homeland Security (IEMA-OHS) 2023 Training Summit. The State of Illinois has requested that the rapid communications vehicle RapidComm4 be brought to Springfield to be demonstrated at the Training Summit. This volunteer will be assisting the

Emergency Management Coordinator in staffing the RapidComm4 vehicle while on display and discussing its capabilities with attendees. The cost to DuPage County is \$670.10 for lodging, meals and miscellaneous expenses. (Office of Homeland Security and Emergency Management)

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Liz Chaplin
<b>AYES:</b>	Chaplin, DeSart, Eckhoff, Evans, Gustin, Krajewski, Schwarze, Tornatore, Zay, and Yoo
<b>ABSENT:</b>	Childress, and Ozog

**12. INFORMATIONAL**

12.A. [23-2542](#)

Public Defender's Office June 2023 Monthly Statistical Report (Public Defender's Office)

The motion was approved on a voice vote, all "ayes".

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Liz Chaplin

**13. BUDGET PRESENTATIONS**

**13.A. DuPage County Coroner - Richard Jorgensen, M.D.**

Dr. Richard Jorgensen, DuPage County Coroner, presented his agency's FY2024 budget requests to the Committee. At the conclusion of his presentation, questions were asked by Members Eckhoff, Zay, Chaplin, Gustin, Krajewski and Yoo regarding a variety of topics including caseload increase, security, file digitization and staff needs. Dr. Jorgensen responded to these various inquiries. Several members expressed their appreciation to Dr. Jorgensen and his staff for their hard work.

**13.B. DuPage County Office of Homeland Security and Emergency Management - Craig Dieckman, Director**

Craig Dieckman, Director of the DuPage County Office of Homeland Security and Emergency Management (OHSEM), presented the FY2024 budget requests to the Committee for both OHSEM and Campus Security. He provided an overview of the variances in the following categories: personnel, commodities, contractual and capital outlay and explained the reasoning for these variances. At the conclusion of Director Dieckman's presentation, Member Schwarze inquired as to why there is such a significant increase in the Campus Security contract. Director Dieckman responded that this is due to additional personnel requirements in the 421 JTK Administration Building once the magnetometers were operational, as well as for special events such as the inauguration.

**14. OLD BUSINESS**

No old business was offered.

**15. NEW BUSINESS**

No new business was offered.

**16. ADJOURNMENT**

With no further business, Member Krajewski moved, seconded by Member Gustin to adjourn the meeting at 8:47 AM. The next meeting is scheduled for Tuesday, August 15, 2023 at 8:00 AM.





## Judicial/Public Safety Requisition under \$30,000

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

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**File #:** 23-2717

**Agenda Date:** 8/15/2023

**Agenda #:** 6.A.

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

**SECTION 1: DESCRIPTION**

<i>General Tracking</i>		<i>Contract Terms</i>	
MINUTETRAQ ID#: 23-2579	RFP, BID, QUOTE OR RENEWAL #: 0226461268	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$21,011.48
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$21,011.48
	CURRENT TERM TOTAL COST: \$21,011.48	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 14803667058	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: BOB.ERWIN@INSIGHT.COM	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). We are improving our backup health. Currently we have one location for back up and we want multiple locations for physical outage and cyber event. We are adding devices at DU-COMM. The system will need network connections and these switches will provide the connection from DU-COMM to Sheriff's Office. All items are on the OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished We are improving our backup health. Currently we have one location for back up and we want multiple locations for physical outage and cyber event.			

**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 (DPC4-107), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

**SECTION 3: DECISION MEMO**

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644).
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). Lowest price per OMNIA

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Insight Public Sector	Vendor#: 10809	Dept: DuPage Sheriff's Office	Division:
Attn: Bob Erwin	Email: BOB.ERWIN@INSIGHT.COM	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 2701 E INSIGHT WAY	City: CHANDLER	Address: 501 N County Farm RD	City: Wheaton
State: AZ	Zip: 85286-1930	State: IL	Zip: 60187
Phone: 800-467-4448	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Insight Public Sector	Vendor#: 10809	Dept: DuPage Sheriff's Office	Division:
Attn: Bob Erwin	Email: BOB.ERWIN@INSIGHT.COM	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 2701 E INSIGHT WAY	City: CHANDLER	Address: 501 N County Farm RD	City: Wheaton
State: AZ	Zip: 85286-1930	State: IL	Zip: 60187
Phone: 800-467-4448	Fax:	Phone: 630-407-2072	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 16, 2023	Contract End Date (PO25): 10/31/2023
Contract Administrator (PO25):			

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	2	EA		Fortinet FortiSwitch 1024E - switch - 24 ports - managed - rack-mountable	FY23	1000	4400	52100		9,279.51	18,559.02
2	2	EA		Fortinet FortiCare 24x7 Comprehensive Support - extended service agreement (renewal) - 1 year - shipment	FY23	1000	4400	53806		927.96	1,855.92
3	2	EA		Fortinet - 10 GE Direct Attach Cable - SFP+ to SFP+ - 1 m - Passive	FY23	1000	4400	52100		59.54	119.08
4	2	EA		Fortinet - SFP+ transceiver module - 10 GigE	FY23	1000	4400	52100		238.73	477.46
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 21,011.48

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

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

**SOLD-TO PARTY 11065728**

DUPAGE COUNTY SHERIFF  
 501 N COUNTY FARM RD  
 WHEATON IL 60187-3942

**SHIP-TO**

DUPAGE COUNTY SHERIFF  
 501 N COUNTY FARM RD  
 WHEATON IL 60187-3942

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

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

Quotation	
<b>Quotation Number</b>	: <a href="#">0226461268</a>
<b>Document Date</b>	: 12-JUL-2023
<b>PO Number</b>	:
<b>PO release:</b>	:
<b>Sales Rep</b>	: Bob Erwin
<b>Email</b>	: <a href="mailto:BOB.ERWIN@INSIGHT.COM">BOB.ERWIN@INSIGHT.COM</a>
<b>Telephone</b>	: +14803667058
<b>Sales Rep 2</b>	: Lia Paredes
<b>Email</b>	: <a href="mailto:LIA.PAREDES@INSIGHT.COM">LIA.PAREDES@INSIGHT.COM</a>
<b>Telephone</b>	: +14809021145

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

Material	Material Description	Quantity	Unit Price	Extended Price
<a href="#">FS-1024E</a>	Fortinet FortiSwitch 1024E - switch - 24 ports - managed - rack-mountable OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) List Price: 13972.99 Discount: 33.590%	2	9,279.51	18,559.02
<a href="#">FC10S1E242470212</a>	Fortinet FortiCare 24x7 Comprehensive Support - extended service agreement (renewal) - 1 year - shipment OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) List Price: 1564.99 Discount: 40.705%	2	927.96	1,855.92
<a href="#">FN-CABLE-SFP+1</a>	Fortinet - 10 GE Direct Attach Cable - SFP+ to SFP+ - 1 m - Passive OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) List Price: 166.99 Discount: 64.345%	2	59.54	119.08
<a href="#">FN-TRAN-SFP+LR</a>	Fortinet - SFP+ transceiver module - 10 GigE OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) List Price: 369.99 Discount: 35.477%	2	238.73	477.46

Product Subtotal	19,155.56
Services Subtotal	1,855.92
TAX	0.00
<b>Total</b>	<b>21,011.48</b>

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

Sincerely,

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

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

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

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

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

Thanks for choosing Insight!

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

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

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



# Required Vendor Ethics Disclosure Statement

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

Date: 6/29/2023

Bid/Contract/PO #: Getac Quote

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

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

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

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

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

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

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

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

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


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

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

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

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

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

Authorized Signature 

Printed Name Lisanne Steinheiser

Title Global Compliance Officer

Date 6/29/2023

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



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

**FEB 23 2016**

Insight Public Sector, Inc.  
6820 South Harl Avenue  
Tempe, Az 85283

Attention: Erica Falchetti

Reference: RFP 2000001701, Technology Products, Services, Solutions & Related  
Products and Services

Dear Ms. Falchetti:

## **Acceptance Agreement**

**Contract Number: 4400006644**

This acceptance agreement signifies a contract award for Technology Products, Services, Solutions and Related Products and Services. The period of the contract shall be from May 1, 2016 through April 30, 2019, with four one-year renewal options or any combination of time equally not more than four years.

The contract award shall be in accordance with:

- 1) This Acceptance Agreement;
- 2) The Attached Memorandum of Negotiations.

Please note that this is not an order to proceed. A Purchase Order constituting your notice to proceed will be issued to your firm. Please provide your Insurance Certificate according to Section 17 of the Fairfax County Contract, within 10 days after receipt of this letter. All questions in regards to this contract shall be directed to the Contract Specialist, Lonnette Robinson, at 703-324-3281 or via e-mail at [Lonnette.Robinson@fairfaxcounty.gov](mailto:Lonnette.Robinson@fairfaxcounty.gov).

Sincerely,

## Signature on file

\_\_\_\_\_  
Cathy A. Muse, CPPO  
Director/County Purchasing Agent

**Department of Purchasing & Supply Management**

12000 Government Center Parkway, Suite 427

Fairfax, VA 22035-0013

Website: [www.fairfaxcounty.gov/dpsm](http://www.fairfaxcounty.gov/dpsm)

Phone 703-324-3201, TTY: 1-800-828-1140, Fax: 703-324-3228





# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

## MEMORANDUM OF NEGOTIATIONS RFP2000001701

The County of Fairfax (hereinafter called the County) and Insight Public Sector, Inc., (hereinafter called the "Contractor") agree to the following negotiated issues. The issues listed below shall be part of any subsequent contract.

- a. The County's Request for Proposal RFP2000001701 and all Addenda;
- b. The Contractor's Technical and Cost Proposals dated September 21, 2015;
- c. The Contractor's Functional Roles per Labor Category dated December 2, 2015
- d. The Geographic Market Tiers dated 12/10/2015;
- e. This Memorandum of Negotiation;
- f. County purchase order;
- g. Any amendments subsequently issued.

In addition, the County and the Contractor agree to the following:

1. Insight is awarded a contract for the following sections of the RFP:
  - 3.1.1 Technology Products
  - 3.1.2 Technology Services and Solutions
  - 3.1.3 Cisco Products, Services and Solutions
  - 3.1.4 HP Products, Services and Solutions
  - 3.1.5 Dell Products, Services and Solutions
  - 3.1.6 Panasonic Products, Services and Solutions
  - 3.1.7 EMC<sup>2</sup> Products, Services and Solutions
  - 3.1.8 CommVault Products, Services and Solutions
  - 3.1.9 Symantec Products, Services and Solutions
  - 3.1.10 Veritas Products, Services and Solutions
  - 3.1.11 VMWare Products, Services and Solutions
  - 3.1.12 Apple Products, Services and Solutions
  - 3.1.15 Microsoft Products, Services and Solutions
  - 3.1.16 Citrix Products, Services and Solutions
  - 3.1.17 NetApp Products, Services and Solutions
  - 3.1.18 Related Products, Services and Solutions
2. Participating Public Agencies reserve the right to request pricing with both service pricing methodologies: Service Category Rates and Time and Material Rates.
3. Pricing discount for Cisco hardware/software is 36% off MSRP for both government and education. Discounts are minimum discounts.

