



DU PAGE COUNTY

Technology Committee

Final Regular Meeting Agenda

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

Tuesday, September 19, 2023

11:30 AM

Room 3500A

1. CALL TO ORDER

2. ROLL CALL

3. CHAIRWOMAN'S REMARKS - CHAIR YOO

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

5.A. [23-3068](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, September 5, 2023

6. BUDGET TRANSFERS

6.A. [23-3069](#)

Budget adjustment total of \$120,008 from 1000-1115-50099 (New Program Requests - Personnel) to 1000-1115-50000 (Regular Salaries) to cover the cost of a double-filled position so a current Systems Administrator who is leaving may train a new incoming Systems Administrator.

7. PROCUREMENT REQUISITIONS

7.A. [TE-P-0065-23](#)

Recommendation for the approval of a contract purchase order to PSR Incorporated, for high availability monitoring, support, and maintenance for IBM Business Class Server and Enterprise Storage, for Information Technology. This contract covers the period of September 15, 2023 through September 14, 2024, for a total contract amount of \$35,911. Exempt from bidding per DuPage County Purchasing Ordinance, Article 2-347(5) (Sole Source). PSR, Inc. is the only IBM business partner authorized to provide pricing for post warranty hardware maintenance. Staff intended to move to Mainframe as a Service; however, a hosted solution would have been cost-prohibitive at \$248,556 per year. As a result, staff worked with the vendor and they agreed to provide one final year of maintenance and support.

7.B. [23-3070](#)

Adlib Ventures Solutions LLC - Cancel Contract #6569-0001 SERV, due to vendor being unable to fulfill contract obligations.

8. INFORMATIONAL ITEMS

8.A. [23-3071](#)

Recommendation for the approval of a contract purchase order issued to PetHealth Services USA, Inc., for annual software licensing and maintenance for PetPoint shelter data management system, and the purchase of 24PetWatch microchips, for Animal Services. This contract covers the period of October 23, 2023 through October 22, 2024, for a total contract amount of \$16,750. Per 55 ILCS 5/5-1022 Competitive Bids (D) IT/Telecom Purchases Under \$35,000.

9. OLD BUSINESS**10. NEW BUSINESS****11. ADJOURNMENT**



Minutes

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

File #: 23-3068

Agenda Date: 9/19/2023

Agenda #: 5.A.



DU PAGE COUNTY

Technology Committee

Final Summary

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

Tuesday, September 5, 2023

11:30 AM

Room 3500A

1. CALL TO ORDER

11:30 AM meeting was called to order by Chair Yeena Yoo at 11:30 AM.

2. ROLL CALL

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

3. CHAIRWOMAN'S REMARKS - CHAIR YOO

Chairwoman Yoo said IT wants to bring to everyone's attention that they are enhancing security by enabling the show file extension option on County computers, such as .pptx for PowerPoint or .pdf for PDF documents. She said we are at 95% completion rate for our cybersecurity training. She added that our phishing score was 0% last month. CIO McPhearson noted that other organizations, on average, are up to 25% for their phishing scores. Lastly, Chair Yoo said IT sent out a notice last week to department heads and Elected Officials that a monthly website analytics report will be sent to them so they can better understand the performance and reach of their departments on the County website, including visits, page views, returning visitors, and the most popular pages for your department website. She advised to contact Mr. McPhearson or the IT department with any questions.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [23-2905](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, August 15, 2023

Attachments: [2023-08-15 Technology Minutes \(Summary\).pdf](#)

RESULT:	APPROVED
MOVER:	Kathleen Carrier
SECONDER:	Kari Galassi

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0063-23](#)

Recommendation for the approval of a contract purchase order to Carahsoft Technology

Group, for the procurement of Zoom licensing for both the County and the Courts, for Information Technology. This contract covers the period of November 5, 2023 through November 4, 2026, with \$36,470.12 being paid for by the Circuit Court and \$41,574.18 being paid for by IT, for a contract total amount of \$78,044.30, per Cooperative Purchasing Agreement Pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" - GSA Schedule #47QSWA18D008F.

