1. CALL TO ORDER

9:00 AM meeting was called to order by Chairman Kevin Wiley at 9:00 AM.

2. ROLL CALL

ABSENT: Bucholz

Conor McCarthy was present as a representative for Member Robert Berlin, State's Attorney. Iwan Dimidik was present as a representative for Member John Zaruba, County Sheriff.

3. CHAIRMAN'S REMARKS

Chairman Wiley noted that the Election Commission will give a presentation at the next Technology Committee meeting. He also noted that the Plante Moran RFP was awarded and the kick-off meeting will be held soon.

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

A. Technology Committee - Regular Meeting - Dec 12, 2017 9:00 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Elizabeth Chaplin, District 2
ABSENT: Bucholz

6. ACTION ITEMS
A. TE-P-0026-18 Recommendation for the approval of a contract purchase order to Imaging Systems, Inc., d/b/a Integrated Document Technologies (IDT) for the annual Hyland Software Assurance maintenance for imaging systems for various departments, for the period of January 1, 2018 through January 31, 2019, for Information Technology, for a contract total amount of $41,567.10, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids – Sole Source. IDT is the OnBase approved provider for their products.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Chris Kachiroubas, Circuit Court Clerk
ABSENT: Bucholz

B. Change Order -- TE-P-0212B-17 - Amendment to Resolution TE-P-0212-17 (County Contract 2642-0001-SERV), issued to CDW Government, Inc. for Azure Cloud Services for ArcGIS and SQL Servers, for Information Technology - GIS Division, to increase the contract amount by $4,223.96 order to cover the amount accrued during a change in our subscription usage dates, resulting in an amended contract total of $151,653.00, an increase of 2.87%.

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Gwen Henry, Ex-Officio - Treasurer
ABSENT: Bucholz

C. 2018-43 Recommendation for the approval of a contract purchase order to Carahsoft Technology Corp. for high-definition streaming services for the Agenda Meeting Management System for Information Technology. This contract covers the period of February 13, 2018 through October 31, 2018, for a contract total amount of $6,933.60, per 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00.

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Elizabeth Chaplin, District 2
ABSENT: Bucholz
7. INFORMATIONAL ITEMS
Member Grogan moved, seconded by Member Krajewski, to place on file item 7A. All ayes. Motion carried.

A. HHS-P-0020-18 Recommendation for the approval of a contract purchase order to Bowman Systems L.L.C. a Mediware Company, for the annual renewal of the ServicePoint contract and licenses and for Bowman Systems L.L.C. a Mediware Company, to provide onsite training, for the period November 1, 2017 through October 31, 2018, for Community Services, for a contract total not to exceed $44,703.33, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids-Sole Source. (Provision and use of a Homeless Management Information System and training). Grant funded

| RESULT:   | APPROVED [UNANIMOUS] |
| MOVER:    | Robert Grogan, County Auditor |
| SECONDER: | Brian J Krajewski, District 3 |
| ABSENT:   | Bucholz |

8. OLD BUSINESS
None.

9. NEW BUSINESS
Member Chaplin asked the committee if they feel DuPage County should take a position on the net neutrality issue. Chairman Wiley responded that that topic might be more appropriate for the Legislative Committee to discuss. Member Fichtner added that the legislation was already passed so there is no need for the County to weigh in on it.

Member Henry commended the IT department for processing real estate payments quickly and efficiently. In turn, Member Wiley commended Treasurer Henry and her staff as well.

10. ADJOURNMENT
With no further business, the meeting was adjourned.
1. CALL TO ORDER

9:00 AM meeting was called to order by District 5 Janice Anderson at 9:00 AM.

2. ROLL CALL

PRESENT: Anderson, Berlin, Bucholz, Chaplin, Fichtner, Grogan, Henry, Kachiroubas, Krajewski, Zaruba
ABSENT: Elliott, Wiley

Chairman Wiley was excused from the meeting, as he was away on U.S. Military business. All ayes, motion carried. Vice-Chairwoman Janice Anderson presided.

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

Peter Balgemann was present as a representative for Member Bob Grogan, County Auditor.

Aaron Jacobs was present as a representative for Member John Zaruba, County Sheriff.

3. CHAIRMAN'S REMARKS

None.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

A. Technology Committee - Regular Meeting - Nov 14, 2017 9:00 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Paul Fichtner, District 1
AYES: Anderson, Berlin, Bucholz, Chaplin, Fichtner, Grogan, Henry, Kachiroubas, Krajewski, Zaruba
ABSENT: Elliott, Wiley
B. Technology Committee - Regular Meeting - Nov 28, 2017 9:00 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Paul Fichtner, District 1
AYES: Anderson, Berlin, Bucholz, Chaplin, Fichtner, Grogan, Henry, Kachiroubas, Krajewski, Zaruba
ABSENT: Elliott, Wiley

