



# DU PAGE COUNTY

## Technology Committee

### Final Summary

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

---

**Tuesday, November 7, 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**

<b>PRESENT</b>	Berlin, Cronin Cahill, Carrier, Eckhoff, Galassi, Gustin, Henry, Kaczmarek, Rutledge, and Yoo
<b>ABSENT</b>	Mendrick
<b>LATE</b>	White

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

Chair Yoo advised that the Dayforce implementation for the new ERP payroll system is on pace. She said she has been attending the steering committee meetings with Anthony McPhearson, Liz Chaplin, and other staff members. She said if anyone wants specific updates regarding this implementation to let her know. She said they are still in the discovery phase through December 15th. Mr. McPhearson said we are very happy with Ceridian, the application owner, and said they seem to be pretty solid. He said OnActuate, the implementation company, also seems to have a lot of experience and expertise.

**4. PUBLIC COMMENT**

No public comments were offered.

**5. APPROVAL OF MINUTES**

5.A. [23-3573](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, October 17, 2023

**Attachments:** [2023-10-17 Technology Minutes](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Cynthia Cronin Cahill
<b>SECONDER:</b>	Patty Gustin

**6. PROCUREMENT REQUISITIONS**

6.A. [TE-P-0070-23](#)

Recommendation for the approval of a contract purchase order to CDWG, Inc., for the purchase of laptops, desktops, monitors, and docking stations, for Information Technology, for the period of November 15, 2023 through November 30, 2024, for a

contract total amount of \$148,610.70. Contract pursuant to the Intergovernmental Cooperation Act, Sourcewell Contract #081419 cooperative purchasing agreement pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act".

Member Gustin asked how often we change out these items and if there is an inventory cycle system in place. Mr. McPhearson said yes, adding that we try to replace ten to twenty percent of our entire fleet every year. He said it is very costly to do them all at the same time, as we have about 2,000 devices. He said this purchase is for 95 devices, noting that we purchased 75 devices earlier this year. He said we have purchased roughly eight percent this year. Member Gustin then asked if those devices are recycled. Mr. McPhearson said they are wiped, recycled, then destroyed. Member Gustin asked if there is any way we can donate the old devices to schools. Mr. McPhearson said that process never works because schools end up with old equipment, where the technology is five to ten years behind, rendering them unusable.

Chair Yoo pointed out that this was, by far, the lowest quote out of the three vendors.

Member Rutledge asked if these items are available, given the supply chain issue. Mr. McPhearson said yes, the inventory is currently available.

**Attachments:**     [CDWG - PRCC.pdf](#)  
                          [CDWG - Quote #1CCHPJ1.pdf](#)  
                          [CDWG - Sourcewell Contract #081419.pdf](#)  
                          [CDWG - Sourcewell Contract #081419 Extension.pdf](#)

Member Gustin asked how often we change out these items and if there is an inventory cycle system in place. Mr. McPhearson said yes, adding that we try to replace ten to twenty percent of our entire fleet every year. He said it is very costly to do them all at the same time, as we have about 2,000 devices. He said this purchase is for 95 devices, noting that we purchased 75 devices earlier this year. He said we have purchased roughly eight percent this year. Member Gustin then asked if those devices are recycled. Mr. McPhearson said they are wiped, recycled, then destroyed. Member Gustin asked if there is any way we can donate the old devices to schools. Mr. McPhearson said that process never works because schools end up with old equipment, where the technology is five to ten years behind, rendering them unusable.

Chair Yoo pointed out that this was, by far, the lowest quote out of the three vendors.

Member Rutledge asked if these items are available, given the supply chain issue. Mr. McPhearson said yes, the inventory is currently available.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Patty Gustin

6.B. [TE-P-0071-23](#)

Recommendation for the approval of a contract purchase order to BDO USA Solutions

Provider, LLC, for the annual software maintenance of FireEye Security software. This contract covers the period of December 10, 2023 through December 9, 2024, for Information Technology, for a contract total amount of \$165,113. This is the first optional renewal per lowest responsible bidder, bid #22-124-IT.

**Attachments:**     [BDO \(FireEye\) - PRCC](#)  
                               [BDO \(FireEye\) - Contract Renewal](#)  
                               [BDO \(FireEye\) - 22-124-IT Bid Tab](#)  
                               [BDO \(FireEye\) - Response Bid 22-124-IT](#)  
                               [BDO \(FireEye\) - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Kari Galassi

6.C.     [TE-P-0072-23](#)

Recommendation for the approval of a contract purchase order to Imaging Systems, Inc. d/b/a Integrated Document Technologies (IDT), for the annual Hyland and CAPSYS Software Assurance maintenance of imaging systems for Supervisor of Assessments, Treasurer, Family Center, Coroner, and County Clerk, paid for by Information Technology, for the period of January 1, 2024 through January 31, 2025, for a contract total amount of \$63,300.76. Exempt from bidding per 55 ILCS 5/5-1022 (c) “Competitive Bids” not suitable for competitive bids – Sole Source. IDT is the OnBase approved provider for their products.