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Department of Purchasing & Supply Management  
12000 Government Center Parkway, Suite 427  
Fairfax, VA 22035-0013

Website: [www.fairfaxcounty.gov/dpsm](http://www.fairfaxcounty.gov/dpsm)

Phone 703-324-3201, TTY: 1-800-828-1140, Fax: 703-324-3228

4. Any discounts are minimum discounts and any rates are not-to-exceed rates.
5. Contractor will offer Public Agencies the lowest possible price for which they are eligible under any contract available to the customer through this contract award. Insight will check for lowest possible price when an order is placed.
6. Any End User License Agreements (EULA's) referenced in Contractor's proposal is not incorporated as a part of the contract.
7. The Lead Public Agency acknowledges for itself and on behalf of each Participating Public Agency electing to procure under the Master Agreement that it may be required to execute one or more applicable Contractor standard contract documents if and when it orders one or more technology product, service/solution. At the time that an order for a technology product, service/solution is placed by a Public Agency, the Public Agency will review the applicable standard contract document(s) and, if acceptable to each particular Public Agency, complete and sign such document(s). Contractor agrees and acknowledges that if and when an order for one or more technology product, service/solution is placed by Lead Public Agency, Contractor may be required to execute a Contract Addendum substantially in the form attached hereto as License Agreement Addendum.
8. In the event that additional third-party products are procured under the Contract, the Contractor agrees to provide a copy of any and all applicable third-party agreements for review by the County. The County reserves the right to negotiate the terms and conditions of the third-party agreements associated with the use of the third-party products prior to issuing the purchase order for additional products.
9. The parties agree that any Statement/Scope of Work (SOW) and/or Service Level Agreement will be subject to negotiations and will be binding upon the parties and set forth in a written amendment to the Contract signed by the County Purchasing Agent and the Contractor.

ACCEPTED BY:

Signature on file

\_\_\_\_\_  
Kenneth Lamneck, Chief Executive Officer  
Insight Public Sector, Inc.

2/9/16  
\_\_\_\_\_  
Date

Signature on file

\_\_\_\_\_  
Cathy A. Muse, CPPO, Director  
Department of Purchasing and Supply Management

2/22/16  
\_\_\_\_\_  
Date

## LICENSE AGREEMENT ADDENDUM

Fairfax County (hereinafter referred to as "the County") and Insight Public Sector, Inc. ("Supplier"), a business incorporated in Illinois, F.E.I.N. 36-3949000, having its principal place of business at 6820 S. Harl Ave., Tempe, Arizona 85283 are this day entering into a contract and, for their mutual convenience, the parties are using the standard form contracts provided by Supplier. This addendum, duly executed by the parties, is attached to and hereby made a part of Supplier's standard form contracts and together shall govern the use of any and all Technology Product, Services and Solutions licensed by the County whether or not specifically referenced in the order document.

As used herein, the term "contract" shall mean Supplier's standard form contract(s) and any and all exhibits and attachments thereto, and any additional terms and conditions incorporated or referenced therein. The term(s) "Customer," "You," and/or "you," as used in the contract(s), shall mean, as applicable, Fairfax County, or any of its officers, directors, agents or employees.

Supplier's standard form contracts are, with the exceptions noted herein, acceptable to the County. Nonetheless, because certain standard clauses that may appear in, or be incorporated by reference into, Supplier's standard form contract(s) cannot be accepted the County, and in consideration of the convenience of using those forms, and this form, without the necessity of specifically negotiating a separate contract document, the parties hereto specifically agree that, notwithstanding any provisions appearing in the attached Supplier's standard form contract(s), none of the following shall have any effect or be enforceable against the County or any of its officers, directors, employees or agents:

1. Requiring the application of the law of any state other than the Commonwealth of Virginia in interpreting or enforcing the contract or requiring or permitting that any dispute under the contract be resolved in any court other than a circuit court of the Commonwealth of Virginia;
2. Requiring any total or partial compensation or payment for lost profit or liquidated damages by the County, or its officers, directors, employees or agents if the contract is terminated before its ordinary period;
3. Imposing any interest charge(s) contrary to that specified by § 2.2-4352 of the Code of Virginia;
4. Requiring the County to maintain any type of insurance either for the benefit of the County or for Supplier's benefit;
5. Granting Supplier a security interest in property of the County or the Commonwealth or any of their officers, directors, employees or agents;
6. Requiring the County or any of its officers, directors, employees or agents to indemnify or to hold harmless Supplier for any act or omission;
7. Limiting or adding to the time period within which claims can be made or actions can be brought (Reference *Code of Virginia* §8.01 et seq.);
8. Limiting selection and approval of counsel and approval of any settlement in any claim arising under the contract and in which the County or any of its officers, directors, employees or agents is a named party;
9. Binding the County or any of its officers, directors, employees or agents to any arbitration or to the decision of any arbitration board, commission, panel or other entity;

10. Obligor the County, or any of its officers, directors, employees or agents, to pay costs of collection or attorney's fees;
11. Requiring any dispute resolution procedure(s) other than those in accordance with the Fairfax County Purchasing Resolution and the Code of Virginia;
12. Permitting Supplier to access any County records or data, except pursuant to court order, or as required by law;
13. Permitting Supplier to use any information provided by the County except for Supplier's own internal administrative purposes, or as required by law;
14. Requiring the County to limit its rights or waive its remedies at law or in equity, including the right to a trial by jury; and
15. Bestowing any right or incurring any obligation that is beyond the duly granted authority of the undersigned representative of the County to bestow or incur on behalf of the County.
16. Establishing a presumption of severe or irreparable harm to Supplier by the actions or inactions of the County;
17. Limiting the liability of Supplier for property damage or personal injury;
18. Permitting Supplier to assign, subcontract, delegate or otherwise convey the contract, or any of its rights and obligations thereunder, to any entity without the prior written consent the County except as follows: Supplier may assign all or any of its rights and obligations to a third party as a result of a merger or acquisition or sale of all or substantially all of its assets to such third party provided assignee agrees in writing to be bound by the terms and conditions set forth in the contract and provided such third party is a U.S.-based entity or maintains a registered agent and a certification of authority to do business in Virginia, or to an affiliate of Supplier, provided Supplier remains liable for affiliate's compliance with the terms and conditions set forth in this Contract;
19. Not complying with contractual provisions 1, 8, 10, 11, 12, and 13 at the following URL, which are mandatory provisions, required by law or by the Fairfax County Purchasing Resolution, which are hereby incorporated by reference: <http://www.fairfaxcounty.gov/purchasing/po/termsandcondition.htm>.

The terms and conditions in documents posted to the aforementioned URL are subject to change pursuant to action by the legislature of the Commonwealth of Virginia or a change in the Fairfax County Purchasing Resolution as adopted by the Fairfax County Board of Supervisors. Software Publisher is advised to check the URL periodically;

20. Not complying with the contractual claims provision of the Fairfax County Purchasing Resolution which is also incorporated by reference;
21. Enforcing the United Nations Convention on Contracts for the International Sale of Goods and all other laws and international treaties or conventions relating to the sale of goods. They are expressly disclaimed. UCITA shall apply to this contract only to the extent required by § 59.1-501.15 of the Code of Virginia;
22. Not complying with all applicable federal, state, and local laws, regulations, and ordinances;
23. Requiring that the County waive any immunity to which it is entitled by law;

24. Requiring that the County, which is tax exempt, be responsible for payment of any taxes, duties, or penalties;
25. Requiring or construing that any provision in this contract conveys any rights or interest in County data to Supplier;
26. Obligating the County beyond approved and appropriated funding. All payment obligations under this contract are subject appropriations by the Fairfax County Board of Supervisors for this purpose. In the event of non-appropriation of funds for the items under this contract, the County may terminate, in whole or in part, this contract or any order, for those goods or services for which funds have not been appropriated. This may extend to the renewal of maintenance services for only some of the licenses granted by Supplier. Written notice will be provided to the Supplier as soon as possible after legislative action is completed. There shall be no time limit for termination due to termination for lack of appropriations;
27. Permitting unilateral modification of the contract by Supplier;
28. Permitting unilateral termination by Supplier of the contract or the licenses granted thereunder, or permitting suspension of services by Supplier, except pursuant to an order from a court of competent jurisdiction, or as required by law;
29. Requiring or stating that the terms of the Supplier's standard form contract shall prevail over the terms of this addendum in the event of conflict;
30. Renewing or extending the contract beyond the initial term or automatically continuing the contract period from term to term;
31. Requiring that the contract be "accepted" or endorsed by the home office or by any other officer subsequent to execution by an official of the County before the contract is considered in effect;
32. Delaying the acceptance of the contract or its effective date beyond the date of execution;
33. Defining "perpetual" license rights to have any meaning other than license rights that exist in perpetuity unless otherwise terminated in accordance with the applicable provisions of the contract;
34. Permitting modification or replacement of the contract pursuant to any new release, update or upgrade of Software or subsequent renewal of maintenance. If Supplier provides an update or upgrade subject to additional payment, the County shall have the right to reject such update or upgrade;
35. Requiring purchase of a new release, update, or upgrade of Software or subsequent renewal of maintenance in order for the County to receive or maintain the benefits of Supplier's indemnification of the County against any claims of infringement on any third-party intellectual property rights;
36. Prohibiting the County from transferring or assigning to any entity the contract or any license pursuant to the contract;
37. Granting Supplier or an agent of Software Publisher the right to audit or examine the books, records, or accounts of the County other than as may be required by law;

The parties further agree as follows:

38. Supplier warrants that it is the owner of the Software or otherwise has the right to grant to the County the license to use the Software granted hereunder without violating or infringing any law, rule, regulation, copyright, patent, trade secret or other proprietary right of any third party.
39. Supplier agrees to indemnify, defend and hold harmless the County or its officers, directors, agents and employees ("County's Indemnified Parties") from and against any and all third party claims, demands, proceedings, suits and actions, including any related liabilities, obligations, losses, damages, fines, judgments, settlements, expenses (including attorneys' and accountants' fees and disbursements) and costs (each, a "Claim" and collectively, "Claims"), incurred by, borne by or asserted against the County's Indemnified Parties to the extent such Claims in any way relate to, arise out of or result from: (i) any intentional or willful conduct or negligence of any employee or subcontractor of Supplier, (ii) any act or omission of any employee or subcontractor of Supplier, (iii) breach of any representation, warranty or covenant of Supplier contained herein, (iv) any defect in the Software, or (v) any actual or alleged infringement or misappropriation of any third party's intellectual property rights by any of the Software. Selection and approval of counsel and approval of any settlement shall be accomplished in accordance with all applicable laws, rules and regulations. In all cases the selection and approval of counsel and approval of any settlement shall be satisfactory to the County against whom the claim has been asserted. This indemnification provision shall supersede any infringement indemnification provision set forth Supplier's standard form contract(s). No limitation of liability provision included in the contract shall apply to Supplier's indemnification obligations under this paragraph.
40. The County shall not be required to maintain as confidential any information, data, or records that have not been properly designated as trade secret or proprietary information pursuant to Va. Code Ann. § 2.2-4342(F) and are not otherwise exempted from the provisions of the Virginia Freedom of Information Act, Va. Code Ann. § 2.2-3700, *et seq.*
41. All information provided by the County pursuant to the contract shall be treated as confidential information and shall not be disclosed by Supplier, its employees, agents or subcontractors, except as specifically set forth in the contract documents. The County's confidential information shall include, but shall not be limited to: (a) Protected Health Information, as defined in HIPAA, which shall be subject to the County Business Associate Agreement, if applicable; and (b) any personally identifiable information included in information provided by the County.