Attachments: [Carahsoft \(Zoom\) - PRCC](#)
[Carahsoft \(Zoom\) - Quote #40420424](#)
[Carahsoft \(Zoom\) - GSA Schedule #47QSWA18D008F](#)
[Carahsoft \(Zoom\) - VED](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Kathleen Carrier
SECONDER:	Cynthia Cronin Cahill

6.B. [**TE-P-0064-23**](#)

Recommendation for the approval of a contract purchase order to CDW Government, Inc., for the purchase of warranty support and yearly cleanings for the high-speed Kodak scanners for the State's Attorney's and Public Defender's Offices, paid for by Information Technology. This contract covers the period of September 15, 2023 through September 15, 2026, for a contract total amount of \$33,634, per Cooperative Purchasing Agreement Pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" - National IPA/TCPM #2018011-01.

Member Carrier noted that it is very important to have good scanners and to maintain them. Mr. McPhearson said these are high-volume scanners that can scan hard copy documents quickly.

Attachments: [CDW \(Kodak Warranty & Cleanings\) - PRCC](#)
[CDW \(Kodak Warranty & Cleanings\) - Quote #NMCf016](#)
[CDW \(Kodak Warranty & Cleanings\) - National IPA Technology Solutions Contract #2018011-01](#)
[CDW \(Kodak Warranty & Cleanings\) - VED](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Kari Galassi

6.C. [**23-2906**](#)

Recommendation for the approval of a contract purchase order issued to Insight Public Sector, Inc., for the purchase of a subscription for KnowBe4's Security Awareness Training platform, for Information Technology. This contract covers the period of October 30, 2023 through October 29, 2024, for a contract total amount of \$26,400;

pursuant to the Intergovernmental Cooperation Act, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" - OMNIA Partners Contract #23-6692-03. (ARPA ITEM)

Attachments: [Insight - KnowBe4 - PRCC 2023](#)
[Insight - KnowBe4 - Quotation - 2023](#)
[Insight - Omnia Contract #23-6692-03](#)
[Insight - KnowBe4 - VE](#)

RESULT:	APPROVED
MOVER:	Kathleen Carrier
SECONDER:	Cynthia Cronin Cahill

6.D. [23-2907](#)

Recommendation for the approval of a contract purchase order to Granicus LLC, for an annual subscription to the GovDelivery software platform used by the County Board to send out the County's e-newsletters, paid for by Information Technology. This contract covers the period of October 26, 2023 to October 25, 2024, for Information Technology, for a contract total amount of \$29,029.21. Exempt from bidding per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under \$35,000.00.

Member Carrier asked when emails will be moved to .gov. Mr. McPhearson said the transition will be done by the end of this year.

Member Cahill asked if the County e-newsletters are sent out by district. Even Shields said yes, it is those, but it is also used by County departments and elected officials, including Stormwater, the Clerk's office, the Treasurer's office, and others, noting that there are about 27 newsletters. Member Cahill asked if they go to all the County Board members. Mr. Shields said she would have to sign up specifically to receive it, as we cannot send them to people without their consent. Chair Yoo said there is a place on the website where you can sign up, adding that she would send that information to members.

Attachments: [Granicus \(GovDelivery\) - PRCC](#)
[Granicus \(GovDelivery\) - Quote #Q-294851](#)
[Department VED Placeholder.pdf](#)

RESULT:	APPROVED
MOVER:	Kathleen Carrier
SECONDER:	Kari Galassi

6.E. [23-2908](#)

Recommendation for the approval of a contract purchase order to Emphasys Computer Solutions, for the annual maintenance and support of Sympro Treasury Management software for the Treasurer's Office, paid for by Information Technology. This contract

covers the period of December 1, 2023 through November 30, 2024, for a contract total amount of \$27,616.63. Exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.