6. ACTION ITEMS

A. TE-P-0014-18 Recommendation for the approval of a contract purchase order issued to CDWG, Inc., for the purchase of Power Over Ethernet (POE) network switches and accessories, for Information Technology, for a contract total of $100,966.95, per lowest responsible bid #17-174-LG.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Chris Kachiroubas, Circuit Court Clerk
SECONDER: Brian J Krajewski, District 3
AYES: Anderson, Berlin, Bucholz, Chaplin, Fichtner, Grogan, Henry, Kachiroubas, Krajewski, Zaruba
ABSENT: Elliott, Wiley

B. TE-P-0015-18 Recommendation for the approval of a contract purchase order to P&M Holding Group, LLP d/b/a Plante Moran, PLLC, for professional services to prepare and assist DuPage County with a needs assessment, development of a plan of action, and development of an RFP for a replacement Real Estate and Tax System, for Information Technology, for the period of December 13, 2017 through November 30, 2018, for a total contract amount of $226,000.00, per most qualified offer, per proposal 17-191-LG.

Member Bucholz asked which departments are involved in this project. Don Carsen, CIO, said all of the real estate groups, including the Treasurer, Recorder of Deeds, and County Clerk. Member Fichtner asked what the expected timeline is on the entire project to which Mr. Carlsen responded that discovery is expected to take three to six months, and the RFP should be ready for FY19, if the County Board decides to fund the project.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Gwen Henry, Ex-Officio - Treasurer
SECONDER: Elizabeth Chaplin, District 2
AYES: Anderson, Berlin, Bucholz, Chaplin, Fichtner, Grogan, Henry, Kachiroubas, Krajewski, Zaruba
ABSENT: Elliott, Wiley
C. 2018-17 Recommendation for the approval of a contract purchase order to SWC Technology Partners, for the procurement of professional services for implementation, planning, support, and troubleshooting of the County network and server environment, for Information Technology. This contract covers the period of December 1, 2017 through November 30, 2018, for a contract total amount of $20,000.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Elizabeth Chaplin, District 2
AYES: Anderson, Berlin, Bucholz, Chaplin, Fichtner, Grogan, Henry, Kachiroubas, Krajewski, Zaruba
ABSENT: Elliott, Wiley

D. 2018-18 Recommendation for the approval of a contract purchase order to Government Finance Officers Association to provide professional services to define the requirements and perform an analysis for the procurement of a new ERP budget system, for Information Technology, for a contract total of $8,000.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Elizabeth Chaplin, District 2
AYES: Anderson, Berlin, Bucholz, Chaplin, Fichtner, Grogan, Henry, Kachiroubas, Krajewski, Zaruba
ABSENT: Elliott, Wiley

7. INFORMATIONAL ITEMS
Member Bucholz moved, seconded by Member Krajewski, to combine and place on file items 7A through 7C. All ayes. Motion carried.

A. 2017-310 Recommendation for the approval for a contract purchase order issued to Logicalis for the renewal of the annual VMware Software License covering the period December 22, 2017 through December 21, 2018 for the Circuit Court Clerk Office, for a contract total amount not to exceed $12,560.00, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.
RESULT: APPROVED [UNANIMOUS]
MOVER: Fred Bucholz, Recorder
SECONDER: Brian J Krajewski, District 3
AYES: Anderson, Berlin, Bucholz, Chaplin, Fichtner, Grogan, Henry, Kachiroubas, Krajewski, Zaruba
ABSENT: Elliott, Wiley

B. 2017-318 Recommendation for the approval of a contract purchase order PCM Sales, Inc. DBA Tiger Direct for the purchase of computer equipment, workstations, laptops, monitors, printers, and other equipment accessories for Probation & Court Services, for the period November 1, 2017 through November 30, 2017, for a contract total not to exceed $17,267.82; per the lowest responsible quote, Q#17-221-BF.

RESULT: APPROVED [UNANIMOUS]
MOVER: Fred Bucholz, Recorder
SECONDER: Brian J Krajewski, District 3
AYES: Anderson, Berlin, Bucholz, Chaplin, Fichtner, Grogan, Henry, Kachiroubas, Krajewski, Zaruba
ABSENT: Elliott, Wiley

C. 2018-19 Recommendation for the approval of a contract purchase order to Data West Corp. for system support and custom programming for utility billing software, for Public Works, for the period January 1, 2018 through December 31, 2018, for a total contract amount not to exceed $15,000.00 per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.

RESULT: APPROVED [UNANIMOUS]
MOVER: Fred Bucholz, Recorder
SECONDER: Brian J Krajewski, District 3
AYES: Anderson, Berlin, Bucholz, Chaplin, Fichtner, Grogan, Henry, Kachiroubas, Krajewski, Zaruba
ABSENT: Elliott, Wiley

8. PRESENTATION

A. Stormwater Management - Flood Forecasting & Inundation Mapping

Jessica Spurlock, Project Engineer with the Stormwater Management division, gave a presentation to the committee on flood forecasting and inundation mapping, as attached hereto.
RESULT: ANNOUNCED

9. OLD BUSINESS
None.

10. NEW BUSINESS
None.

11. ADJOURNMENT
With no further business, the meeting was adjourned.
Procurement Review Checklist

Vendor: Imaging Systems Inc. d/b/a IDT
Vendor #: 11487
Dept: IT

Contract Term: 01/01/2018 - 01/31/2019
Contract Total: $41,567.10

Contact: Bob Bendinelli
Phone: 5028
Assigned Committee: Technology

Description of Procurement/Scope of Work/Background:
Annual maintenance for imaging systems.