Supplier shall indemnify and hold the County harmless including, its officers, trustees, employees, and agents, from any and all claims, penalties, fines, costs, liabilities or damages, including but not limited to reasonable attorney fees, incurred by the County as a direct result of the acts or omissions of Supplier, its employees, officials, agents, or subcontractors that cause a failure to maintain confidentiality of information as required under the contract and applicable law, including but not limited to breach of HIPAA requirements and unauthorized access to, or failure to maintain confidentiality of, personally identifiable information. Supplier will promptly provide notice to the County of any breach of security or confidentiality of information provided by the County and shall be responsible for actions required to cure such breach resulting from Supplier's action or inaction. This indemnity obligation is supplemental to any other indemnification obligation set forth in this Addendum. No limitation of liability provision included in the contract shall apply to Supplier's indemnification obligations under this paragraph.

This contract, consisting of this Fairfax County License Agreement Addendum and the Supplier's standard form contract and any and all exhibits and attachments thereto, and any additional terms and conditions incorporated or referenced therein, constitute the entire agreement between the parties and may not be waived or modified except by written agreement between the parties.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed as of the last date set forth below by the undersigned authorized representatives of the parties, intending thereby to be legally bound.

**Insight Public Sector, Inc.**

**Fairfax County**

Signature on file

Signature on file

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: Kenneth Lamneck  
(Print)

Name: Cathy A. Muse  
(Print)

Title: Chief Executive Officer

Title: Director/County Purchasing Agent

Date: 2/8/2016

Date: 2/22/16



# County of Fairfax, Virginia

## AMENDMENT

Date: January 13, 2023

### AMENDMENT NO. 7

CONTRACT TITLE: Technology Products, Services, Solutions, and Related Products and Services

CONTRACTOR  
Insight Public Sector, Inc.  
6820 South Harl Avenue  
Tempe, AZ 85283

SUPPLIER CODE  
1000000125

CONTRACT NO.  
4400006644

By mutual agreement, Contract 4400006644 is extended for six (6) months at existing prices, terms and conditions, effective May 1, 2023 through October 31, 2023.

Provide a current Certification of Insurance (COI) in Accordance with the CONTRACT INSURANCE PROVISIONS within ten (10) days after receipt of the executed amendment.


ACCEPTANCE:

BY:   
Scott Friedlander (Jan 9, 2023 10:13 EST)  
\_\_\_\_\_  
(Signature)

SVP Insight Public Sector  
\_\_\_\_\_  
(Title)

Scott Friedlander  
\_\_\_\_\_  
(Printed)

Jan 9, 2023  
\_\_\_\_\_  
(Date)

DocuSigned by:  
  
E200B702E6004CE  
\_\_\_\_\_  
Lee Ann Pender  
Director/County Purchasing Agent

DISTRIBUTION:

- Finance – Accounts Payable/e
- DIT – Tanesha Sherrod/e
- DIT – Michelle Breckenridge/e
- Omnia – [amy.smith@omniapartners.com](mailto:amy.smith@omniapartners.com)
- Contractor – [robert.crigler@insight.com](mailto:robert.crigler@insight.com)  
[Erica.falchetti@Insight.com](mailto:Erica.falchetti@Insight.com)  
[SLEDContracts@insight.com](mailto:SLEDContracts@insight.com)

Contract Specialist III – Yong Kim  
ACS Team 1 – Chan Park



**Department of Procurement & Material Management**  
12000 Government Center Parkway, Suite 427  
Fairfax, VA 22035-0013  
**Website:** [www.fairfaxcounty.gov/procurement](http://www.fairfaxcounty.gov/procurement)  
**Phone** (703) 324-3201, **TTY:** 711, **Fax:** (703) 324-3228






# Amendment 7

Final Audit Report

2023-01-09

Created:	2023-01-09
By:	Erica Falchetti (erica.falchetti@insight.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAACyMQ8cawXo3SFBt7IV2uDOgoZzBUnoFL

## "Amendment 7" History

-  Document created by Erica Falchetti (erica.falchetti@insight.com)  
2023-01-09 - 3:09:26 PM GMT- IP address: 198.187.200.254
-  Document emailed to scott.friedlander@insight.com for signature  
2023-01-09 - 3:12:13 PM GMT
-  Email viewed by scott.friedlander@insight.com  
2023-01-09 - 3:12:28 PM GMT- IP address: 72.83.157.213
-  Signer scott.friedlander@insight.com entered name at signing as Scott Friedlander  
2023-01-09 - 3:13:43 PM GMT- IP address: 72.83.157.213
-  Document e-signed by Scott Friedlander (scott.friedlander@insight.com)  
Signature Date: 2023-01-09 - 3:13:45 PM GMT - Time Source: server- IP address: 72.83.157.213
-  Agreement completed.  
2023-01-09 - 3:13:45 PM GMT



## Judicial/Public Safety Resolution

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

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**File #:** JPS-R-0063-23

**Agenda Date:** 8/15/2023

**Agenda #:** 15.A.

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### INTERGOVERNMENTAL HOUSING AGREEMENT BETWEEN DU PAGE COUNTY AND KANE COUNTY FOR THE HOUSING OF PRISONERS

WHEREAS, the County of DuPage, Illinois, a unit of local government and the Sheriff of DuPage County and the County of Kane, Illinois, a unit of local government and the Sheriff of Kane County (hereinafter collectively referred to as "the Parties"), are desirous of entering into an Intergovernmental Housing Agreement for reciprocal housing of prisoners; and

WHEREAS, the Parties are units of local government within the meaning of Section 10 of Article 7 of the Constitution of the State of Illinois; and

WHEREAS, the Parties are also public agencies within the meaning of the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.); and

WHEREAS, the Parties are authorized to contract among themselves to obtain or share services, or exercise, combine, or transfer any power or function in any manner not prohibited by law (5 ILCS 220/3); and

WHEREAS, counties are required to keep and maintain a jail facility in its county for its use, which may be satisfied by a single jail facility jointly used and maintained by two counties (730 ILCS 125/1); and

WHEREAS, the Parties agree that it is in their best interest to enter into a contract to obtain and provide the available housing for their respective prisoners; and

WHEREAS, for purposes of this Agreement, the party to be housing the other party's prisoners and detainees shall hereinafter be referred to as the "Housing Party", and the party requesting their prisoners and detainees be housed outside the confines of their own facility and, instead be housed at the Housing Party's facility shall hereinafter be referred to as the "Non-Housing Party"; and

NOW, THEREFORE, BE IT RESOLVED, by the DuPage County Board that the attached Intergovernmental Housing Agreement shall be and is hereby approved; and

BE IT FURTHER RESOLVED that the DuPage County Board Chair is authorized to enter into the attached Intergovernmental Housing Agreement; and

BE IT FURTHER RESOLVED that the DuPage County Clerk transmit copies of this resolution to the Auditor, Treasurer, Finance Department, Sheriff, State's Attorney, the County Board, the Kane County Clerk and one copy to the Kane County Sheriff.

Enacted and approved this 22<sup>nd</sup> day of August, 2023 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

**INTERGOVERNMENTAL HOUSING AGREEMENT  
BETWEEN DUPAGE COUNTY AND KANE COUNTY  
FOR THE HOUSING OF PRISONERS**

This Intergovernmental Housing Agreement (“Agreement”) is made and entered into upon the date of acceptance by all parties hereto, by and between the County of Kane, Illinois, a unit of local government, and the Sheriff of Kane County (hereinafter collectively referred to as “Kane County”), and the County of DuPage, Illinois, a unit of local government and the Sheriff of DuPage County (hereinafter collectively referred to as “DuPage County”). For purposes of this Agreement, Kane County and DuPage County shall collectively be referred to hereinafter as “the Parties”.

**RECITALS**

WHEREAS, the Parties are units of local government within the meaning of Section 10 of Article 7 of the Constitution of the State of Illinois; and

WHEREAS, the Parties are also public agencies within the meaning of the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*); and

WHEREAS, the Parties are authorized to contract among themselves to obtain or share services, or exercise, combine, or transfer any power or function in any manner not prohibited by law (5 ILCS 220/3); and

WHEREAS, counties are required to keep and maintain a jail facility in its county for its use, which may be satisfied by a single jail facility jointly used and maintained by two counties (730 ILCS 125/1); and

WHEREAS, the Parties agree that it is in their best interest to enter into a contract to obtain and provide the available housing for their respective prisoners; and

WHEREAS, for purposes of this Agreement, the party to be housing the other party’s prisoners and detainees shall hereinafter be referred to as the “Housing Party”, and the party requesting their prisoners and detainees be housed outside the confines of their own facility and, instead be housed at the Housing Party’s facility shall hereinafter be referred to as the “Non-Housing Party”; and

NOW THEREFORE, in consideration of the foregoing and the covenants contained herein, the parties do hereby agree and covenant as follows:

**1. RECITALS**

The recitals set forth above are incorporated in this Agreement by reference and made a part of this Agreement.

**2. HOUSING**

The Housing Party agrees to provide housing for the Non-Housing Party’s prisoners and detainees as hereinafter provided. The Parties agree the Housing Party shall make available to the Non-Housing Party as many available beds as can be conveniently provided, subject to the needs of both the Housing and Non-Housing Parties.

### **3. CLASSIFICATION OF PRISONERS**

The Non-Housing Party's prisoners and detainees eligible to be housed by the Housing Party will be limited to the following classified offenders:

- a) Prisoners and detainees currently serving sentences imposed for commission of a misdemeanor who are within one year of release.
- b) Prisoners and detainees currently serving sentences imposed for commission of felony offenses who, as a condition of probation, are required to be incarcerated for a period of six months or less.
- c) Prisoners and detainees who are of pre-trial and pre-sentence classification
- d) Prisoners and detainees remanded to the custody of the Non-Housing Party.

The Non-Housing Party's prisoners and detainees to be housed by the Housing Party will not include Federal prisoners and detainees or Cook County prisoners and detainees, or any other prisoners and detainees for whom the Non-Housing Party is receiving a fee pursuant to agreement.