Attachments: [Emphasys \(Sympro\) - PRCC.pdf](#)
[Emphasys \(Sympro\) - Annual Support & Mtc. Letter.pdf](#)
[Emphasys \(Sympro\) - VED_signed_Redacted.pdf](#)

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Kari Galassi

6.F. **23-2909**

Recommendation for the approval of a contract purchase order to SHI International Corp, for the procurement of Absorb Software Inc. annual hosting with premium support, for Information Technology. This contract covers the period of September 6, 2023 through September 5, 2024, for a contract total amount of \$23,400; in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act" - Omnia Partners - IT Solutions Contract #2018011-02.

Attachments: [SHI \(Absorb Software Hosting & Support\) - PRCC](#)
[SHI \(Absorb Software Hosting & Support\) - Quote #23800274](#)
[SHI \(Absorb Software Hosting & Support\) - Omnia Contract #2018011-02](#)
[SHI \(Absorb Software Hosting & Support\) - Omnia Contract #2018011-02 RENEWAL](#)
[SHI \(Absorb Software Hosting & Support\) - VED](#)

RESULT:	APPROVED
MOVER:	Kathleen Carrier
SECONDER:	Kari Galassi

7. **OLD BUSINESS**

23-3026

FY24 Budget Overview

Mr. McPhearson shared a brief presentation of the proposed FY2024 budget in pie chart form, as requested by Member Gustin, as attached hereto. He said he would send it to the members.

Attachments: [FY24 Budget Overview](#)

RESULT:	PRESENTED
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8. NEW BUSINESS

No new business was discussed.

9. ADJOURNMENT

With no further business, the meeting was adjourned.



Budget Transfer

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

File #: 23-3069

Agenda Date: 9/19/2023

Agenda #: 6.A.

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October, 2022

From: 1000
Company #

D UJIS-PRMS
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub Account	Title	Amount	Finance Department Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1115	50099		NEW PROGRAM REQUESTS PERSONNEL	\$ 120,008.00	120,008.00	0	9/11/23
Total				\$ 120,008.00			

To: 1000
Company #

D UJIS-PRMS
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub Account	Title	Amount	Finance Department Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1115	50000		REGULAR SALARIES	\$ 120,008.00	62,726.88	182,726.88	9/11/23
Total				\$ 120,008.00			

Reason for Request:

To cover the cost of a double filled position so a current Systems Administrator who is leaving may train a new, incoming Systems Administrator.

Signature on File

D epartment Head Signature on File

09/11/2023

Date
9/14/23

Activity

(optional)

Chief Financial Officer

Date

****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		

Tech - 9/19/23

Fin/CB - 9/26/23



Technology Requisition \$30,000 and Over

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

File #: TE-P-0065-23

Agenda Date: 9/19/2023

Agenda #: 7.A.

AWARDING RESOLUTION ISSUED TO
PSR, INC. FOR IBM OPERATING SYSTEM
MONITORING, SUPPORT, AND MAINTENANCE
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL NOT TO EXCEED \$35,911.00)

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

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

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

WHEREAS, in accordance with the Chief Procurement Officer's determination, the Technology Committee recommends County Board approval for the issuance of a contract to PSR, Inc., for high availability monitoring, support, and maintenance for IBM Business Class Server and Enterprise Storage, for the period of September 15, 2023 through September 14, 2024 for Information Technology .

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for high availability monitoring, support, and maintenance for IBM Business Class Server and Enterprise Storage, for the period of September 15, 2023 through September 14, 2024, for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to, PSR Inc., 770 Dedham Street, for a contract total amount not to exceed \$ 35,911.00. Pursuant to 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole provider PSR, Inc. is the only IBM business partner (BP) authorized to provide pricing for post-warranty hardware maintenance. All break/fix and hardware upgrade/maintenance will be performed exclusively by IBM. When an IBM BP sells hardware to a customer, they become an assigned BP to the account. Only BPs that are assigned to an account (i.e., sold hardware) can sell maintenance to that account.)