**Attachments:**     [IDT - PRCC](#)  
                               [IDT - FY2024 Quote](#)  
                               [IDT - Sole Source Letter](#)  
                               [IDT - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Cynthia Cronin Cahill
<b>SECONDER:</b>	Kari Galassi

6.D.     [TE-P-0073-23](#)

Recommendation for the approval of a contract purchase order to IBM Corporation, for the purchase of program product software licenses for IBM z/OS and software support and maintenance for the BC12 z System Server, for Information Technology, for the period of December 1, 2023 through November 30, 2024, for a total contract amount of \$111,171.72. Exempt from bidding per DuPage County Purchasing Ordinance, Article 2-350 - Sole Source. This is proprietary software.

Mr. McPhearson explained that this contract is for maintenance and support of our

current operating system of our existing mainframe. He said we hope to have the mainframe sunset by the end of next year, worst case by 2025. He said the only holding that up are applications running on it that are owned by other agencies, such as the Sheriff's Office and Clerk of the Circuit Court. He said IT is working with them to move those applications off, and once that is done, this cost will go away.

**Attachments:** [IBM - PRCC](#)  
[IBM - Quote FY24](#)  
[IBM - Sole Source Letter\\_2023](#)  
[IBM - VED](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Kathleen Carrier
<b>SECONDER:</b>	Sheila Rutledge

6.E. [23-3570](#)

Recommendation for the approval of a contract purchase order to Telcom Innovations Group, for professional services and licensing for the MiCam speech activation software, for Information Technology, for the period of November 8, 2023 through November 7, 2024, for a contract total amount of \$22,856. Exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (D) IT/Telecom Purchases Under \$35,000.

Member Gustin asked if this will be something that will help residents and employees be able to communicate better. Mr. McPhearson said, for existing employees and specifically the Public Defender's office, it will allow for them to not have to address a bunch of calls and necessarily have someone there to answer the calls. He said it replaces an old system that requires people to wait and choose a number to be able to be sent to that extension. He said it will help disabled users by enabling them to use verbally choose a name or extension. He said this will help staff manage the volume of calls as well as help the public get to the number they need faster.

**Attachments:** [TIG - PRCC.pdf](#)  
[TIG - Quote #36635.pdf](#)  
[TIG - VED](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Kari Galassi

6.F. [23-3571](#)

Recommendation for the approval of a contract purchase order to Infor (US) Inc., for year end patch installation and application support for the Human Resources and Payroll modules of the ERP system, for the Human Resources Department, for the period of December 1, 2023 through November 30, 2024, for a total contract amount of \$24,120.

Pursuant to DuPage County Code Section 2-353(1)(b) - Other Professional Services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Infor acquired Ciber, who has provided support for the Infor system since the ERP was implemented in 2013.

**Attachments:**     [Infor \(Managed Services\) - PRCC](#)  
                               [Infor \(Managed Services\) - Change Order FY2024](#)  
                               [Infor - VED](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Kathleen Carrier
<b>SECONDER:</b>	Kari Galassi

## 7. OTHER ACTION ITEMS

### 7.A. [TE-R-0045-23](#)

Adoption of the Technology Resources Acceptable Use Policy

Mr. McPhearson explained that Technology Acceptable Use Policies are used in all organizations to provide as a guideline to give all users an understanding of what they can and cannot do, how to use it and not use it, and what is appropriate or not appropriate. He said we have not updated our policy in eleven years. He said the IT team went through and made multiple natural updates. He pointed out that there is additional security information about how to stay secure. He said we are changing our policy with how we issue device, moving to a one device policy. He said this means each individual receives one device, whereas in the past some people would receive multiple devices. He said we feel it is not a good use of County funds and it is more effective for us to purchase a laptop that is lightweight and can be used in the office and at home, if necessary. He said the pandemic allowed us to accelerate this process. He also said there are still a few exceptions, such as for individuals who are physically unable to carry equipment back and forth.

Member Rutledge asked if we tend to lean to the Apple side of things or Microsoft side of things, and if most of our software packages support either platform. Mr. McPhearson said we are primarily a Microsoft shop, noting that we have very few Apple devices because there is no need for it. He said Apple devices are great for very specific uses, but we prefer not to support Apple devices because we would then need to have PC Technicians trained on Apple devices. Staff confirmed we have some iPads and iPhones but no other Apple products.

Member Yoo thanked staff for including the redline version so it was easier to view the changes.

Member Evans asked how this information will get pushed out. She also asked if it will go to all new employees. DCIO Wendi Wagner said the information will be pushed out by Human Resources as a policy acknowledgement for all existing employees, and all new employees will view it as part of the personnel policies handbook.

Member White said it is an important point that we educate staff on these policies, noting that this is only one example of that. Chair Yoo said maybe there should be an email sent out about this newly adopted policy.

Member Gustin said other places do a video with someone discussing the changes, adding that people learn differently, such as visually, audibly, etc. Mr. McPhearson agreed.

Member White commented that they are considering doing an Accounts Payable video.

PIO Joan Olson said Communications can shoot the video for them.

**Attachments:**     [Technology Resources Acceptable Use Policy](#)  
[Technology Resources Acceptable Use Policy - revised](#)  
[10302023\\_REDLINE](#)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Kari Galassi
<b>SECONDER:</b>	Sheila Rutledge

## 8. OLD BUSINESS

Mr. McPhearson said the awards came in for the four awards IT has recently won, one for the new website, one for an application that Web Services built, and two for applications that GIS built.

## 9. NEW BUSINESS

No new business was discussed.

## 10. ADJOURNMENT

With no further business, the meeting was adjourned.