It is further expressly agreed by and between the parties hereto that the Housing Party shall not be obligated to accept Non-Housing Party prisoners who exhibit or have exhibited any manifest physical or mental health problems or incorrigible behavior. The Housing Party may contact the Non-Housing Party to return forthwith to the Housing Party, any previously accepted prisoner who consistently violates the rules and regulations of the Housing Party's Jail or who constitutes a continuing disciplinary problem and interrupts the orderly administration of the Housing Party's Facility.

### **4. LOCATION OF HOUSING**

All housing to be made available by DuPage County as the Housing Party will be at the facility located at 501 N County Farm Rd, Wheaton, IL, and no other DuPage County facility will be utilized pursuant to this Agreement.

All housing to be made available by Kane County as the Housing Party will be at the facility located at 37W755 IL Route 38, Saint Charles, Illinois, County of Kane, and no other Kane County facility will be utilized pursuant to this Agreement.

### **5. POLICY AND SCOPE OF SERVICES**

The Housing Party shall securely keep all such prisoners and detainees delivered to and accepted by them by the Non-Housing Party pursuant to the terms of this Agreement.

The Housing Party shall comply with the requirements of the Unified Code of Corrections (730 ILCS 5/1 *et seq.*), the Illinois County Jail Act (730 ILCS 125/1 *et seq.*), and all other applicable laws regarding adequate care, food, bedding, clothing, inspection, supervision, mail privileges, personal hygiene and facilities, haircuts, recreation, commissary, laundry, religious ministrations, and access to a television or a radio system.

The Parties further agree as follows:

- a) Commissary: The Housing Party shall maintain a Commissary account for each Non-Housing Party's prisoner with the purpose of permitting purchases as permitted by the Housing Party's rules and regulations.
- b) Clothing: The Housing Party agrees to provide appropriate jail uniforms to the Non-Housing Party's prisoners and detainees for the duration of their incarceration at the Housing Party's facility.
- c) Prisoner Funds: The Housing Party agrees to hold the private monies of the Non-Housing Party's prisoners and detainees while they are in the Housing Party's facility. If the Non-Housing Party's prisoner or detainee is transferred to another detention or correctional facility, said prisoner may submit a request in writing to the Housing Party, that the funds be sent to the new facility. The prisoner's written request must include the prisoner's name, address of the facility, and their correct prisoner identification number.
- d) Non Discrimination: The Parties agree no prisoner confined in the Housing Party's facility pursuant to the terms of this Agreement shall be subjected to unlawful discrimination in any manner relating to their confinement on the basis of the prisoner's age, gender, race, color, religion, national origin, and/or any other legally protected basis.
- e) PREA Compliance: As of the date of execution of this AGREEMENT, and continuing for the term of the AGREEMENT and any extensions thereof, the Housing Party shall provide prisoners with information regarding the Prison Rape Elimination Act (PREA) and shall abide by all relevant PREA regulations according to the national standards to prevent, detect and respond to sexual abuse and sexual harassment as outlined in the applicable provisions of the Prison Rape Elimination Act (P.R.E.A.) Parts 115.5 through 28 C.F.R. 115.405 including monitoring to ensure compliance with said standards.

## **6. TRANSPORTATION AND REMOVAL OF PRISONERS**

The Non-Housing Party or the arresting agency, at their expense, shall deliver any and all Non-Housing Party prisoners and detainees to the Housing Party's facility, together with a duly authenticated copy of commitment with the Non-Housing Party, and any other papers or documents authorizing detention.

Any person(s) arrested in the Non-Housing Party's County may be transported, with prior notification to and approval of the Housing Party, to the Housing Party's facility by the Non-Housing Party, the Illinois State Police, or any other municipality therein for processing and housing if prior notification and approval has been obtained.

The Non-Housing Party will provide a summary of the personal history, behavior and a complete copy of the health records of each prisoner to the Housing Party for each prisoner to be incarcerated in the Housing Party's Jail, which shall precede or accompany each prisoner and shall be returned to the Non-Housing Party upon the release or transfer of said prisoner. Copies of any/all such

records will remain the property of the Housing Party. Copies of any behavior and health records generated for each Non-Housing Party prisoner by the Housing Party shall be provided to the Non-Housing Party upon return of the prisoner to the Non-Housing Party's Jail.

It is further expressly agreed by and between the Parties that all Non-Housing Party prisoners and detainees held in the Housing Party's facility pursuant to this Agreement may not be removed by any person or persons without an order or writ from a court of competent jurisdiction or permission from the Non-Housing Party's Sheriff, or their designee, except for emergency medical treatment.

It is further expressly agreed by and between the Parties hereto that any Non-Housing Party's Prisoner in the Housing Party's Jail who is subject to discharge by due course of law shall be returned to the custody of the Non-Housing Party on the day prior to the date set for discharge and the transportation of said prisoner shall be the sole responsibility of the Non-Housing Party.

The Housing Party shall, at no additional expense to the Non-Housing Party, comply with all writs and other valid process, including the transportation of the Non-Housing Party's prisoners and detainees within the Housing Party's County. However, if the writ is issued for the prisoner's appearance in the Non-Housing Party's Circuit Court or in any other jurisdiction outside of the Housing Party's County, the Non-Housing Party shall provide all transport therefore at no additional expense to the Housing Party.

## **7. PAYMENT**

As consideration for the foregoing, the Parties hereby agree to the following:

- a. If the Non-Housing Party's prisoner is housed in the Housing Party's facility, the Housing Party shall bill the Non-Housing Party at the following rate:
  - i. For prisoners and detainees housed in the Housing Party's facility at any time from the effective date of this Agreement through November 30, 2024 of this Agreement, the billing rate shall be Seventy-Five Dollars and Zero Cents (\$75.00) per calendar day per prisoner housed at the Housing Party's facility.
  - ii. For prisoners and detainees housed in the Housing Party's facility at any time after November 30, 2024 of this Agreement, the billing rate shall be Seventy-Eight Dollars and Zero Cents (\$78.00) per calendar day per prisoner housed at the Housing Party's facility.
- b. For the purpose of this Agreement, if the Non-Housing Party's prisoner or detainee is held at the Housing Party's facility for any portion of a given day, the prisoner shall be considered held for a whole calendar day for billing purposes.
- c. All billing records and evidence of services performed as may be reasonably required by the Non-Housing Party shall be supplied by the Housing Party.

- d. The Housing Party shall submit monthly invoices to the Non-Housing Party citing the number of utilized beds at the applicable daily rate set forth above. Invoices may be sent by U.S. mail or via email to the Non-Housing Party's Sheriff or their designee. Invoices are to be paid to the Housing Party within a reasonable time after their receipt but no later than sixty (60) calendar days from the date the invoice is dated and sent. Failure of the Non-Housing Party to so remit payment in a timely manner shall constitute a breach of this Agreement and will constitute cause for early termination of the Agreement.

## **8. MEDICAL CARE**

The Housing Party shall provide all reasonable and necessary medical, dental and psychological care to all Non-Housing Party prisoners and detainees in the Housing Party's facility. Reasonable and necessary care is that which is required by applicable law. In any event, the Housing Party shall provide such in-house medical, optical, dental, medical prescription care and psychological services provided to other prisoners and detainees confined in the Housing Party's facility.

It is expressly agreed by and between the Parties hereto that hospitalization, including ambulance transport, and non-routine medical, psychological, and dental care that cannot be provided in-house, including prescriptions, or any such prisoner or detainee care where such hospitalization, including ambulance transport, and non-routine medical, psychological, and dental care that cannot be provided in-house, including prescriptions, is authorized and mandated by any physician in the employ of, or under contract to the Housing Party will be the financial responsibility of the Non-Housing Party. In consideration therefore, the Non-Housing Party shall pay to the Housing Party the costs of medical care and attention for the Non-Housing Party's prisoners and detainees, if such medical care is not billed directly by the medical provider to the Non-Housing Party. At the time of mandated medical care or as soon thereafter as possible, the Housing County's Sheriff or designee shall notify the Non-Housing Party's Sheriff or designee, of the mandated medical care and the name of the medical care provider. If a Non-Housing Party's prisoner is admitted for in-patient services, the Non-Housing Party will provide the guard or guards as required during the time of such medical care.

## **9 MERITORIOUS GOOD TIME**

It is expressly agreed by and between the Parties hereto, that all good time to be awarded to any Non-Housing Party's prisoner in the Housing Party's facility will be awarded by the original incarcerating authority, pursuant to the County Jail Good Behavior Allowance Act, 730 ILCS 130/1 *et seq.*, and all sentence computations for the Non-Housing Party's prisoners and detainees serving sentences and confined in the Housing Party's facility will be prepared by the Non-Housing Party's Sheriff or their designee.



## **10 DOCUMENTATION AND ESCAPE OF PRISONER**

The Housing Party agrees to document fully and to prepare an incident report on the Housing Party's customary forms regarding unusual or notable occurrences involving the Non-Housing Party's prisoners and detainees in the Housing Party's facility including but not limited to: the use of force by one or more of the Housing Party's employees; loss of property; fire; prisoner misconduct; the prisoner's escape or attempted escape; criminal activity involving the prisoner; or the prisoner's death or suicide attempt. These reports will be forwarded immediately to the Non-Housing Party's Sheriff or their designee. The Non-Housing Party acknowledges and understands that they will only receive reports regarding the Non-Housing Party's prisoners and detainees that would be prepared by the Housing Party in the normal course of business.

In the case of the escape or attempted escape of a Non-Housing Party's prisoner confined in the Housing Party's facility, the Housing Party's Sheriff or their designee shall notify the Non-Housing Party's Sheriff or their designee promptly and use all reasonable means to recapture the prisoner. The escape of a Non-Housing Party's prisoner must be reported immediately by telephone to the Non-Housing Party's Sheriff or their designee. The date of such escape and the return to custody must be reported in writing to the Non-Housing Party's Sheriff or their designee within forty-eight (48) hours.

## **11 RULES AND REGULATIONS**

It is agreed by and between the Parties hereto that all Non-Housing Party prisoners and detainees transferred to the Housing Party's facility under this Agreement are subject to the rules and regulations of the Housing Party's facility and the privileges or restrictions attaching thereto, and are subject to no other rules and regulations or the granting of any privileges attaching to the Non-Housing Party's facility while the Non-Housing Party's prisoners and detainees are in the custody of the Housing Party.

## **12 INDEMNIFICATION**

The Housing Party shall be responsible for and shall indemnify, defend and hold harmless the Non-Housing Party and the Non-Housing Party's agents, officers and employees from any and all liabilities, claims, demands, or suits brought by any Non-Housing Party's prisoner arising out of any act or omission of the Housing Party and/or the Housing Party's agents, employees, or servants thereof relating to the prisoner's care, custody, supervision, or transport of any Non-Housing Party's prisoner while in the custody of the Housing Party.

The Non-Housing Party shall be responsible for and shall indemnify, defend and hold harmless the Housing Party and the Housing Party's agents, officers and employees from any and all liabilities, claims, demands, or suits brought by any Housing Party's prisoner arising out of any act or omission of the Non-Housing Party and/or the Non-Housing Party's agents, employees, or servants thereof.