Enacted and approved this 26th day of September, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-2962	RFP, BID, QUOTE OR RENEWAL #: Quote	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$35,911.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 09/19/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$35,911.00
	CURRENT TERM TOTAL COST: \$35,911.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: PSR, Incorporated	VENDOR #: 20335	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Chris Voller	VENDOR CONTACT PHONE: 781-830-1368	DEPT CONTACT PHONE #: 630.407.5000	DEPT CONTACT EMAIL: Shanita.Thompson@dupageco.org
VENDOR CONTACT EMAIL: cmtweed@psrinfo.com	VENDOR WEBSITE: www.psrinfo.com	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Contract for high availability, monitoring and 24x7x4hr hardware support and break/fix hardware maintenance for IBM zBC12 Business Class Server (2828-H01 processor) and IBM DS8870 Enterprise Storage (2423-961 SAN). Sole Source for a total cost of \$35,911.00 for one year.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The current PO #5960-0001 expires on 9/15/2023. Staff intended to move to Mainframe as a Service; however, a hosted solution would have been cost-prohibitive at \$248,556 per year. As a result, staff worked with the vendor and they agreed to provide one final year of maintenance and support.			

SECTION 2: DECISION MEMO REQUIREMENTS

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

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF FACTORY-AUTHORIZED WARRANTY SERVICE
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. PSR, Inc. is the only IBM business partner (BP) authorized to provide pricing for post-warranty hardware maintenance. All break/fix and hardware upgrade/maintenance will be performed exclusively by IBM. When an IBM BP sells hardware to a customer, they become an assigned BP to the account. Only BPs that are assigned to an account (i.e. sold hardware) can sell maintenance to that account.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. n/a
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. n/a

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: PSR, Incorporated	Vendor#: 20335	Dept: Information Technology	Division:
Attn: Chris Tweed	Email: cmtweed@psrinc	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 770 Dedham Street	City: Canton	Address: 421 N. County Farm Rd.	City: Wheaton
State: MA	Zip: 02021	State: IL	Zip: 60187
Phone: 781.830.1368	Fax: 781.830.1350	Phone: 630.407.5037	Fax: 630.407.5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#:	Dept: Information Technology	Division: IT Operations
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupageco.org
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone: 781.830.1300	Fax:	Phone: 630.407.5000	Fax: 630.407.5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 09/15/2023	Contract End Date (PO25): 09/14/2024
Contract Administrator (PO25): Shanita Thompson			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA	PMT	24x7x4hr hardware support, maintenance, and high availability monitoring service for IBM zBC12 Business Class Server (2828-H01 Processor)	FY23	1000	1110	53370		17,172.00	17,172.00
2	1	EA	PMT	24x7x4hr hardware support, maintenance, and high availability monitoring service for IBM zBC12 Business Class Server (2828-H01 Processor)	FY23	1000	1110	53370		18,739.00	18,739.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 35,911.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Contract for high availability monitoring and 24 x 7 x 4hr support and break/fix hardware maintenance (paid for one year) for IBM zBC12 Business Class Server (2828-H01 Processor) and IBM DS8870 Enterprise Storage (2423-961 SAN).
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to Shanita Thompson & Sarah Godzicki and copy both when emailing PO to vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Please not EOS Service dates on invoice
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



An Extraordinary IBM zSeries Partner



IBM Maintenance Services Quote

Date **9/5/23**

*Valid 90 days from this date

Purchaser: County of Dupage
Address: 421 N County Farm Rd.
City, State, Zip: Wheaton, IL 60187-3978

Contract Coverage 9/15/23 to
Period 9/14/24

Invoice Period Full Term

Equipment Description	Machine Model	Serial #	Charge Start Date	Amount per Period	EOS Indicator
zBC 12 Processor	2828-A01	8CF37	9/15/23	\$ 17,172.00	12/31/2023
DS8870 Disk Storage	2324-961	CGN40	9/15/23	\$ 18,739.00	Review Note
TOTAL:				\$ 35,911.00	(taxes Not Included)

Comments / Notes: EOS support for 2324 ends 3/31/24

Terms and Conditions:

IBM maintenance services terms and conditions are governed under your IBM Customer Agreement and IBM Master Services Agreement. Changing installed features on the listed equipment may result in increased charges which will be charged at IBM reference price. Early termination for reasons other than discontinued from productive use may result in penalty charges being assessed by IBM. A minimum 60 day notice is required to cancel IBM maintenance for out of productive usage reasons. During the contract IBM may announce End of Service (EOS) on listed equipment. In those cases where IBM will continue providing coverage under EOS terms the contract will continue with similar pricing. If you are eligible for a refund for early termination the refund amount will equal 100% of the amount PSR receives.