Reason for Procurement:
Annual Hyland Software Assurance renewal for Supervisor of Assessments, Treasurer, Family Center, Coroner, and County Clerk.

FUNDING SOURCE

☐ Procurement budgeted for ( FY and budget code(s)): FY18 - 1000-1110-53807
☐ Budget Transfer (Date) Add'l Information

DECISION MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid and/or PO # Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

BASIS OF DECISION MEMO (attach Decision Memo)

☐ EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # (include Evaluation Summary if applicable)
☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
☐ OTHER THAN LOWEST RESPONSIBLE, BID #

PREPARED BY AND APPROVAL(S) (Initials Only)

Prepared By: Dec 18, 2017 Date: [Stamp]
Recommended for Approval: [Stamp] Date: [Stamp]
IT Approval, if required: [Stamp] Date: [Stamp]

REVIEWED BY (Initials Only)

Buyer: Date: [Stamp] Procurement Officer: Date: [Stamp]
Chief Financial Officer: Date: [Stamp] Chairman's Office: Date: [Stamp]
(Decision Memos Over $25,000)

Packet Pg. 9

Attachment: IDT - Checklist (TE-P-0025-18) - Annual Software Assurance
# Purchase Requisition

**Procurement Services Division**

**Date:** Dec 18, 2017  
**MinuteTraq (IQM2) ID #:** 11589  
**Department Req #:**  
**RFP, Bid or Quote #:**

## Send Purchase Order To:

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**Payment Terms:**

- **F.O.B.:**
- **PO 20 Delivery Date:**
- **Requisitioner:**
  - Contract Administrator: Jan 1, 2018 - Jan 31, 2019
  - PO25 only

**Description:**

- **Annual Hyland OnBase Software Assurance for Supervisor of Assessments 2/1/18 - 1/31/19**
- **Annual Hyland OnBase Software Assurance for Family Center 2/1/18 - 1/31/19**
- **Annual Hyland OnBase Software Assurance for Coroner 2/1/18 - 1/31/19**
- **Annual CAPSYS Software Assurance for Supervisor of Assessments 1/1/18 - 12/31/18**
- **Annual CAPSYS Software Assurance for County Clerk 1/1/18 - 12/31/18**
- **Annual Monthly Site Visits & MagnumScan Proactive Watch for Supervisor of Assessments 1/1/18 - 12/31/18**
- **Annual Hyland OnBase Software Assurance for Supervisor of Assessments 1/1/18 - 1/31/19**
- **Annual CAPSYS Software Assurance for Family Center 1/1/18 - 12/31/18**
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**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

Please process agreement ASAP and send to Sarah Godzicki in order to process invoices ASAP.

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION # IQM2 #11589
MANUFACTURER Imaging Systems, Inc. d/b/a IDT
DEPARTMENT IT
PRODUCT #

DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:
Annual Hytand OnBase and CAPSYS Software Assurance Renewal for multiple departments.

THIS IS A SOLE SOURCE BECAUSE VENDOR IS:

☑ sole provider of a licensed or patented good or service

☐ sole provider of items that are compatible with existing equipment, inventory, systems, programs or services

☐ sole provider of factory-authorized warranty service

☐ sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts) (Please attach letter from the manufacturer)

☐ the manufacturer (please detail below or attach information regarding why only this manufacturer’s product can be used)

☐ the software manufacturer (and sole maintenance/update provider)

☐ other – (please detail below or in an attachment)

REQUESTED SOURCE Imaging Systems, Inc. d/b/a IDT
PHONE 630-875-1100
CONTACT Donna Tacconi
WEBSITE www.idt-inc.com

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS VENDOR’S PRODUCT OR SERVICE PROVIDE WHICH ARE NOT AVAILABLE FROM OTHER VENDORS? (Please be specific)

Imaging Systems, Inc. d/b/a Integrated Document Technologies (IDT) is a sole provider.

HAS THE MARKET BEEN TESTED LATELY (LAST 12 MONTHS) ON THE APPLICABILITY OF SOLE SOURCE? (If not, why not?)

No, this is a proprietary system.