It is further agreed that all employee benefits, wage and disability payments, pension and workers' compensation claims, damage to or destruction of equipment, facilities, clothing and certain medical expenses of the Housing Party and the Housing Party's agents or employees which may result from the presence of the Non-Housing Party's prisoners and detainees in the Housing Party's custody shall be the responsibility of the Housing Party.

During the term of this Agreement, the Housing Party shall maintain general liability insurance of at least one (1) million dollars per occurrence and three (3) million dollars in aggregate with an excess umbrella of nine (9) million dollars. Certificates of such insurance detailing the coverage therein shall be available to the Non-Housing Party upon execution of this Agreement.

Alternatively, a self-insurance reserve of one (1) million dollars with excess coverage of twenty (20) million dollars is acceptable if the Housing Party self-insures.

Neither party waives its immunities or defenses, whether statutory or common law by reason of these indemnification and insurance provisions.

### **13 TERM**

This Agreement shall become effective upon the date of acceptance by all parties hereto (hereinafter referred to as the "effective date").

During the initial year of the Agreement, a quarterly review of the Agreement, to include considerations of unexpected costs, logistical, and operational concerns, shall be conducted with the Housing Party's Sheriff and the Non-Housing Party's Sheriff and their designees. In each year following, an annual review of the Agreement shall be conducted in the second half of each calendar year with the Housing Party's Sheriff and the Non-Housing Party's Sheriff and their designees.

The total term of this AGREEMENT will be four (4) years, with an initial period of two (2) years commencing upon the Agreement's effective date and, provided a need continues to exist, will automatically renew annually, without further action for a period not to exceed one (1) year for each renewal. However, this agreement shall not continue for a period of more than four (4) years. This AGREEMENT may be canceled by either party hereto upon sixty (60) days written notice to the other party.

### **14 AMENDMENT, MODIFICATION AND REMOVAL**

This Agreement may be amended with written consent of all parties hereto and provided a need continues to exist.

## **15 APPLICABLE LAW**

This Agreement shall be interpreted and enforced under the laws of the State of Illinois. The parties agree that the venue for any legal proceedings between them, shall be either DuPage County, Eighteenth Judicial Circuit Court, State of Illinois, or Kane County, Sixteenth Judicial Circuit, State of Illinois.

## **16 FINAL AGREEMENT OF PARTIES**

This writing constitutes the final expression of the Agreement of the Parties. It is intended as a complete and exclusive statement of the terms of this Agreement, and it supersedes all prior and concurrent promises, representations, negotiations, discussions and Agreements that may have been made in connection with the subject matter hereof.

No modification shall be binding upon the parties hereto unless the same be in writing signed by and appropriately executed by all Parties.

## **17 NOTICES**

All notices given or sent hereunder shall be sent by United States Mail, postage prepaid, addressed to the respective party at the address set forth on the signature page hereof or to such other address as the parties may designate in writing from time to time.

In the case of notice to Kane County, with a copy sent to:

Kane County State's Attorney  
37W777 IL Route 38 Suite 300  
St. Charles Illinois 60175-7535.

In the case of notice to DuPage County, with copies sent to:

Sheriff of DuPage County  
Attn: Correction Bureau Administrative Commander  
501 N. County Farm Road  
Wheaton, IL 60187  
and  
DuPage County State's Attorney  
Attn: Civil Bureau  
503 N County Farm Road  
Wheaton, IL 60187

## **18 AUTHORIZATION**

The Parties represent that all necessary acts have been taken to authorize and approve this agreement in accordance with applicable law, and this Agreement, when executed by the Parties

hereto, shall constitute a binding obligation of the Parties, legally and enforceable at law and equity against both.

**19 SEVERABILITY CLAUSE**

If any provision of this Agreement is held to be invalid, that provision shall be stricken from this Agreement, and the remaining provisions shall continue in full force and effect to the fullest extent possible.

**IN WITNESS WHEREOF**, the undersigned duly authorized officers have subscribed their names on behalf of the Parties.

**DUPAGE COUNTY, ILLINOIS**

By: \_\_\_\_\_  
DuPage County Board Chairman  
421 N. County Farm Rd  
Wheaton, IL 60187

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

By: **Signature on file**  
\_\_\_\_\_  
DuPage County Sheriff  
501 N. County Farm Rd  
Wheaton, IL 60187

Date: 7/28/23

**KANE COUNTY, ILLINOIS**

**Signature on file**

By: \_\_\_\_\_  
Kane County Board Chairman  
Kane County Government Center  
719 Batavia Avenue, Building A  
Geneva, Illinois 60134

Date: July 27, 2023

**Signature on file**

By: \_\_\_\_\_  
Kane County Sheriff  
Kane County Sheriff's Office  
37W755 IL Route 38  
Saint Charles, Illinois 60175

Date: July 27, 2023



## Judicial/Public Safety Resolution

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

**File #:** JPS-R-0064-23

**Agenda Date:** 8/15/2023

**Agenda #:** 15.B.

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT  
BETWEEN THE COUNTY OF DUPAGE, VIA ITS OFFICE OF  
HOMELAND SECURITY AND EMERGENCY MANAGEMENT,  
AND VARIOUS PARTNER AGENCIES

WHEREAS, the County of DuPage, via its Office of Homeland Security and Emergency Management ("OHSEM"), partners with various external agencies in responding to incidents, planned events, trainings and exercises; and

WHEREAS, OHSEM desires to assist local external agencies by having its communications unit provide interoperability support for radio communications; and

WHEREAS, with OHSEM providing interoperability support, all agencies who participate will be able to easily communicate with each other as though the participating agencies would share a common radio channel; and

WHEREAS, such interoperability is essential for efficient, safe and effective responses to incidents, planned events, trainings, and exercises; and

WHEREAS, OHSEM has been authorized by County Ordinance to enter into mutual aid agreements with various local external agencies; and

WHEREAS, OHSEM is desirous of entering into agreements, similar to the Agreement attached hereto as Exhibit A, on behalf of the County of DuPage with various local partner agencies.

NOW THEREFORE, BE IT RESOLVED, that the DuPage County Board approves the form of the Agreement attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED, that the DuPage County Board authorizes the Director of OHSEM to enter into agreements substantially similar to the Agreement attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED, that the DuPage County Clerk is required to send copies of this Resolution to the Director of OHSEM.

Enacted and approved this 22<sup>nd</sup> day of August, 2023 at Wheaton, Illinois.

\_\_\_\_\_  
DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

**Memorandum of Understanding (“MOU”)**  
**Between the**  
**DuPage County Office of Homeland Security and Emergency Management (“OHSEM”)**  
**And**  
**{Enter Name of Second Party}**  
**To**  
**Authorize Programming of and Transmission on the {Enter Name of Second Party}**  
**Radio Frequencies for Interoperability with OHSEM and Associated Public Safety Agencies**

**Article 1 – Parties**

This Memorandum of Understanding (MOU) is entered into by and between the DuPage County Office of Homeland Security and Emergency Management and its Associated Public Safety Agencies and {Enter Name of Second Party}. The DuPage County Office of Homeland and Emergency Management and its Associated Public Safety Agencies includes any police, fire, emergency medical service (EMS), and emergency management agency (EMA) receiving interoperable communications support from OHSEM.

**Article 2 – Purpose**

The purpose of this MOU is for {Enter Name of Second Party} to grant approval to the DuPage County Office of Homeland Security and Emergency Management to program radio frequencies in OHSEM radios and to transmit on those frequencies for the purposes of interoperability with Associated Public Safety Agencies for the purpose of incident response, planned events, training, exercises, and testing.

**Article 3 – Conditions and Responsibilities**

The following conditions and responsibilities are set for as noted for the respective parties.

1. {Enter Name of Second Party} will provide OHSEM with licensed radio frequency information to be programmed into OHSEM radios for the purposes of radio interoperability.
2. {Enter Name of Second Party} will provide OHSEM with any changes, additions, deletions of radio frequencies for which they are licensed.
3. {Enter Name of Second Party} will provide OHSEM with contact information (including updates should the information change) for the person(s) responsible for {Enter Name of Second Party} radio frequencies.
4. OHSEM, when possible and practical, shall attempt to notify {Enter Name of Second Party} when testing or training is taking place on {Enter Name of Second Party} radio frequencies.

**Article 4 – Statement of No Financial Obligations**

This MOU defines in general terms, the basis on which the parties will cooperate and does not constitute a financial obligation on the part of any party to serve as a basis of expenditures.

**Article 5 – Termination**

This MOU may be terminated at any time by either party with written notice and upon written acknowledgement of receipt of the notice of termination.

**Article 6 – Effective Date**

This MOU will be in effect upon final signature and will continue in effect until termination by either party.

DuPage County OHSEM

{Enter Name of Second Party}

\_\_\_\_\_  
Signature / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature / Title

\_\_\_\_\_  
Date



## Finance Resolution

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

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**File #:** FI-R-0181-23

**Agenda Date:** 8/15/2023

**Agenda #:** 9.D.

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ACCEPTANCE AND APPROPRIATION OF  
THE ILLINOIS COURT COMMISSION ON ACCESS TO JUSTICE GRANT PY24  
COMPANY 5000 - ACCOUNTING UNIT 5925  
\$13,000

(Under the administrative direction of the  
DuPage County 18<sup>th</sup> Judicial Circuit Court)

WHEREAS, the County of DuPage, through the DuPage County 18th Judicial Circuit Court has been notified by the Administrative Office of the Illinois Court (AOIC) that grant funds in the amount of \$13,000 (THIRTEEN THOUSAND AND NO/100 DOLLARS) are available to be used for technology goods/services to modernize local court systems in DuPage County; and

WHEREAS, to receive said grant funds, the County of DuPage on behalf of the DuPage County 18<sup>th</sup> Judicial Circuit Court must enter into the 2023-2024 Agreement with the Administrative Office of the Illinois Courts (AOIC), a copy of which is attached to and incorporated as a part of this resolution by reference (ATTACHMENT II); and

WHEREAS, the term of the grant agreement is from August 1, 2023 through July 31, 2024; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant does not add any additional subsidy from the County; and

WHEREAS, the County Board finds that the need to appropriate said grant funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the 2023-2024 Agreement (ATTACHMENT II) between DuPage County, on behalf of the DuPage County 18th Judicial Circuit Court, and the Administrative Office of the Illinois Courts (AOIC) is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$13,000 (THIRTEEN THOUSAND AND NO/100 DOLLARS) be made to establish the Illinois Court Commission on Access to Justice Grant PY24, Company 5000 - Accounting Unit 5925 for the period August 1, 2023 through July 31, 2024; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Chief Judge of DuPage County 18<sup>th</sup> Judicial Circuit Court is approved as the County's Authorized Representative; and

BE IT FURTHER RESOLVED that should state and/or federal funding cease for this grant, the Judicial and Public Safety Committee shall review the need for continuing the specified program and head count; and

BE IT FURTHER RESOLVED that should the Judicial and Public Safety Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 22<sup>nd</sup> day of August, 2023 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK



