



DU PAGE COUNTY

Technology Committee

Final Regular Meeting Agenda

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

Tuesday, March 14, 2023

7:30 AM

Room 3500B

1. CALL TO ORDER
2. ROLL CALL
3. CHAIRWOMAN'S REMARKS - CHAIR YOO
4. PUBLIC COMMENT
5. APPROVAL OF MINUTES

5.A. [23-1085](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, February 14, 2023

6. PROCUREMENT REQUISITIONS

6.A. [TE-P-0052-23](#)

Recommendation for the approval of a contract purchase order to Insight Public Sector, for the purchase of laptops, desktops, monitors, and docking stations, for Information Technology, for the period of March 14, 2023 through March 14, 2024, for a contract total amount of \$133,650. Contract pursuant to the Intergovernmental Cooperation Act, OMNIA Partners IT Products and Services Contract #4400006644 cooperative purchasing agreement pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act".

6.B. [TE-CO-0006-23](#)

Amendment to County Contract 3866-0001 SERV, issued to Telcom Innovations Group, for the procurement of hardware, software, software maintenance, and labor to replace the County phone system and to provide enhanced support and premium software assurance, to increase the contract amount in the amount of \$21,475.50 to add software licensing and assurance in order to meet the increased headcount in the Public Defender and State's Attorney's Offices, resulting in a new contract total amount of \$1,239,448.30, an increase of 1.76%.

7. OLD BUSINESS
8. NEW BUSINESS
9. EXECUTIVE SESSION

Pursuant to Open Meetings Act 5 ILCS 120/2(C)(8) - Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

10. ADJOURNMENT



Minutes

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

File #: 23-1085

Agenda Date: 3/14/2023

Agenda #: 5.A.



DU PAGE COUNTY

Technology Committee

Final Summary

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

Tuesday, February 14, 2023

7:30 AM

Room 3500B

1. CALL TO ORDER

7:30 AM meeting was called to order by Chairwoman Yeena Yoo at 7:31 AM.

2. ROLL CALL

Conor McCarthy was present as a representative for Bob Berlin, State's Attorney.

Matt Kutz was present as a representative for Jean Kaczmarek, County Clerk.

Jason Snow was present as a representative for James Mendrick, County Sheriff.

County Board Members Deacon-Garcia, Evans, and DeSart were also in attendance.

PRESENT	Berlin, Cronin Cahill, Carrier, Eckhoff, Galassi, Gustin, Henry, Kaczmarek, Mendrick, Rutledge, White, and Yoo
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3. CHAIRWOMAN'S REMARKS - CHAIR YOO

Chairwoman Yoo wished everyone a happy Valentine's Day and invited them to enjoy donuts she brought.

4. PUBLIC COMMENT

No public comments were offered.

5. APPROVAL OF MINUTES

5.A. [23-0701](#)

Approval of Minutes for the Technology Committee - Regular Meeting - Tuesday, January 24th, 2023

Attachments: [2023-01-24 Technology Minutes](#)

RESULT:	APPROVED
MOVER:	Patty Gustin
SECONDER:	Kathleen Carrier

6. BUDGET TRANSFERS

6.A. [23-0698](#)

Budget adjustment total of \$5,666; \$4,066 from 1000-1110-50000 (Regular Salaries) and \$1,600 from 1000-1110-53800 (Printing) for the following: \$4,066 to 1000-1110-50010 (Overtime) and \$1,600 to 1000-1110-52100 (I.T. Equipment - Small Value) to cover Aruba switches and overtime salaries for FY2022.

Attachments: [Budget Transfer - \\$5,666.00 \(FY2022 IT Close-Out\)](#)

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Patty Gustin

6.B. [23-0699](#)

Budget adjustment total amount of \$56,367; \$56,117 from 1100-2900-51000 (Benefit Payments) and \$250 from 1100-2900-51030 (Employer Share Social Security) for the following: \$24,267 to 1100-2900-50000 (Regular Salaries); \$4,995 to 1100-2900-51010 (Employer Share I.M.R.F.); and \$27,105 to 1100-2900-51040 (Employee Med & Hosp Insurance) to cover regular salaries, Employer Share I.M.R.F., and Employee Med & Hosp Insurance for GIS staff for FY2022.