WHAT STEPS WERE TAKEN TO VERIFY THAT THESE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS/MANUFACTURERS EXAMINED? (Please list other products or services examined – include names & phone numbers of people contacted)

N/A

Signature on File

DEPARTMENT APPROVAL DATE
PURCHASING REVIEW DATE

## Invoice

**Date:** 11/28/2017  
**Invoice #:** 3317-01

### Billing Information
- **Bill To:** DuPage County  
  Helen Krenge  
  421 N. County Farm Road  
  Wheaton, IL 60187  
  630-407-5853

### Shipping Information
- **Ship To:** County of DuPage  
  Craig Dovel  
  421 N. County Farm Road  
  Wheaton, IL 60187  
  630-407-5853

### Terms
- **P.O. Number:**  
- **Terms:** Net 30  
- **Due Date:** 12/31/2017  
- **Rep:** HA  
- **Ship:** 11/28/2017  
- **Status:**

### Project

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Code</th>
<th>Description</th>
<th>Price Each</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 1        | SME       | Annual Hyland Software Assurance Renewal for Supervisor of Assessments office.  
Concurrent Client (1-100) (10)  
Document Import Processor (1)  
Disconnected Scanning (1)  
Multi-User Server (1)  
Single Sign-On for Microsoft Active Directory (1)  
Web Server (1)  
Unity Client Server (1)  
Named User Client (1)  
Unity Forms (1)  
Effective Term Dates: 2/1/18 to 1/31/19  
In order to ensure full support services, please process payment by the due date.  
email: H. Krenge, C. Dovel  
cc: J. Olney |
|          |           | 10,858.20  
|          |           | 10,856.20  

### Payment Information
- **Total:** $10,856.20

**Please Remit To:**  
Imaging Systems, Inc.  
P.O. Box 482  
Itasca, IL 60143-0482  
Fed. Tax ID: 36-3621209

**Terms & Conditions:** A 1.5% per month interest fee shall be applied on invoices in excess of 30 days.

<table>
<thead>
<tr>
<th>Phone #</th>
<th>Fax #</th>
<th>E-mail</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>(630) 875-1100</td>
<td>(630) 875-1101</td>
<td><a href="mailto:dynas.uscom@idt-inc.com">dynas.uscom@idt-inc.com</a></td>
<td><a href="http://www.idt-inc.com">www.idt-inc.com</a></td>
</tr>
</tbody>
</table>
# Procurement Copy

## Invoice

<table>
<thead>
<tr>
<th>DATE</th>
<th>INVOICE #</th>
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</thead>
<tbody>
<tr>
<td>11/28/2017</td>
<td>3317-02</td>
</tr>
</tbody>
</table>

**Bill To**

DuPage County  
Sarah Godzicki - Family Center  
421 N. County Farm Road  
Wheaton, IL 60187  
630-407-8500

**Ship To**

DuPage County  
Sarah Godzicki  
421 N. County Farm Road  
Wheaton, IL 60187  
630-407-8500

<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
<th>TERMS</th>
<th>DUE DATE</th>
<th>REP</th>
<th>SHIP</th>
<th>STATUS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Net 30</td>
<td>12/28/2017</td>
<td>HA</td>
<td>11/28/2017</td>
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</tr>
</tbody>
</table>

**Project**

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>
| 1        | SME       | Hyland OnBase Software Assurance Renewal  
Concurrent Client (1-100) (5)  
Application Enabler (1)  
Workflow Conc Client SL (1-10) (6)  
Effective Term Dates: 2/1/18 to 1/31/19  
In order to ensure full support services, please process payment by the term dates.  
email: S. Godzicki  
cc: J. Olney | 8,569.60 | 8,569.60 |

**Total**

$8,569.60

**Please Remit To:**

IMAGING SYSTEMS, INC.  
P.O. BOX 482  
Itasca, IL 60143-0482  
Fed. Tax ID: 36-3821209

Major Credit Cards Accepted

Terms & Conditions: A 1.5% per month interest fee shall be applied on invoices in excess of 30 days.

<table>
<thead>
<tr>
<th>Phone #</th>
<th>Fax #</th>
<th>E-mail</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>(630) 875-1100</td>
<td>(630) 875-1110</td>
<td><a href="mailto:donna.laconi@idt-inc.com">donna.laconi@idt-inc.com</a></td>
<td><a href="http://www.idt-inc.com">www.idt-inc.com</a></td>
</tr>
</tbody>
</table>
## Invoice

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>11/28/2017</td>
<td>3317-04</td>
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</table>

**Ship To**

County of DuPage- Coroner's Office  
Bob Bendinelli  
120 N. County Farm Road  
Wheaton, IL 60187  
630-407-5028

**Bill To**

County of DuPage- Coroner's Office  
Bob Bendinelli  
120 N. County Farm Road  
Wheaton, IL 60187  
630-407-5028

<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
<th>TERMS</th>
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**Project**

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<th>DESCRIPTION</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>
| 1        | SME       | Annual Hyland OnBase Software Assurance Renewal: Concurrent User (1-100) (1)  
Effective Term Dates: 2/1/18 to 1/31/19  
In order to ensure full support services, please process payment by the due date. Thank you.  
email: B. Bendinelli  
ccl: J. Olney | 288.40 | 288.40 |