ATTACHMENT I

ADDITIONAL APPROPRIATION TO ESTABLISH  
THE ILLINOIS COURT COMMISSION ON ACCESS TO JUSTICE GRANT PY24  
COMPANY 5000 – ACCOUNTING UNIT 5925  
\$13,000

REVENUE

41400-0008 - State Operating Grant - Misc \$ 13,000

TOTAL ANTICIPATED REVENUE \$ 13,000

EXPENDITURES

COMMODITIES

52200-0000 - Operating Supplies & Materials \$ 5,000

TOTAL COMMODITIES \$ 5,000

CONTRACTUAL

53090-0000 - Other Professional Services \$ 3,000

TOTAL CONTRACTUAL \$ 3,000

CAPITAL

54010-0000 - Building Improvements \$ 5,000

TOTAL CAPITAL \$ 5,000

TOTAL ADDITIONAL APPROPRIATION \$ 13,000

**ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE**

**ACCESS TO JUSTICE IMPROVEMENT  
GRANT AGREEMENT 2023-2024**

**NAME OF GRANTEE:** Eighteenth Judicial Circuit (DuPage County)

**ADDRESS:** DuPage County Courthouse  
505 N. County Farm Rd.  
Wheaton, IL 60187

**DESIGNATED PROJECT LEAD:** Kathy Willis

**GRANT AMOUNT:** \$13,000

**GRANT PERIOD:** Aug. 1, 2023-July 31, 2024

*This Grant Agreement is hereby entered into between Grantee and the Grantor, Illinois Supreme Court Commission on Access to Justice (ATJ Commission), as of the date the Grantee signs this Agreement. Both parties, intending to be bound by the terms and conditions of this Agreement, do hereby agree as follows:*

**GRANT CONDITIONS**

**Grant Purpose:** The grant is to be used to support the designated Project Lead –Kathy Willis– to update self-help center by improving print collection, guides, and videos; host work shops; create a private consulting area.

**Grant Requirements:**

Grantor shall:

- a) Facilitate an annual Court Navigator Network orientation training and monthly teleconferences with the Administrative Office of the Illinois Court (AOIC) and other Court Navigator Network members;
- b) Provide support to the Project Lead to further the Grant Purpose; and
- c) Disburse funds to support Grantee upon execution by the parties of this Grant Agreement.

Grantee shall:

- a) Be an active member of the Court Navigator Network;
- b) Attend all Network training programs and participate in monthly teleconferences with the AOIC and other Network members;



- c) Create, modify, and update self-help resources for the courthouse;
- d) Evaluate self-help services and resources to determine their effectiveness;
- e) Solicit ongoing feedback from litigants, judges, clerks, and other court staff about the effectiveness of self-help resources and programs;
- f) Act as a liaison between self-represented litigants and court staff;
- g) Track individuals served by the Project to be reported quarterly;
- h) Submit quarterly reports regarding individuals served, budget expenditures, and grant activities as described below;
- i) Update the AOIC about Project activities including inviting the AOIC and ATJ Commission to events related to the grant;
- j) Identify new program needs (e.g., mediation, remote appearances, dedicated *pro se* calls); and
- k) Develop new partnerships with community organizations (e.g., bar association *pro bono* programs, volunteer greeters, public libraries, social service providers);
- l) Communicate with JusticeCorps leadership regarding any potential involvement of JusticeCorps members as part of the grant project and receive approval prior to involving JusticeCorps; and
- m) Authorize the ATJ Commission and AOIC to copy, use, and publish any images in any format taken during Court Navigator Network events including training or program events.

**Reporting Requirements:** Reports shall be submitted on a quarterly basis and are due on November 15, 2023; February 15, 2024, May 15, 2024; and August 15, 2024. The reports should be made on forms which will be provided and will ask for information on the project's activities and achievements, relevant data, number of litigants served, and financial expenditures for the period.

**Notification of Changes in Personnel or Program:** If there are significant changes in the Grantee's structure, mission, or personnel during the grant period, the Grantee must notify the Grantor of these changes in writing (via email) immediately. If the Project Lead does not continue to work for the Grantee, the Grantee must appoint another employee to serve as the Project Lead to satisfy the grant requirements. If the Grantee is unable to find another person to serve as the Project Lead, Grantee shall return to the Grantor any funds not yet used by the Grantee.

**Fund Disbursement:** Grantee will provide the appropriate information for receiving payment of the Grant Amount by check. Upon receipt of this information and the executed Grant Agreement, Grantor will release the funds. The Illinois Supreme Court Commission on Access to Justice funds the Access to Justice Improvement grants. The Commission is funded through *pro hoc vice*, registration fees from Attorney Registration and Disciplinary Commission (ARDC), and royalties on some publications; the Commission does not receive any state funds. Therefore, no state funds are used for the grants.

**Fund Recompense:** Grantee must notify the Grantor in a timely manner if the funds cannot or will not be spent in accordance with the purpose of the grant. Grantee shall return to Grantor any funds not used by the end of the grant period by August 30, 2024. If Grantee submits a written request (via email) during the fourth quarter of the program year informing Grantor that they will not be able

to use all the funds and would like an extension to do so, Grantor may grant permission to utilize funds beyond the end of the grant period rather than returning the unused funds.

If these conditions are acceptable, please sign this form (electronic signatures accepted) as well as the attached ATJ Commission Grant Payment Form and return them to Jill Roberts, Deputy Director, Access to Justice Division of the AOIC, at [jroberts@illinoiscourts.gov](mailto:jroberts@illinoiscourts.gov) by August 1, 2023.

Accepted by:

\_\_\_\_\_  
Hon. Kenneth Popejoy  
Chief Judge of Eighteenth Circuit  
Date: \_\_\_\_\_

\_\_\_\_\_  
Kathy Willis  
Project Lead  
Date: \_\_\_\_\_

For the Commission:

## Signature on file

\_\_\_\_\_  
Hon. Jorge L. Ortiz  
Chair, Commission on Access to Justice  
Date: July 24, 2023

Please email the completed agreement to: [jroberts@illinoiscourts.gov](mailto:jroberts@illinoiscourts.gov) by August 1, 2023.



## Budget Transfer

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

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**File #:** 23-2718

**Agenda Date:** 8/15/2023

**Agenda #:** 8.A.

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DuPage County, Illinois  
 BUDGET ADJUSTMENT  
 Effective May 3, 2023

From: 1000  
 Company #

CIRCUIT COURT  
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
5900	50099		NEW PROGRAM REQUESTS-PERSONNEL	\$ 65,000.00	65,000.00		7/28/23
Total				\$ 65,000.00			

To: 1000  
 Company #

CIRCUIT COURT  
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
5900	50000		REGULAR SALARIES	\$ 65,000.00	578,554.74	643,554.74	7/28/23
Total				\$ 65,000.00			

Reason for Request:

Full-time Accountant - FY23 budgeted position for new program request was filled 7/24/2023. Money needs to be transferred from New Program Requests to Regular Salaries.

Signature on file

Department Head

Chief Financial Officer

7/27/23  
 Date

8/2/23  
 Date

Activity

(optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only

Fiscal Year 23 Budget Journal # \_\_\_\_\_ Acctg Period \_\_\_\_\_

Entered By/Date \_\_\_\_\_ Released & Posted By/Date \_\_\_\_\_

JPS - 8/15/23

FIN/CB - 8/22/23



## Budget Transfer

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

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**File #:** 23-2719

**Agenda Date:** 8/15/2023

**Agenda #:** 8.B.

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DuPage County, Illinois  
 BUDGET ADJUSTMENT  
 Effective October, 2022

From: 1000  
 Company #

STATE'S ATTORNEY  
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
6500	50000		REGULAR SALARIES	\$ 34,800.00	3,577,655.02	3,542,855.02	7/27/23
Total				\$ 34,800.00			

To: 1000  
 Company #

STATE'S ATTORNEY  
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
6500	50050		TEMPORARY SALARIES	\$ 34,800.00	939.95	35,739.95	7/27/23
Total				\$ 34,800.00			

Reason for Request:

Transfer funds to cover shortage due to paying summer law clerks.

Signature on file

Department Head

Chief Financial Officer

7/27/23  
 Date  
 8/2/23  
 Date

Activity \_\_\_\_\_  
 (optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only

Fiscal Year 23 Budget Journal # \_\_\_\_\_ Acctg Period \_\_\_\_\_

Entered By/Date \_\_\_\_\_ Released & Posted By/Date \_\_\_\_\_

JPS - 8/15/23  
 FIN/CB - 8/22/23





## Budget Transfer

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

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**File #:** 23-2720

**Agenda Date:** 8/15/2023

**Agenda #:** 8.C.

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DuPage County, Illinois  
 BUDGET ADJUSTMENT  
 Effective October, 2022

From: 1400  
 Company #

DETENTION SCREENING TRANSPORT  
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
6130	50080		SALARY & WAGE ADJUSTMENTS	\$ 9,500.00	18,336.00	8,836.00	7/28/23
Total				\$ 9,500.00			

To: 1400  
 Company #

DETENTION SCREENING TRANSPORT  
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
6130	51040		EMPLOYEE MED & HOSP INSURANCE	\$ 9,500.00	(1,751.23)	7,748.77	7/28/23
Total				\$ 9,500.00			

Reason for Request:

Need to transfer funds to cover employee medical expenses for FY 2023

**Signature on file**

Department Head

Chief Financial Officer

7/27/2023  
 Date  
8/8/23  
 Date

Activity \_\_\_\_\_  
 (optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only			
Fiscal Year <u>23</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____		Released & Posted By/Date _____	

JPS - 8/15/23

FIN/CRB - 8/22/23



## Budget Transfer

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

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**File #:** 23-2721

**Agenda Date:** 8/15/2023

**Agenda #:** 8.D.

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DuPage County, Illinois  
 BUDGET ADJUSTMENT  
 Effective May 3, 2023

From: 6000  
 Company #

VEHICLE REPLACEMENT-GENERAL FUND  
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1161	53370		REPAIR & MTCE OTHER EQUIPMENT	\$ 466,817.00	466,817.00	0	8/7/23
Total				\$ 466,817.00			

To: 6000  
 Company #

VEHICLE REPLACEMENT-GENERAL FUND  
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1161	54120		AUTOMOTIVE EQUIPMENT	\$ 466,817.00	0	466,817.00	8/7/23
Total				\$ 466,817.00			

Reason for Request:

Budget transfer to move allotted funds for **upfitting** 35 vehicles **from** Contractual to Capital for PO#6096

Department Head \_\_\_\_\_  
 Chief Financial Officer \_\_\_\_\_

Date 8/8/23  
 Date

Activity \_\_\_\_\_  
 (optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only

Fiscal Year 23 Budget Journal # \_\_\_\_\_ Acctg Period \_\_\_\_\_

Entered By/Date \_\_\_\_\_ Released & Posted By/Date \_\_\_\_\_

JPS - 8/15/23

FIN/CB - 8/22/23



Judicial/Public Safety Change Order with Resolution

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

File #: JPS-CO-0006-23

Agenda Date: 8/15/2023

Agenda #: 15.C.