Attachments: [Budget Transfer - \\$56,367.00 \(FY2022 GIS Close-Out\)](#)

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Patty Gustin

7. **PROCUREMENT REQUISITIONS**

7.A. [TE-P-0050-23](#)

Recommendation for the approval of a contract purchase order to Accela, Inc. for Managed Application Services for the Building & Zoning, Transportation, Stormwater, and Public Works departments to provide support with permitting software that will allow on-line submittals, electronic document reviews, permit tracking and mobile inspections by applicants and/or County staff. This contract covers the period of the period February 21, 2023 through February 20, 2024, for a contract total not to exceed \$195,000. Exempt from bidding per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids – Sole Source. Accela is the sole provider for this software application.

Member Gustin asked if there is a security component with the online submittals, payments, and other items handled through this software. CIO McPhearson explained that all of the County's online applications are fully secured, but pointed out that this procurement is only for support services for this application.

Member Gustin then asked if the County will be making any payments through this application, to which Mr. McPhearson responded no. Chairwoman Yoo advised that this procurement is the final renewal and the cost will be split between four departments: Stormwater, Building & Zoning, Department of Transportation, and Public Works. Mr. McPhearson said that is correct. He said this application was implemented last year and it allows the aforementioned four departments to have their customers submit everything online. He said that since it was a new application, we did not have internal expertise, so we asked Accela to help with support. Mr. McPhearson said the goal is to bring support in-house or, if necessary, extend the support contract for an additional year or go out to RFP.

Member White added that accounts payable is run through the Finance department followed by the Auditor's office, so this application does not interface with accounts payable in any way.

Attachments: [Accela - PRCC](#)
 [Accela - MAS Renewal Order Form - 2023-2024](#)
 [Accela - Sole Source Letter](#)
 [Accela - VED](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Kathleen Carrier
SECONDER:	Gwen Henry

7.B. [TE-P-0049-23](#)

Recommendation for the approval of a contract purchase order to BMC Software, Inc., for annual BMC software licensing and maintenance for MainView zEnterprise Automation and VSAM file management software, for Information Technology. This contract covers the period of March 1, 2023 through February 28, 2024, for a contract total amount of \$42,256.33. Exempt from bidding per 55 ILCS 5/5-1022 (c) not suitable for competitive bids – Sole Source. BMC is the owner of the proprietary source code for this software.

Attachments: [BMC - PRCC](#)
 [BMC - Quote #00704616.0](#)
 [BMC - Sole Source Letter](#)
 [BMC - VED_Redacted](#)

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

7.C. [23-0452](#)

Recommendation for the approval of a contract purchase order to MacKinney Systems, Inc., for annual software licensing and maintenance for JES Queue for Printers utility, for Information Technology. This contract covers the period of April 1, 2023 through March 31, 2024, for a total contract amount of \$22,280. Exempt from bidding per 55 ILCS 5/5-1022 (c) not suitable for competitive bids – Sole Source. This is proprietary and copyrighted software that is not sold or marketed by any business partners or third party software vendors.

Chairwoman Yoo said IT is hopeful that by 2024 or 2025 the County will no longer require this licensing and maintenance. Mr. McPhearson said the last two items are both related to the mainframe. He said the goal is to sunset it over the next year to year and a half. He said some of our existing applications are already off the mainframe but they want to keep the data there to make sure that, if there are any issues with our client server applications, we have the data for archiving purposes. He said IT is also working to develop new custom applications that are still on the mainframe.

Attachments: [MacKinney - PRCC](#)
 [MacKinney - Quote #07424-230125-00](#)
 [MacKinney - Sole Source Letter](#)
 [MacKinney - VED](#)

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

8. PRESENTATION**8.A. Preview of the New DuPage County Website**

Chairwoman Yoo expressed her excitement over the new website and said Mr. McPhearson will present. She said IT staff has done an amazing job on the new site.