**Total** $288.40

**Terms & Conditions:** A 1.5% per month interest fee shall be applied on invoices in excess of 30 days.

<table>
<thead>
<tr>
<th>Phone #</th>
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<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>(630) 878-1100</td>
<td>(630) 875-1101</td>
<td><a href="mailto:dcmac.taconi@idt-inc.com">dcmac.taconi@idt-inc.com</a></td>
<td><a href="http://www.idt-inc.com">www.idt-inc.com</a></td>
</tr>
</tbody>
</table>
### Invoice

**DATE** | **INVOICE #**
---|---
10/19/2017 | 7317-01

**BILL TO**

County of DuPage  
Helen Krengel  
421 N. County Farm Road  
Wheaton, IL 60187

**SHIP TO**

County of DuPage  
Craig Dovel  
421 N. County Farm Road  
Wheaton, IL 60187  
630-407-5853

<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
<th>TERMS</th>
<th>DUE DATE</th>
<th>REP</th>
<th>SHIP</th>
<th>STATUS</th>
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<td>11/18/2017</td>
<td>HA</td>
<td>10/19/2017</td>
<td></td>
<td></td>
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</tbody>
</table>

**PROJECT**

**QUANTITY** | **ITEM CODE** | **DESCRIPTION** | **PRICE EACH** | **AMOUNT**
---|---|---|---|---
1 SME | Annual CAPSYS Software Assurance Renewal - CAPSYS CAPTURE Starter Kit (On Premise) (Supervisor of Assessments Office)  
CAPSYS CAPTURE Server License (1)  
CAPSYS CAPTURE Web Conc Client Licenses (5)  
CAPSYS CAPTURE Barcode Recognition/Page Sep Module (1)  
CAPSYS CAPTURE Database Lookup Module (1)  
CAPSYS CAPTURE Release Module to Hyland OnBase (1)  
Effective Term Dates: 1/1/18 to 12/31/18  
In order to ensure full support services, please process payment by the due date. Thank you.  
email copies: H. Krengel, C. Dovel  
cc: J. Olney | 2,517.90 | 2,517.90 |

0.00

**Total** $2,517.90

---

**PLEASE REMIT TO:**  
IMAGING SYSTEMS, INC.  
P.O. BOX 482  
Itasca, IL 60143-0482  
Fed. Tax ID: 36-3821209

Major Credit Cards Accepted

**Terms & Conditions:** A 1.5% per month interest fee shall be applied on invoices in excess of 30 days.

**Phone #** | **Fax #** | **E-mail** | **Web Site**
---|---|---|---
(630) 875-1100 | (630) 875-1101 | dmna.taconi@idt-inc.com | www.idt-inc.com
**Packet Pg. 17**

**IDT**

**Put条件下 in its place**

1009 W. Hawthorne Drive
Itasca, IL 60143

---

**Procurement Copy**

**Received**

**Invoice**

2017 DEC-4 PM 2:16

**Finance**

**Date** | **Invoice #**
---|---
10/18/2017 | 7617-02

**Bill To**

County of DuPage
Kathy King
421 N. County Farm Road
Wheaton, IL 60187

**Ship To**

County of DuPage
Paul Hinds, County Clerk's Office
421 N. County Farm Road
Wheaton, IL 60187

**P.O. Number** | **Terms** | **Due Date** | **Rep** | **Ship** | **Status**
---|---|---|---|---|---
| Net 30 | 11/17/2017 | HA | 10/18/2017 | Tax Exempt

**Project**

**Quantity** | **Item Code** | **Description** | **Price Each** | **Amount**
---|---|---|---|---
1 | SME | Annual CAPIIY Software Assurance Renewal (County Clerk's Office) Full Text OCR License (up to 75k/mo) | 1,468.95 | 1,468.95

**Terms & Conditions:** A 1.5% per month interest fee shall be applied on invoices in excess of 30 days.

**Phone #** | **Fax #** | **E-mail** | **Web Site**
---|---|---|---
(630) 875-1100 | (630) 875-1101 | donna.taconi@idt-inc.com | [www.idt-inc.com](http://www.idt-inc.com)

**Total** $1,468.95
### Invoice

**DATE** | **INVOICE #**
--- | ---
10/18/2017 | 7617-06

**BILL TO**
County of DuPage  
Craig Dovel  
421 N. County Farm Road  
Wheaton, IL 60187  
craig.dovel@dupageco.org

**SHIP TO**
County of DuPage  
Helen Krangel  
421 N. County Farm Road  
Wheaton, IL 60187  
630-407-5853

<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
<th>TERMS</th>
<th>DUE DATE</th>
<th>REP</th>
<th>SHIP</th>
<th>STATUS</th>
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<tbody>
<tr>
<td></td>
<td>Net 30</td>
<td>11/17/2017</td>
<td>HA</td>
<td>10/18/2017</td>
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**PROJECT**