AMENDMENT TO PURCHASE ORDER 5690-0001 SERV  
ISSUED TO CLEAR LOSS PREVENTION, INC.  
FOR THE PURCHASE AND INSTALLATION OF A NEW VIDEO SURVEILLANCE SYSTEM TO  
COMPLETE THE REPLACEMENT PROJECT AND MAINTENANCE  
FOR THE SAFETY OF THE RESIDENTS AT THE DU PAGE CARE CENTER  
(INCREASE CONTRACT BY \$18,209)

(Under the administrative direction of the DuPage County Office of  
Homeland Security and Emergency Management/Campus Security)

WHEREAS, Resolution JPS-P-0079A-22 was approved and adopted by the County Board on March 8, 2022; and

WHEREAS, the Judicial and Public Safety Committee recommends changes as stated in the Request for Change Order to Purchase Order 5690-0001 SERV, issued to Clear Loss Prevention, Inc., to purchase and install a new video surveillance system to complete the replacement project and maintenance per bid #22-013-OHSEM for the period March 8, 2022 through March 7, 2025, to increase the contract by \$18,209, resulting in an amended contract total of \$324,148.19, an increase of 5.95%.

NOW, THEREFORE, BE IT RESOLVED, that the County Board adopt the Change Order Notice to Purchase Order 5690-0001 SERV, issued to Clear Loss Prevention, Inc., to purchase and install a new video surveillance system to complete the replacement project and maintenance per bid #22-013-OHSEM for the period March 8, 2022 through March 7, 2025, to increase the contract by \$18,209, resulting in an amended contract total of \$324,148.19, an increase of 5.95%.

Enacted and approved this 22<sup>nd</sup> day of August, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

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

JEAN KACZMAREK, COUNTY CLERK

JPS 8/15  
 FI + CB 8/22



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

Date: Jul 31, 2023

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

<b>Purchase Order #:</b> 5690-0001 SERV	<b>Original Purchase Order Date:</b> Mar 8, 2022	<b>Change Order #:</b> 2	<b>Department:</b> DuPage Care Center
<b>Vendor Name:</b> Clear Loss Prevention, Inc.		<b>Vendor #:</b> 25205	<b>Dept Contact:</b> Keith Briggs
<b>Background and/or Reason for Change Order Request:</b>	Contract purchase order is to purchase and provide new video surveillance system to complete the replacement project and maintenance per bid #22-013-OHSEM for the period March 8, 2022 through March 7, 2025. Add DuPage Care Center line 1200-2040-54010 in the amount of \$18,209.00, to cover for surveillance cameras and installation in the West Garden and the East Garden, for the safety of the residents at the DuPage Care Center.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

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

INCREASE/DECREASE	
A	Starting contract value <span style="float:right">\$305,938.59</span>
B	Net \$ change for previous Change Orders <span style="float:right">\$0.60</span>
C	Current contract amount (A + B) <span style="float:right">\$305,939.19</span>
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <span style="float:right">\$18,209.00</span>
E	New contract amount (C + D) <span style="float:right">\$324,148.19</span>
F	Percent of current contract value this Change Order represents (D / C) <span style="float:right">5.95%</span>
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) <span style="float:right">5.95%</span>

**DECISION MEMO NOT REQUIRED**

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

**DECISION MEMO REQUIRED**

- Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source 1200-2040-54010
- OTHER - explain below:

cdk	4208	Jul 31, 2023	KB	5225	Jul 31, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<i>AKC</i>		Procurement Officer	Date <u>8/3/23</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	



# Decision Memo

## Procurement Services Division

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

Date: Jul 31, 2023

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

Department Requisition #: 5690-0001SERV

Requesting Department: DuPage Care Center	Department Contact: Keith Briggs/Shalna Berman
Contact Email: keith.briggs@dupageco.org & Shauna.Berman@dupageco.org	Contact Phone: 630-407-5225 & 630-784-4261
Vendor Name: Clear Loss Prevention, Inc.	Vendor #: 25205
<b>Action Requested</b> - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.	
Create line for the DuPage Care Center (1200-2040-54110) and increase in the amount of \$18,209.00	

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

OHSEM has an existing contract for video surveillance system, contract 5690-0001 SERV. The DuPage Care Center has requested quotes on additional cameras and wiring for the West and East Garden patios.

**Strategic Impact**

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

To have additional cameras in areas that are more challenging to view and to continue to ensure the safety for the residents and staff at the DuPage Care Center.

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

#22-013-OHSEM

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

- 1) Approval to create line for the DuPage Care Center and increase in the amount of \$18,209.00
- 2) Do not approve change order to create line for the DuPage Care Center and increase in the amount of \$18,209.00, however, DPCC will need to purchase and provide the necessary cameras to view the needed areas to be able to provide and ensure the safety for the residents and staff that frequent these areas.

**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.

FY23 1200-2040-54010 \$18,209.00

# PROPOSAL



Security Cameras | Access Control | Alarms

Clear Loss Prevention, Inc.

708.292.2923

Chicago

7805 S. Claremont Ave. Chicago, IL 60620

Downers Grove

5615 Brookbank Rd. Downers Grove, IL 60516

### PREPARED FOR:

Keith Briggs  
DuPage County Government Center  
421 County Farm Road  
Wheaton, IL 60187

### WORK TO BE PERFORMED AT:

DuPage CTY Care Center 701  
400 N County Farm Rd  
Wheaton, IL 60187

PROPOSAL #:	3300
SALES PERSON:	Steve Pieczynski
DATE OPENED:	07/31/2023
DATE PRINTED:	07/31/2023
REFERENCE #:	P 3300

### PROPOSED SERVICES:

Installation of new cameras as described below:

West Garden

Camera 01

Add Muti Head Camera as noted in drawing

Requires 4 Camera License, Cable to first fl closet. Fiber to 1st Floor Closet.

Camera 02

Add Fixed Wide Angle as noted in drawing

Requires 1 Camera License, Cable to first fl closet

East Garden

Camera 03

Add Fixed Wide Angle as noted in drawing

Requires 1 Camera License, Cable to first fl closet

Camera 04

Add Muti Head Camera as noted in drawing

Requires 4 Camera License

Camera 05

Add Fixed Wide Angle as noted in drawing

Requires 1 Camera License, Cable to first fl closet

Camera 06

Add Fixed Wide Angle as noted in drawing

Requires 1 Camera License, Cable to first fl closet

### ORDER ITEM DETAIL:

QTY	NAME	DESCRIPTION	PRICE
2	Hanwha PNM-9022V Outdoor Dome	4 x 2MP outdoor vandal panoramic dome camera, 2.8mm fixed lenses, 209 deg FOV, WDR	2,194.76
2	Hanwha SBP-300NBW Install Box	White installation box compatible with various Hanwha Techwin camera mounts	337.66
2	Hanwha SBP-300KMW1 Corner Mount	White corner mount adapater for use with SBP-300WMW1	103.71
2	Hanwha SBP-276HMW Mounting Cap	White hanging cap	98.48
4	Hanwha XNV-6011W 2MP Dome	Hanwha XNV-6011W Wisenet X-Series 2MP @ 60fps Outdoor Vandal Dome Camera, 2.8mm Fixed Lens, White. Triple codecH.265/H.264/MJPEG	1,051.01
4	Hanwha SBP-300HMW7 Hanging Mnt	Small cap adapter accessory for XNV-6011W, QND-8010R/20R/30R, QND-6012R/22R/32R, white color	128.63
4	Hanwha SBP-300WMW1 Wall Mount	White wall mount accessory	207.42
2200	CAT6 - 23-4P UNS SOL CMP C6 Org Jkt	23 AWG Category 6 UTP cable, Plenum rated, orange jacket (sold per 1000', priced per foot) 23-4P UNS SOL CMP C6 Org Jkt	1,013.32
800	Fiber Opt Cable 62.5/125 MM OM1	6 Fiber Indoor/Outdoor Multimode 62.25 OM1 Fiber Optic Cable (Per foot)	528.00
1	16-Pt Smart Managed PoE Switch	Smart managed gigabit ethernet PoE+ switc, 2 SFP slots, 250 Watts - SM16TAT2SA	1,114.40
1	Material Handling	Material Handling	

Licensed, Bonded and Insured Agency License #127.001616

[www.clearlp.com](http://www.clearlp.com)



# PROPOSAL



Clear Loss Prevention, Inc.

708.292.2923

Chicago

7805 S. Claremont Ave. Chicago, IL 60620

Downers Grove

5615 Brookbank Rd. Downers Grove, IL 60516

## ORDER ITEM DETAIL:

QTY	NAME	DESCRIPTION	PRICE
1	MATERIALS	Miscellaneous hardware and materials	275.00
1	PROJECT LABOR	Labor required for project installation	9,600.00
12	MarchNetworks Channel License	Command Enterprise Channel License for a single camera on Command Recording Servers (Requires P/N 24315)	1,556.10

**Total investment for above scope of work: \$18,208.49**

### Terms & Conditions:

Payment: 50% deposit is required for installation unless otherwise specified. Terms: Net 30. Payments not received within 30 days from invoiced date incur a service charge of ten percent (10%) per month or the maximum permitted by law. Any payments 45 days overdue, ClearLP reserves the right to remove its labor from the job until full overdue payment has been made. In the event Customer defaults in payment, Customer shall be liable for all collection costs incurred by ClearLP including, but not limited to, attorney and collection fees. ClearLP is insured, and can deliver evidence of insurance if required. Subcontractors (if used) will provide evidence of insurance in the amounts and terms provided by the owner prior to starting work. This proposal may be withdrawn at any time. \*\*Any deviation or change from above scope will be documented by both ClearLP and Customer before work is done.

### Acceptance of Proposal

The above prices, specifications and conditions are agreed to and are hereby accepted. ClearLP is authorized to do work as specified. Payment will be made as outlined above.

Sincerely,

Signature on file

Steve Pieczynski  
(312) 919-1910

Customer Signature

Printed Name:

Date of Acceptance

Licensed, Bonded and Insured Agency License #127.001616

www.clearlp.com



# Required Vendor Ethics Disclosure Statement

Date: 8/1/2023

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

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

Company Name: <u>Clear Loss Prevention, Inc.</u>	Company Contact: <u>Steve Pieczynski</u>
Contact Phone: <u>312-919-1910</u>	Contact Email: <u>steve@clearlp.com</u>

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Signature Signature on file  
 Printed Name Carrie Pieczynski  
 Title President  
 Date 8/1/2023

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



## Grant Proposal Notifications

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

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**File #: 23-2722**

**Agenda Date: 8/15/2023**

**Agenda #: 9.D.3.**

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# Grant Proposal Notification

GPN Number: 049-23  
(Completed by Finance Department)

Date of Notification: 07/27/2023  
(MM/DD/YYYY)

Parent Committee Agenda Date: 08/01/2023  
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 08/01/2023  
(MM/DD/YYYY)

Name of Grant: ACCESS TO JUSTICE IMPROVEMENT GRANT PY24

Name of Grantor: ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

Originating Entity: \_\_\_\_\_  
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: 18TH JUDICIAL CIRCUIT - LAW LIBRARY

Department Contact: KATHERINE THOMPSON, DEPUTY COURT ADIMINSTRATOR, X 8788  
(Name, Title, and Extension)

Parent Committee: JUDICIAL AND PUBLIC SAFETY

Grant Amount Requested: \$ 13,000.00

Type of Grant: direct payment  
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant:  Yes  No

Source of Grant:  Federal  State  Private  Corporate

If Federal, provide CFDA: \_\_\_\_\_ If State, provide CSFA: \_\_\_\_\_



## Grant Proposal Notification

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1. Justify the department's need for this grant.