Mr. McPhearson said he is equally excited to be moving to a new, more accessible, more secure application with a faster and better performance and a much better design. He said the current website is twelve years old and is outdated.

Mr. McPhearson then presented and gave an overview of the new website.

Member Rutledge asked if the calendar meeting links redirect the user to the County's YouTube channel; Mr. McPhearson said it will redirect them to the County's Legistar page.

Member Cahill asked how long this website has been in planning. Mr. McPhearson said it has been about eight or nine months, noting that it was an extremely collaborative effort with other departments and elected officials. He said a survey was also sent out to the public asking for their feedback. Member Cahill asked if this was budgeted in FY22 or FY23, to which Mr. McPhearson responded that it was paid for using ARPA funding. He invited anyone with questions to contact him and Debbie Deacy, the IT Web Team Manager.

Mr. McPhearson said IT is doing a soft launch of the website this week so that internal staff can review everything and make sure it is working well. He said next week will be the official launch. Joan Olson said her office will send out a press release following stress testing on the site.

Mr. McPhearson recognized Debbie Deacy and Rhonda Breier for their work on the site.

Mr. McPhearson pointed out that the new website is fully ADA compliant.

Chairwoman Yoo thanked County Board Members Evans, Garcia, and DeSart for joining the Technology Committee meeting this morning.

RESULT: PRESENTED

9. OLD BUSINESS

No old business was discussed.

10. NEW BUSINESS

No new business was discussed.

11. ADJOURNMENT

With no further business, the meeting was adjourned.



Technology Requisition \$30,000 and Over

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

File #: TE-P-0052-23

Agenda Date: 3/14/2023

Agenda #: 6.A.

AWARDING RESOLUTION
JOINT PURCHASING AGREEMENT ISSUED TO
INSIGHT PUBLIC SECTOR
FOR LAPTOPS, DESKTOPS, MONITORS, AND DOCKING STATIONS
FOR INFORMATION TECHNOLOGY
(CONTRACT TOTAL AMOUNT \$133,650.00)

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

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

WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and the OMNIA Partners IT Products and Services Contract #4400006644, the County of DuPage will contract with Insight Public Sector; and

WHEREAS the Technology Committee recommends County Board approval for the issuance of a contract to Insight Public Sector, for laptops, desktops, monitors, and docking stations, for the period of March 14, 2023 through March 14, 2024, for Information Technology .

NOW, THEREFORE BE IT RESOLVED, that County contract, covering said for laptops, desktops, monitors, and docking, for the period of March 14, 2023 through March 14, 2024, for Information Technology, be, and it is hereby approved for issuance of a contract by the Procurement Division to Insight Public Sector, 6820 Harl Avenue, Tempe, AZ 85283-4318, for a contract total amount not to exceed \$133,650.00, per contract pursuant to the OMNIA Partners IT Products and Services Contract #4400006644.