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<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>
| 1        | SME       | Annual Monthly Site Visit:  
System Administration Services  
Effective Term Dates: 1/1/18 to 12/31/18 | 12,000.00 | 12,000.00 |
| 1        | SME       | MagnumScan Proactive Watch:  
Server Monitoring Service/Software  
Effective Term Dates: 1/1/18 to 12/31/18  
In order to ensure full support services, kindly remit payment by
due date. Thank you.  
email: Helen Krangel. Craig Dovel  
cc: J.Olney | 1,200.00 | 1,200.00 |

**PLEASE REMIT TO:**
IMAGING SYSTEMS, INC.  
P.O. BOX 482  
Itasca, IL 60143-0482  
Fed. Tax ID: 36-3321209

Terms & Conditions: A 1.5% per month interest fee shall be applied on invoices in excess of 30 days.

**Total** | $13,200.00

**Phone #** | **Fax #** | **E-mail** | **Web Site**
--- | --- | --- | ---
(630) 875-1100 | (630) 875-1101 | doma.taxonl@idt-inc.com | www.idt-inc.com

Attachment: IDT - Pricing (TE-P-0026-18 : Imaging Systems, Inc. db/a Integrated Document Technologies (IDT) - Annual Software Assurance)
## Invoice

**DATE**

10/18/2017

**INVOICE #**

7617-07

---

**BILL TO**

DuPage County  
Helen Krengel  
421 N. County Farm Road  
Wheaton, IL 60187  
craig.dovel@dupageco.org

**SHIP TO**

County of DuPage  
Craig Doovel  
421 N. County Farm Road  
Wheaton, IL 60187  
630-407-5853

<table>
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<th>P.O. NUMBER</th>
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<th>DUE DATE</th>
<th>REP</th>
<th>SHIP</th>
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<tbody>
<tr>
<td>Net 30</td>
<td></td>
<td>11/17/2017</td>
<td>HA</td>
<td>10/18/2017</td>
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<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>1</td>
<td>SME</td>
<td>Annual Hyland Software Assurance Renewal for Supervisor of Assessments Office - Concurrent Client (1-100) (1) OnBase Interaction with ShareBase (1) Workflow Concurrent Client SL (1-20) (1) Effective Term Dates: 1/1/18 to 1/31/19 In order to ensure full support services, please process payment by the due date. email: H. Krengel, C. Doovel cc: J. Olney</td>
<td>1,919.26</td>
<td>1,919.25</td>
</tr>
</tbody>
</table>

**PLEASE REMIT TO:**  
IMAGING SYSTEMS, INC.  
P.O. BOX 482  
Itasca, IL 60143-0482  
Fed. Tax ID: 36-3821209  
Major Credit Cards Accepted

Terms & Conditions: A 1.5% per month interest fee shall be applied on invoices in excess of 30 days.

**Total**

$1,919.25

---

**Phone #**  
(630) 875-1100

**Fax #**  
(630) 875-1101

**E-mail**  
donna.taconitti@idt-inc.com

**Web Site**  
www.idt-inc.com
**PROCUREMENT COPY**

**IDT**

1039 W. Hawthorn Drive
Itasca, IL 60143

**Invoice**

<table>
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<tbody>
<tr>
<td>10/18/2017</td>
<td>7617-08</td>
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</table>

**BILL TO**

DuPage County
Helen Krengel
421 N. County Farm Road
Wheaton, IL 60187
630-407-5553

**SHIP TO**

County of DuPage
Sarah Godzicki
421 N. County Farm Road
Wheaton, IL 60187
630-407-5572

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<tbody>
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<td>10/18/2017</td>
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**PROJECT**

**QUANTITY** | **ITEM CODE** | **DESCRIPTION** | **PRICE EACH** | **AMOUNT** |
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<tbody>
<tr>
<td>1</td>
<td>SME</td>
<td>Annual CAPSYS Software Assurance Renewal (Family Center) Web Client User License (3) Effective Term Dates: 1/1/18 to 12/31/18 In order to ensure full support services, please process payment by the due date. Thank you. email: S. Godzicki  co: J. Olney</td>
<td>941.85</td>
<td>941.85</td>
</tr>
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</table>

**PLEASE REMIT TO:**

IMAGING SYSTEMS, INC.
P.O. BOX 482
Itasca, IL 60143-0482
Fed. Tax ID: 36-3821299

Major Credit Cards Accepted

Terms & Conditions: A 1.5% per month interest fee shall be applied on invoices in excess of 30 days.