The self help center is in need of updating. There is also a need to expand access to the resources available at the law library. This grant will provide resources to do both, through purchases and funding for community outreach.

2. Based on the County's Strategic Plan, which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

Customer service, as it will provide additional tools and guidance to Law Library patrons especially those who are self-representing.

3. What is the period covered by the grant?

08/01/2023 to: 07/31/2024  
(MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. \_\_\_\_\_ and \_\_\_\_\_  
(MM/YY) (Duration)

4. Will the County provide "seed" or startup funding to initiate grant project? (Yes or No)

no

4.1. If yes, please identify the Company-Accounting Unit used for the funding \_\_\_\_\_

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront)

5.2. After expenditure of costs (reimbursement-based)

## Grant Proposal Notification

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6. Does the grant allow for Personnel Costs? (Yes or No) no  
\_\_\_\_\_

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary \_\_\_\_\_ Percentage covered by grant \_\_\_\_\_

6.1.2. Total fringe benefits \_\_\_\_\_ Percentage covered by grant \_\_\_\_\_

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): \_\_\_\_\_

6.1.3.1. If yes, which ones are disallowed?

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): no  
\_\_\_\_\_

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? \_\_\_\_\_  
(Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?



## Grant Proposal Notification

6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No) n/a

6.3.1. If yes, please answer the following:

6.3.1.1. How many years beyond the grant term? \_\_\_\_\_

6.3.1.2. What Company-Accounting Unit(s) will be used? \_\_\_\_\_

6.3.1.3. Total annual salary \_\_\_\_\_

6.3.1.4. Total annual fringe benefits \_\_\_\_\_

7. Does the grant allow for direct administrative costs? (Yes or No) n/a

7.1. If yes, please answer the following:

7.1.1. Total estimated direct administrative costs for project \_\_\_\_\_

7.1.2. Percentage of direct administrative costs covered by grant \_\_\_\_\_

7.1.3. What percentage of the grant total is the portion covered by the grant \_\_\_\_\_

8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost? 100%

9. Are matching funds required? (Yes or No): no

9.1. If yes, please answer the following:

9.1.1. What percentage of match funding is required by granting entity? \_\_\_\_\_

9.1.2. What is the dollar amount of the County's match? \_\_\_\_\_

## Grant Proposal Notification

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- 9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? \_\_\_\_\_
10. What amount of funding is already allocated for the project?           \$0.00
- 10.1. If allocated, in what Company-Accounting Unit are the funds located? \_\_\_\_\_
- 10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): \_\_\_\_\_
11. What is the total project cost (Grant Award + Match + Other Allocated Funding)?           \$13,000.00





## Authorization to Travel

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

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**File #:** 23-2723

**Agenda Date:** 8/15/2023

**Agenda #:** 15.D.

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## OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

Valid for overnight and/or out-of-state travel  
Revised 1-08-2019

REQUEST DATE:	7/20/2023		
NAME:	Name on file _____		TITLE: Coordinator
DEPARTMENT: OHSEM	ACCOUNT CODE:	1000-1900	
PURPOSE OF TRIP: (explain fully the necessity of making the trip)			
ILEAS has requested Coordinator to be part of the instructor cadre for a COMT class to be held in Urbana (at ILEAS HQ) on Oct. 2-6, 2023. Serving as an adjunct for this course allows him to complete his DHS/CISA certification to instruct the All-Hazards Communications Unit Technician (COMT) course. There is no cost to DuPage County as ILEAS is providing lodging and meals for the instructors.			
DESTINATION: ILEAS - 1701 E. Main St., Urbana, IL			
DATE OF DEPARTURE:	10/2/2023	DATE OF RETURN ARRIVAL:	10/6/2023
(Please include a detailed explanation if different from official business dates)			
<b>Please indicate the estimated amount for each applicable expense.</b>			
REGISTRATION:			\$0.00
TRANSPORTATION:			\$0.00
LODGING			\$0.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)			\$0.00
RENTAL CAR: (explain fully the necessity)			\$0.00
REFERENCE MATERIALS:			\$0.00
MEALS: (Per Diems)			\$0.00
TOTAL			\$0.00

**REVIEWED BY AND DATE APPROVED:**  
**Signature on file**

Department Head: \_\_\_\_\_  
(Signature)

Date: 8/2/2023

Committee Name: \_\_\_\_\_  
ALL OVERNIGHT TRAVEL

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

County Board: \_\_\_\_\_  
ONLY OUT-OF-STATE TRAVEL

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

Please note: If actual costs exceed the estimates, this form must be re-submitted for approval.

# TRAINING OPPORTUNITY

## **DHS-CISA COMMUNICATIONS TECHNICIAN (COMT)**

Through the support of the US Department of Homeland Security and Office of Emergency Communications, we are pleased to offer this training opportunity to Illinois responders.

**WHEN:** October 2 - 6, 2023

**WHERE:** ILEAS Training Center  
1701 E Main St Urbana, IL

**This course is designed** to introduce public safety professionals and support staff to various communications concepts and technologies including interoperable communications solutions, LMR communications, satellite, telephone, data, and computer technologies used in incident response and planned events.

The 5-day course is taught by instructors experienced as Communication Technicians.

Attached you will find more details and pre-requisite information. When completing the application please provide documentation you have completed the pre-requisites at this time. There is no cost associated with this training. Reimbursement for travel is not available. Lodging and working lunches will be provided for this class checking in on **October 1, 2023** and checking out on **October 6, 2023**. Lodging is subject to IEMA travel rules.

Please complete the attached application and return to Kelsey Munsterman at [kemunsterman@ileas.org](mailto:kemunsterman@ileas.org) or mail to: ILEAS, 1701 E Main Street, Urbana IL 61802, Attn: Kelsey Munsterman. **ALL APPLICATIONS MUST BE RECEIVED BY September 11, 2023.**

If you have any additional questions, please contact:

Bill Springer, ILEAS  
Phone: (630) 386-6038  
[waspringer@ileas.org](mailto:waspringer@ileas.org)

Thank you for your consideration of this training opportunity.



# Training & Exercises

<i>Communications Unit Technician (COMT) Training Course</i>	
TA Delivery Method:	Five-Day In-Person Course
Recommended Participants:	Emergency Response Personnel with a Technical Communications Background

## Offering Overview

This class provides introductory and refresher training for the NIMS ICS COMT position. It introduces public safety professionals and support staff to various communications concepts and technologies including interoperable communications solutions, LMR communications, satellite, telephone, data, and computer technologies used in incident response and planned events. It is designed for state/territory, tribal, urban, and local emergency response professionals and support personnel in all disciplines who have a technical communications background.

Participants develop the essential core competencies required for performing the duties of the COMT in an all-hazards incident, including responsibilities while operating in a local, regional, or state-level All-Hazards Incident Management Team.

The course is instructor-led and supports learning through discussion, lecture, and hands-on exercises to explain processes used for establishment and operation of the technical communications resources for an incident or planned event. The course provides a realistic, hands-on approach to mastering the tasks and skills of a COMT. Each attendee receives a Position Task Book.

This class is taught by CISA instructors who have both practitioner and Communications Unit experience. Prior to the on-site class, CISA staff will work with the requesting site to incorporate communications technologies in use by the participants' agencies. SWICs are encouraged to notify the STO prior to its start to ensure the course is documented.

**There must be a minimum of 8 or a maximum 16 vetted/qualified students two weeks in advance of the course in order for CISA to conduct the course.**

### Prerequisites for Attendance

- Personal experience:
  - A public safety background with experience in field operations
  - A technical communications background
  - Awareness of fundamental public safety communications technology
  - Basic knowledge of applicable communications plans
- Completion of the following online courses from the FEMA EMI website:
  - IS-100: Introduction to the Incident Command System, ICS 100
  - IS-200: Basic Incident Command System for Initial Response
  - IS-700: An Introduction to the National Incident Management System
  - IS-800: National Response Framework, An Introduction Familiarity with the pre-course reading materials

### Course Registration Process

- SWIC (or designated POC) Action:
  - Submit a completed student verification form to CISA at least 14 days prior to the class.



## Authorization to Travel

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

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**File #:** 23-2724

**Agenda Date:** 8/15/2023

**Agenda #:** 15.E.

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## OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

Valid for overnight and/or out-of-state travel  
Revised 1-08-2019

REQUEST DATE: 7/20/2023	
NAME: _____	Name on file
TITLE: <b>Volunteer</b>	
DEPARTMENT: OHSEM	ACCOUNT CODE: 1000-1900
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
ILEAS has requested RapidComm 4 be brought down for the COMT class to being held in Urbana (at ILEAS HQ). The vehicle will be used for training on Thursday Oct. 5 and then will be used by the students as part of a practical exercise on Friday Oct. 6. The volunteer will bring the vehicle to/from ILEAS and staff the vehicle during the training/exercise. Expected reimbursement will be for fuel purchased. ILEAS is providing lodging and meals for the instructors.	
DESTINATION: ILEAS - 1701 E. Main St., Urbana, IL	
DATE OF DEPARTURE: 10/5/2023	DATE OF RETURN ARRIVAL: 10/6/2023
(Please include a detailed explanation if different from official business dates)	
<b>Please indicate the estimated amount for each applicable expense.</b>	
REGISTRATION:	\$0.00
TRANSPORTATION:	\$0.00
LODGING	\$0.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$75.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$0.00
<b>TOTAL</b>	<b>\$75.00</b>

**REVIEWED BY AND DATE APPROVED:**  
**Signature on file**

Department Head: \_\_\_\_\_  
(Signature)

Date: 9/2/2023

Committee Name: \_\_\_\_\_  
ALL OVERNIGHT TRAVEL

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

County Board: \_\_\_\_\_  
ONLY OUT OF STATE TRAVEL

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

Please note: If actual costs exceed the estimates, this form must be re-submitted for approval.

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**This course is designed** to introduce public safety professionals and support staff to various communications concepts and technologies including interoperable communications solutions, LMR communications, satellite, telephone, data, and computer technologies used in incident response and planned events.

The 5-day course is taught by instructors experienced as Communication Technicians.

Attached you will find more details and pre-requisite information. When completing the application please provide documentation you have completed the pre-requisites at this time. There is no cost associated with this training. Reimbursement for travel is not available. Lodging and working lunches will be provided for this class checking in on **October 1, 2023** and checking out on **October 6, 2023**. Lodging is subject to IEMA travel rules.

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