Enacted and approved this 14th day of March, 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#: 23-1024	RFP, BID, QUOTE OR RENEWAL #: BID	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$133,650.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 03/14/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$133,650.00
	CURRENT TERM TOTAL COST: \$133,650.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Nicole Olivera	VENDOR CONTACT PHONE: 630-295-7300	DEPT CONTACT PHONE #: 630-407-5023	DEPT CONTACT EMAIL: Shanita.Thompson@dupageco.org
VENDOR CONTACT EMAIL: Nicole.Olivera@insight.com	VENDOR WEBSITE: insight.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.). Purchase laptops, desktops, docks, and monitors to replace current equipment that is reaching end of life. Equipment is being purchased using the Omnia Partners IT Products & Services Cooperative Agreement #400006644 for a total cost of \$133,650. Procurement recommended that we use a cooperative contract instead of going out to bid, so staff obtained quotes from three vendors using the COOP, and Insight was the lowest.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is for the replacement of older laptops, desktops, docks, and monitors and will improve performance and remove outdated, failing equipment across County Departments. Many items have become out of warranty and are difficult to maintain. Procurement recommended that we use a cooperative contract instead of going out to bid, so staff obtained quotes from three vendors using the COOP, and Insight was the lowest.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. Omnia Partners IT Products & Services Cooperative Agreement #400006644. Procurement recommended that we use a cooperative contract instead of going out to bid, so staff obtained quotes from three vendors using the COOP, and Insight was the lowest.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1) Do not replace current equipment that is out of warranty and difficult to maintain. 2) Staff recommends approving this purchase so staff is able to continue their work effectively with equipment that will improve their performance and remove outdated, failing equipment.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Insight Public Sector Inc.	Vendor#: 10809	Dept: Information Technology	Division:
Attn: Nicole Olivera	Email: Nicole.Olivera@insight.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 6820 Harl Ave.	City: Tempe	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85283-4318	State: Illinois	Zip: 60187
Phone: 630-295-7300	Fax:	Phone: 630-407-5000	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#: 10809	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: Illinois	Zip: 60187
Phone:	Fax:	Phone: 630-407-5023	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 14, 2023	Contract End Date (PO25): Mar 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	30	EA	MFG Part: 683J9UT#ABA	HP EliteDesk 800 G6, 16GB RAM i5, 10th Generation:	FY23	1000	1110	52100		922.00	27,660.00
2	45	EA	MFG Part: 6C1Z3UT#ABA	HP EliteBook 840 G9 Notebook, 512 GB; 16GB Ram, i7 12th Generation; touchscreen	FY23	1000	1110	52100		1,478.00	66,510.00
3	155	EA	MFG Part: UM.QB7AA.00 3	Acer B247Y Monitor: 23.8" – 16:9 – Full HD Maximum Resolution 1920 x 1080	FY23	1000	1110	52100		139.00	21,545.00
4	10	EA	FG Part: 72C71AA#ABA	HP USB-C Dock G5 – Essential: MUSB-C, HDMI, 2x DP, GigE. 65 watt	FY23	1000	1110	52100		147.00	1,470.00
5	55	EA	MFG Part: UM.QB7AA.00 3	Acer B247Y Monitor: 23.8" – 16:9 – Full HD Maximum Resolution 1920 x 1080	FY23	1400	6120	52100		139.00	7,645.00
6	60	EA	FG Part: 72C71AA#ABA	HP USB-C Dock G5 – Essential: MUSB-C, HDMI, 2x DP, GigE. 65 watt	FY23	1400	6120	52100		147.00	8,820.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 133,650.00

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

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

SOLD-TO PARTY 10002733

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

SHIP-TO

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

Quotation

Quotation Number : [0226009461](#)
Document Date : 27-FEB-2023
PO Number :
PO release: :
Sales Rep : Bob Erwin
Email : BOB.ERWIN@INSIGHT.COM
Telephone : +14803667058

We deliver according to the following terms:

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

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
683J9UT#ABA	HP EliteDesk 800 G6 - Wolf Pro Security - mini desktop - Core i7 10700T 2 GHz - vPro - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year) OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	30	922.00	27,660.00
6C1Z3UT#ABA	HP EliteBook 840 G9 Notebook - Wolf Pro Security - 14" - Core i7 1255U - 16 GB RAM - 512 GB SSD - US - with HP Wolf Pro Security Edition (1 year) OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	45	1,478.00	66,510.00
UM.QB7AA.003	Acer B247Y bmiprx - LED monitor - Full HD (1080p) - 23.8" OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	210	139.00	29,190.00
72C71AA#ABA	HP USB-C Dock G5 - Essential - docking station - USB-C - HDMI, 2 x DP - GigE OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	70	147.00	10,290.00
Product Subtotal				133,650.00
TAX				0.00
Total				133,650.00

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

Sincerely,

Bob Erwin
+14803667058
BOB.ERWIN@INSIGHT.COM

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>



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.