**Total** $941.85

Phone # (630) 875-1190  Fax # (630) 875-1101  E-mail donna.taconic@idt-inc.com  Web Site www.idt-inc.com
# Invoice

**DATE** | **INVOICE #**
---|---
10/18/2017 | 7617-09

---

**BILL TO**

DuPage County  
Sarah Godzicki  
421 N. County Farm Road  
Wheaton, IL 60187

**SHIP TO**

DuPage County  
Sarah Godzicki  
421 N. County Farm Road  
Wheaton, IL 60187

<table>
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<th>P.O. NUMBER</th>
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<th>REP</th>
<th>SHIP</th>
<th>STATUS</th>
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<td></td>
<td>Net 30</td>
<td>11/17/2017</td>
<td>MN</td>
<td>10/18/2017</td>
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</tbody>
</table>

**PROJECT**

**QUANTITY** | **ITEM CODE** | **DESCRIPTION** | **PRICE EACH** | **AMOUNT**
---|---|---|---|---|
1 | SME | Annual CAPSYS Software Assurance Renewal - (Treasurer's Office) OCR/OMR w/ADC Bundle License (1)  
In order to ensure full support services, please process payment by the due date. Thank you.  
e-mail: sarah.godzicki@dupagaco.org  
cc: J. Olney | 1,804.95 | 1,804.95

---

**TOTAL** | **$1,804.95**

---

**Please Remit To:**  
IMAGING SYSTEMS, INC.  
P.O. BOX 482  
Itasca, IL 60143-0482  
Fed. Tax ID: 36-3821209

Terms & Conditions: A 1.5% per month interest fee shall be applied on invoices in excess of 30 days.

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<th>E-mail</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>(630) 875-1100</td>
<td>(630) 875-1101</td>
<td><a href="mailto:doom.taconis@idl-inc.com">doom.taconis@idl-inc.com</a></td>
<td><a href="http://www.idl-inc.com">www.idl-inc.com</a></td>
</tr>
</tbody>
</table>

---

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:  Dec 28, 2017

Company Name: Imaging Systems, Inc. D/B/A IDT.  
Company Contact: Donna Taconi
Contact Phone: 630-875-1100 Ext. 317  
Contact Email: donna.taconi@idt-inc.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, subcontracts 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

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, int.-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

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 bid

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

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.duidept.com/CountyBoard/Policies/

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

Authorized Signature

Printed Name: Donna Taconi
Title: Accounting Assistant
Date: December 28, 2017

Attach additional sheets if necessary. Sign each sheet and number each page. Page ______ of _______ (total number of pages)
### Request for Change Order

**Procurement Services Division**

**Date:** Dec 20, 2017

**Purchase Order #:** 2642-0001-SERV  
**Original Purchase Order Date:** Jul 1, 2017  
**Change Order #:** 2  
**Department:** GIS  
**Vendor Name:** CDW-Government  
**Vendor #:** 10667  
**Dept Contact:** Tom Ricker

**Background and/or Reason for Change Order Request:** To increase Line 1 of the vendor agreement in order to cover the amount that was accrued during a change in our subscription usage dates from July 1, 2017 until the first change order that was submitted on August 24, 2017.

**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

<table>
<thead>
<tr>
<th>Column</th>
<th>Formula</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Starting contract value</td>
<td>$123,630.00</td>
</tr>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td>$23,799.04</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$147,429.04</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>$4,223.96</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$151,653.00</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>2.87%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>22.67%</td>
</tr>
</tbody>
</table>

**DECISION MEMO NOT REQUIRED**

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️ Cancel entire order</td>
<td>☐️ Close Contract</td>
</tr>
<tr>
<td>☐️ Change budget code from:</td>
<td>☐️ Contract Extension (29 days)</td>
</tr>
<tr>
<td>☐️ Increase/Decrease quantity from:</td>
<td>☐️ Consent Only</td>
</tr>
<tr>
<td>☐️ Price shows:</td>
<td></td>
</tr>
<tr>
<td>☐️ Decrease remaining encumbrance and close contract</td>
<td>☐️ Increase encumbrance and close contract</td>
</tr>
<tr>
<td>☐️ Decrease encumbrance</td>
<td>☐️ Increase encumbrance</td>
</tr>
</tbody>
</table>

**DECISION MEMO REQUIRED**

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐️ Increase (greater than 29 days) contract expiration from:</td>
<td>☐️ to:</td>
</tr>
<tr>
<td>☑️ Increase ≥ $2,500.00, or &gt; 10%, of current contract amount</td>
<td>☐️ Funding Source</td>
</tr>
<tr>
<td>☐️ OTHER - explain below:</td>
<td></td>
</tr>
</tbody>
</table>

**S/JG** 5037  
**Prepared By (Initials):**  
**Phone Ext:**  
**Date:** Dec 20, 2017

**Recommended for Approval (Initials):**  
**Phone Ext:**  
**Date:**

**REVIEWED BY (Initials Only):**

<table>
<thead>
<tr>
<th>Role</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
<td>12-27-17</td>
</tr>
<tr>
<td>Procurement Officer</td>
<td>12-22-17</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>1-3-18</td>
</tr>
<tr>
<td>Chairman's Office</td>
<td>1-4-18</td>
</tr>
</tbody>
</table>

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
**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.