End of Service Coverage (EOS):

If End of Service Coverage (EOS) is indicated this means coverage is provided under IBM End of Service Support which includes

- 1) Best efforts support with no time guarantee of local parts availability or repair
- 2) No Microcode Upgrades
- 3) No IBM Product Engineering repairs, basic break/fix only
- 4) IBM may terminate EOS coverage with a 60 day notice.

Accepted By:

County of Dupage

Company

Signature

Printed Name, Title and Date

Customer may also accept this quote by issuing a purchase order to PSR, Inc.



An Extraordinary IBM zSeries Partner

9/5/2023

Shanita Thompson
County of DuPage
421 N. County Farm Road
Wheaton, IL 60187

Shanita,

This letter details the IBM policy for IBM Business Partners eligibility to remarket IBM hardware maintenance to an account. Only Business Partners that have sold IBM qualified hardware to an account are eligible to remarket IBM maintenance to that account.

Authorization to market IBM Hardware Maintenance & IBM Software Maintenance Services

The Authorization to market IBM Hardware Maintenance (HWMA) and IBM Software Maintenance Services (SWMA) provides the provisions for Business Partners to sell maintenance services into their end user install base. The program is for IBM Business Partners that have invested in selling Qualified IBM Hardware (QIH) Systems and Technology.

Qualified IBM Hardware – Sale of a new IBM Systems and Technology Group Server or MES model/processor upgrade or IBM Enterprise System Storage acquired directly from an Authorized IBM Business Partner.

Qualified IBM Hardware must meet the following standards:

- 1.) In productive use at an end-user location (customer establishment)
- 2.) Be in an available status

Requirements and Eligibility:

The following are the conditions under which Business Partners may market Services:

- 1) If you marketed a Qualifying IBM Hardware Product to the End User; or Qualifying Multi-Vendor Service Agreement. You may market the additional Maintenance Services IBM specifies in the group categories with Qualified IBM hardware/QIH.



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: Aug 15, 2023

Bid/Contract/PO #:

Company Name: PSR, Inc.	Company Contact: Chris Tweed
Contact Phone: 781-830-1368	Contact Email: cmtweed@psrinfo.com

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

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

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

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

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

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

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

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

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

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

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

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

I hereby acknowledge _____, I have read, and understand these requirements.

Authorized Signature

Signature on File

Printed Name

Chris Tweed

Title

Senior Systems Sales Executive

Date

Aug 15, 2023

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



Change Order

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

File #: 23-3070

Agenda Date: 9/19/2023

Agenda #: 7.B.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 6, 2023

MinuteTraq (IQM2) ID #: Legistar#23-2976

Consent
TEC 9/19
OB 9/26

Purchase Order #: 6569-1-SERV	Original Purchase Order Date: Aug 1, 2023	Change Order #: 1	Department: IT
Vendor Name: Adlib Ventures Solutions LLC		Vendor #: 42318	Dept Contact: Joe Hamlin
Background and/or Reason for Change Order Request:	Change order request to cancel contract. Vendor was unable to fulfill contract obligations.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

☐ (A) Were not reasonably foreseeable at the time the contract was signed.

☐ (B) The change is germane to the original contract as signed.