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

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 EMC² 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.

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

Website: 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. Muffe, 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: 1/15/2021

AMENDMENT NO. 5

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 amended to renew for two (2) years at existing prices, terms and conditions, effective May 1, 2021 through April 30, 2023.

Please 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:

Signature on File

BY:

(Signature)

SVP Connected Workforce IEI
(Title)

Mike Gaumond

(Printed)

1-7-21

(Date)

Signature on File

Cathy A. Muse, CPPO
Director/County Purchasing Agent
for

DISTRIBUTION:

Finance – Accounts Payable/e
DIT – Tanesha Sherrod/e
DIT – Michelle Breckenridge/e
Omnia – deborah.bushnell@omniapartners.com

Contract Specialist Supervisor- Jamie Pun
ACS Team 1 – Cynthia Parker
Contractor – robert.crigler@insight.com
terry.rasconPritchard@insight.com

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



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: Mar 1, 2023

Bid/Contract/PO #: 226009461

Company Name: Insight Public Sector, Inc.	Company Contact: Nicole Olivera
Contact Phone: 630-295-7300	Contact Email: nicole.olivera@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**

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 Erica Falchetti

Title Sr. SLED Market Leader

Date Mar 1, 2023

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



Technology Change Order with Resolution

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

File #: TE-CO-0006-23

Agenda Date: 3/14/2023

Agenda #: 6.B.

AMENDMENT TO COUNTY CONTRACT 3866-0001 SERV
ISSUED TO TELCOM INNOVATIONS GROUP LLC
FOR HARDWARE, SOFTWARE, SOFTWARE MAINTENANCE, AND LABOR
TO REPLACE THE COUNTY PHONE SYSTEM AND
TO PROVIDE SOFTWARE ASSURANCE AND SUPPORT
FOR INFORMATION TECHNOLOGY
(INCREASE ENCUMBRANCE \$21,475.50, 1.76%)

WHEREAS, County Contract 3866-0001 SERV was approved by the Technology Committee on May 14, 2019; and

WHEREAS, the Technology Committee recommends changes as stated in the Change Order Notice to County Contract 3866-0001 SERV, issued to Telcom Innovations Group LLC, for the procurement of hardware, software, software maintenance, and labor to replace the County phone system and to provide software assurance and support, for Information Technology, to increase the contract amount to add software licensing and assurance in order to meet the increased headcount in the Public Defender and State's Attorney's Offices and increase the contract by \$21,475.50 resulting in an amended contract total of \$1,239,448.30, an increase of 1.76%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract 3866-0001 SERV, issued to Telcom Innovations Group LLC, for the procurement of hardware, software, software maintenance, and labor to replace the County phone system and to provide software assurance and support for Information Technology, to increase the contract amount to add software licensing and assurance in order to meet the increased headcount in the Public Defender and State's Attorney's Offices and increase the contract by \$21,475.50 resulting in an amended contract total of \$1,239,448.30, an increase of 1.76%.

Enacted and approved this 14th day of March, 2023, at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Mar 1, 2023

MinuteTraq (IQM2) ID #: 23-1001

Purchase Order #: 3866-0001-SERV	Original Purchase Order Date: May 15, 2019	Change Order #: 6	Department: IT
Vendor Name: Telcom Innovations Group LLC			Vendor #: 12123
Dept Contact: Joe Bulaga			
Background and/or Reason for Change Order Request: To increase the PO by \$21,475.50** to add software licensing and assurance. There is a requirement to increase telephone licenses ensuring we are positioned to meet the increased headcount expected in the Public Defender and State's Attorney's offices. Additionally, there will be a need for additional phones in the new Animal Services building and other departments across the campus. **Increase Line 8 by \$1,540.50. **Create a new line for software licensing (1000-1110-53806) in the amount of \$19,935.00 in FY2023.			
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

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

INCREASE/DECREASE		
A	Starting contract value	\$1,217,089.30
B	Net \$ change for previous Change Orders	\$883.50
C	Current contract amount (A + B)	\$1,217,972.80
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$21,475.50
E	New contract amount (C + D)	\$1,239,448.30
F	Percent of current contract value this Change Order represents (D / C)	1.76%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	1.84%
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 checked="" type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

SJG	5037	Mar 1, 2023	5064
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials) Phone Ext Date
REVIEWED BY (Initials Only)			
Buyer		Date	Procurement Officer <i>[Signature]</i> Date 3/1/23
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: Mar 1, 2023

MinuteTraq (IQM2) ID #: 23-1001

Department Requisition #: _____

Requesting Department: IT	Department Contact: Joe Bulaga
Contact Email: Joseph.Bulaga@dupageco.org	Contact Phone: 630-407-5151
Vendor Name: Telcom Innovations Group LLC	Vendor #: 12123

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

To increase the PO by \$21,475.50** to add software licensing and assurance.

**Increase Line 8 by \$1,540.50.

**Create a new line for software licensing (1000-1110-53806) in the amount of \$19,935.00 in FY2023.

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

There is a requirement to increase telephone licenses ensuring we are positioned to meet the increased headcount expected in the Public Defender and State's Attorney's offices. Additionally, there will be a need for additional phones in the new Animal Services building and other departments across the campus.

Strategic Impact

Customer Service

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

This phone system was installed in 2019 to improve call flow and call routing capabilities, making a more favorable and pleasant experience for constituents when contacting the County.

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

This PO was originally selected using RFP #18-220-IT.

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

- 1) Do not increase our licensing, which would leave some staff without telephone lines to communicate with their customers and colleagues.
- 2) Staff recommends increasing our licensing and software assurance to insure all staff have access to a telephone line.

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.

\$19,935 from 1000-1110-53806 in FY2023

\$1,540.50 from 1000-1110-53807 in FY2023

Telcom Innovations Group

Phone: 630-350-0700 Fax: 630-350-0711

125 N. Prospect

Itasca, IL 60143

**Quote**

No.:

36302

Date:

2/9/2023

Quote Prepared for:

Joe Bulaga (630) 407-5151

Prepared by: Randy Borchardt

rborchardt@ask-tig.com

Account No.: 760

Phone: (630) 407-6500

Du Page County Admin.

421 N. County Farm Road

Wheaton, IL 60187-3978 U.S.A.

Qty.	Description	UOM	Sell	Total
25	UCCv4 Entry User for Enterprise x1	EA	\$135.00	\$3,375.00
2	UCCv4.0 STND User for Enterprise x50	EA	\$8,280.00	\$16,560.00
25	SWA Std 1y UCC Entry MiVB	EA	\$8.82	\$220.50
100	SWA Std 1y UCC Std MiVB	EA	\$13.20	\$1,320.00
			Item Total:	\$21,475.50
			Total:	\$21,475.50

All orders over \$5,000.00 may require a deposit.

Valid until this date

unless otherwise noted.

4/28/2023 12:00:00AM

Notes:

Add UCC Standard and Entry licenses.

Labor billed T&M.

Confirm Preference: TIG Installed☐

To be shipped

☐**Check here for Credit Card Purchase**☐**Name and number for TIG to contact for Credit Card information:**

Name:

Phone Number:

All credit card purchases are subject to a 3% fee at time of purchase. For security reasons do not place CC number on quote. A TIG representative will call the contact shown. Visa, MasterCard and Discover accepted.

Approved by:**Date:**

Telcom Innovations Group, LLC Confidential and Proprietary Information

Telcom Innovations Group

Phone: 630-350-0700 Fax: 630-350-0711
125 N. Prospect
Itasca, IL 60143



Quote

No.: **36302**
Date: **2/9/2023**

Quote Prepared for:
Joe Bulaga (630) 407-5151

Prepared by: Randy Borchardt
rborchardt@ask-tig.com
Account No.: 760
Phone: (630) 407-6500

Du Page County Admin.
421 N. County Farm Road
Wheaton, IL 60187-3978 U.S.A.