☒ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$49,500.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$49,500.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$49,500.00)
E	New contract amount (C + D)	\$0.00
F	Percent of current contract value this Change Order represents (D / C)	-100.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%
DECISION MEMO NOT REQUIRED		

☒ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only

☐ Change budget code from: _____ to: _____

☐ Increase/Decrease quantity from: _____ to: _____

☐ Price shows: _____ should be: _____

☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

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

SJG	5037	Sep 6, 2023	<i>WV</i>	5064	09/06/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	<i>MCN</i>		9/7/23
			Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date



Animal Service Requisition under \$30,000

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

File #: 23-3071

Agenda Date: 9/19/2023

Agenda #: 6.A.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$16,750.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 09/19/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$16,750.00
	CURRENT TERM TOTAL COST: \$16,750.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: PETHEALTH SERVICES USA INC	VENDOR #: 29775	DEPT: Animal Services	DEPT CONTACT NAME: Kristie Lecaros
VENDOR CONTACT: Jessica Nelson Director of Client Services, Software Specialist	VENDOR CONTACT PHONE: 224.342.2610	DEPT CONTACT PHONE #: (630) 407-2800	DEPT CONTACT EMAIL: kristie.lecaros@dupageco.org
VENDOR CONTACT EMAIL: Jessica.Nelson@Pethealthinc.com	VENDOR WEBSITE: https://www.pethealthinc.com/	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). PetPoint shelter management database software went live at Animal Services in the fall of 2020 following an extensive RFP process (#18-094-JM). This contract is for the annual PetPoint software license fee, PetPoint support, and 24PetWatch microchips for the period of October 23, 2023 - October 22, 2024.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Animal Services relies on shelter management software to track client interactions, animal activity, and shelter operations. PetPoint provides Animal Services with critical functions such as detailed financial tracking and reporting, workflow management, customizable reporting and dynamic data management through its Enterprise, Builders, and Constituent Services suites. The PetPoint platform allows Animal Services to provide a higher level of client service, better measure outcomes, assess community needs, target services, and make more informed decisions, with the aim of being fiscally responsible and building on principles of quality and efficiency.			

SECTION 2: DECISION MEMO REQUIREMENTS

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

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Pethealth Services USA Inc.	Vendor#: 29775	Dept: Animal Services	Division:
Attn: Jessica Nelson Director of Client Services, Software Specialist	Email: Jessica.Nelson@Pethealthinc.com	Attn: Kristie Lecaros	Email: animalservices@dupageco.org
Address: 3315 W Algonquin Rd	City: Rolling Meadows	Address: 120 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60008	State: IL	Zip: 60187
Phone: 224.342.2610	Fax:	Phone: (630) 407-2800	Fax: (630) 407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Pethealth Services USA Inc.	Vendor#: 29775	Dept: Animal Services	Division:
Attn:	Email:	Attn: Laura Flamion	Email: animalservices@dupageco.org
Address: P.O. Box 2150	City: Buffalo	Address: 120 N. County Farm Rd	City: Wheaton
State: NY	Zip: 14240	State: IL	Zip: 60187
Phone:	Fax:	Phone: (630) 407-2800	Fax: (630) 407-2801
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 23, 2023	Contract End Date (PO25): Oct 22, 2024
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	1			Annual Fee Petpoint Enterprise Software & Suites	FY24	1100	1300	53807		10,600.00	10,600.00
2	700	EA		Standard 12 gauge microchip	FY24	1100	1300	52320		5.25	3,675.00
3	450	EA		Mini 15 gauge microchip	FY24	1100	1300	52320		5.50	2,475.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 16,750.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Approved for Per 55 ILCS 5/5-1022 Competitive Bids (D) IT/Telecom Purchases Under \$35,000 by A. McPhearson and V. Calvente
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



PetPoint Software

	List Pricing	Advantage Program Pricing*
PetPoint Enterprise	\$10,000/year	\$2,500/year
Builders Suite	\$4,500/year	\$4,500/year
Constituent Services Suite	\$3,000/year	\$3,000/year
Petfinder Auto-Uploads	\$600/year	\$600/year
Total Annual Fee	\$18,100/year	\$10,600/year
<i>Annual Savings</i>	<i>\$0</i>	<i>\$7,500</i>

24PetWatch Microchips

Standard 12 gauge microchip	\$5.25/each
Mini 15 gauge microchip	\$5.50/each

*The 24Petcare Advantage Program is available to shelters that use 24PetWatch microchips.