Qty.	Description	UOM	Sell	Total
------	-------------	-----	------	-------

PRICING ON THIS QUOTE IS GOOD FOR 30 DAYS

PRICING ON THIS QUOTE IS SUBJECT TO CHANGE DUE TO US GOVERNMENT TARIFFS

ANY ADDITIONAL SOFTWARE ADDS WILL INCUR ADDITIONAL SOFTWARE ASSURANCE CHARGES

Sourcewell# 022719-MBS

Excludes applicable sales tax, labor, shipping & handling and trip charge. All parts carry a 90 day warranty.

Any SWA allowed to lapse will be subject to a Mitel re-enlist penalty.

All Labor is subject to current TIG trip charges.

T & M Labor Rates

Labor to be billed at \$155.00 per hour regular time and \$232.50 per hour overtime for Standard Telephony.

Labor to be billed at \$210.00 per hour regular time and \$315.00 per hour overtime for Professional Services.

Maintenance Labor Rates

Labor to be billed at \$145.00 per hour regular time and \$217.50 per hour overtime for Standard Telephony.

Labor to be billed at \$200.00 per hour regular time and \$300.00 per hour overtime for Professional Services.

Labor Rate Notice:

Regular time = M-F 8am – 5pm

Overtime = M-F 6am – 8am and 5pm – 10pm; Saturday through 5pm (straight time X 1.5 will be charged.)

Double time = Any hours not listed in Regular or Overtime definitions above (straight time X 2.0 will be charged)

Due to labor agreements, all weekday overtime charges commence at 5 PM. Overtime billing will continue through the work's completion. Weekend labor will be billed from the time the technician arrives until the time they leave. All overtime labor will be charged a portal-to-portal trip fee of \$225.00 for each time a technician is requested on site. All remote labor will be billed in accordance with this policy, the trip fee will only be charged if the technician is dispatched.

Note: For all digital carrier circuits (T-1, PRI & BRI), TIG will guarantee that all of the required PBX hardware and software will be installed, programmed and tested by the providers due date. TIG cannot guarantee any services provided from third parties or their performance in delivering those services. Any failure of third party providers may result in additional charges from TIG.

CUSTOMER PROVIDED SERVERS: All customer-provided servers will comply with manufacturer server specifications and minimally meet the specifications provided to you by your TIG Account Executive. All hardware, operating system and application software (SQL, Excel, Internet Explorer, etc.) required will be assembled, preloaded and tested prior to being shipped to TIG. Any labor required to bring any customer-provided equipment up to application specifications will be billed on an hourly basis at TIG's Professional Services labor rate.

Telcom Innovations Group

Phone: 630-350-0700 Fax: 630-350-0711
125 N. Prospect
Itasca, IL 60143



Quote

No.: **36302**
Date: 2/9/2023

Quote Prepared for:
Joe Bulaga (630) 407-5151

Prepared by: Randy Borchardt
rborchardt@ask-tig.com

Account No.: 760

Phone: (630) 407-6500

Du Page County Admin.
421 N. County Farm Road
Wheaton, IL 60187-3978 U.S.A.

Qty.	Description	UOM	Sell	Total
------	-------------	-----	------	-------

UPGRADES:

The pricing provided includes manufacturer incentives which require the return of certain system components. These components must be returned to TIG within 2 weeks for the proposed pricing to be held. In the event the parts are not returned to TIG within two weeks, TIG will invoice the amount of the incentive back to the customer.



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: 02/13/2023

Bid/Contract/PO #:

Company Name: Telcom Innovations Group LLC	Company Contact: Joe Splinter
Contact Phone: 630-616-4220	Contact Email: jsplinter@ask-tig.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**

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

- 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 **Signature on File**

Printed Name Joseph C. Splinter

Title Controller

Date 02/13/2023

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