24Petcare Advantage Program Benefits:

- Automatic complimentary registration of 24PetWatch microchips into 24PetWatch microchip registry through PetPoint
- Free lifetime microchip registration of 24PetWatch microchips for adopters
- Free upload of non-24PetWatch microchips into 24PetWatch microchip registry
- Free client access to the 24Petcare Lost Pet Recovery Program
- Free automatic publishing of pets available for adoption on shelter website (via iframe) and to 24Petconnect
- Free listing of lost and found pets on shelter website (via iframe) and to 24Petconnect
- Free access to 24Petconnect portal for key partners/municipalities to view microchip information and to report their lost and found pets





September 6, 2023

DuPage County Animal Services
Attn: Laura Flamion, Operations Manager
120 N. County Farm Road
Wheaton, IL 60187

RE: Sole Source Procurement for 24PetWatch® Microchips and PetPoint Software

To Whom it May Concern,

Further to your request on August 29, 2023, requesting a sole source procurement, please accept this letter as a "Sole Source Procurement" for 24PetWatch® Microchips and PetPoint Software. We believe our microchips qualify it as the only product that meets the following specifications and services:

- 15 gauge needle.
- 24PetWatch MiniChip - 1/3 the size of a standard microchip.
- Ready to inject-syringe comes preloaded.
- Audible click lets you know when chip is implanted.
- Removable security ring prevents accidental chip loss.
- Coated in Parylene C to help prevent rejection and speed up the tissue bonding process.
- ISO Compatible Microchip (FDX-B) -24PetWatch microchips are compliant with ISO11784/11785/11607/11135.
- 24PetWatch microchips are offered at a discounted rate to all cities, municipal shelters and non-profits using PetPoint.
- Microchips manufactured by the World Leader in animal identification with exceptional quality and meeting all ISO standards.

The 24PetWatch Microchip is bundled with the following products and services from Pethealth Services (USA) Inc. to provide a seamless solution to animal shelters. Pethealth Services (USA) Inc. is the sole source for 24PetWatch Microchips, and PetPoint Software.

- Adoptable animals and lost/found records are uploaded in real time to our adoptable pet search platform and to the city website.
- Sole provider of 24PetWatch microchips.
- Automated Microchip Registration: PetPoint automatically registers 24PetWatch microchips with no additional data entry or fees. There is no requirement for the adopter or owner to register the chip after adoption or public chipping service, ensuring that all microchipped animals are registered to the owner at the time of adoption or implantation.
- PetPoint is a web-based, full-featured animal management software at can be no cost to your organization.
- Use of the PetPoint application, hosting and maintenance provided at no cost to your organization.
- Exclusive ability to search any microchip registered to 24PetWatch registry for lost/found animals throughout the US and Canada without leaving the software.
- On-going user support and continued training can be done both on-site and on-line provided.



- The only animal management software that offers automated owner registration of all 24PetWatch microchips provided at no cost.
- Your dedicated Client Services representative is available for staff training regarding 24PetWatch microchips and serves as your direct support for Pethealth products and services at no cost to your organization.

We believe this unique offer of products and services meets the conditions necessary to have this project awarded a sole source contract to the undersigned. We appreciate your consideration and look forward to your response.

Sincerely,

PETHEALTH SERVICES (USA) INC.

DocuSigned by:

64BF34F4F1B8423...
Todd Whittington
Vice President of Sales and Service



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: Sep 6, 2023

Bid/Contract/PO #:

Company Name: Pethealth Services (USA) Inc.	Company Contact: Jessica Nelson
Contact Phone: 866-600-4815	Contact Email: Jessica.Nelson@pethealthinc.com

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

- 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

- 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

DocuSigned by:

0419F3474F1B6423...

Printed Name

Todd Whittington

Title

Vice President, Sales and Service

Date

07 September 2023 | 5:10 PM EDT

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