---

**Requesting Department:** GIS/IT

**Department Contact:** Tom Ricker

*Contact Email:* tom.ricker@dupageco.org

*Contact Phone:* 630-407-5062

**Vendor Name:** CDW-Government

*Vendor #:* 10667

---

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

Change order to increase Line 1 by $4,223.96.

---

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

This increase in Line 1 of the vendor agreement will be used to cover the amount that was accrued during a change in our subscription usage dates from July 1, 2017 until the first change order that was submitted on August 24, 2017.

---

**Strategic Impact**

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

Customer Service

This Azure cloud-based service will allow more users services, both public and staff, allowing for faster speed when viewing and querying from our map services.

---

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

This contract was approved using our State of Illinois Contract with Microsoft Azure Cloud Services.

---

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

We need to increase the contract in order to pay the outstanding invoice for services rendered.

---

**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.

$4,223.96 against FY17 - 1100-2900-53806
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 county wide 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**

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>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</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: Matt Flood

Title: Proposals Supervisor

Date: May 10, 2017

Attach additional sheets if necessary. Sign each sheet and number each page. Page ______ of _______ (total number of pages)
Procurement Review Checklist
Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: Carahsoft Technology Corp.
Vendor #: 12819
Dept: IT

Contract Term: 02/13/2018 - 10/31/2018
Contract Total: $6,933.60
Assigned Committee: Technology

Description of Procurement/Scope of Work/Background:
High-Definition Civic Streaming for Accela Legislative Management services.

Reason for Procurement:
The County uses IQM2 to host our meeting management software for live-streaming of County Board meetings, for which monthly support and hosting costs are required.

FUNDING SOURCE:

☐ Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53020
☐ Budget Transfer (Date) Add'l Information

DECISION MEMO NOT REQUIRED:

☐ LOWEST RESPONSIBLE QUOTE # or BID # ________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid and/or PO# ________________________ ☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102.5(d) (attach Sole Source Justification form)
☒ PER SS ILCS 5/5-1022 'Competitive Bids' (c) IT/Telecom purchases over $35,000.00
☐ PER SS ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

BASIS OF DECISION MEMO (attach Decision Memo)

☐ EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
☐ EXPLANATION OF REQUEST FOR PROPOSAL (RFP) # ________________________ (include Evaluation Summary if applicable)
☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
☐ OTHER THAN LOWEST RESPONSIBLE, BID # ________________________

PREPARED BY AND APPROVAL(S) (Initials Only)

S/JG
Prepared By
Date
Recommended for Approval
Date
IT Approval, if required
Date

REVIEWED BY (Initials Only)

Buyer
Date
Procurement Officer
Date

Chief Financial Officer
Date
Chairman's Office
Date

(Decision Memos Over $25,000)

**Purchase Requisition**  
**Procurement Services Division**

**Date:** Dec 18, 2017  
**MinuteTraq (IQM2) ID #:** 11575  
**Department Req #:**  
**RFP, Bid or Quote #:** Quote#10652

### Send Purchase Order To:
- **Vendor:** Carahsoft Technology Corp  
  **Vendor #:** 12819  
  **Dept:** Information Technology  
  **Division:**  
- **Attn:**  
  **Email:**  
- **Address:** 1860 Michael Faraday Drive, Suite 100  
  **City:** Reston  
  **State:** VA  
  **Zip:** 20190  
  **Phone:** 703-871-8500  
  **Fax:** 703-871-8505

### Send Invoices To:
- **Dept:** Information Technology  
  **Division:**  
- **Attn:** Sarah Godzicki  
  **Email:** Sarah.Godzicki@dupageco.org  
- **Address:** 421 N. County Farm Road  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
  **Phone:** 630-407-5037  
  **Fax:** 630-407-5001

### Send Payments To:
- **Vendor:** SAME AS ABOVE  
  **Vendor #:**  
  **Attn:**  
  **Email:**  
- **Address:**  
  **City:**  
  **State:** IL  
  **Zip:**  
  **Phone:**  
  **Fax:**  

### Ship To:
- **Dept:** Information Technology  
  **Division:**  
- **Attn:** Sarah Godzicki  
  **Email:**  
- **Address:** 421 N. County Farm Road  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
  **Phone:** 630-407-5001  
  **Fax:** 630-407-5001

### Payment Terms:
- **F.O.B.:**  
- **PO 20 Delivery Date:**  
- **Requisitioner:**  
- **Use for:** PO25 only  
- **Contract Administrator:** Sarah Godzicki  
- **Contract Start Date:** Feb 13, 2018  
- **Contract End Date:** Oct 31, 2018  
- **Destination:**  

### Item Detail:

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
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<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>EA</td>
<td>SS60ACSH1 0CO01-R1</td>
<td>Accela Legislative Mgmt - Civic Streaming HD</td>
<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53020</td>
<td></td>
<td>770.40</td>
<td>6,933.60</td>
</tr>
</tbody>
</table>

**Requisition Total:** $ 6,933.60

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
GOVERNMENT - PRICE QUOTATION

ACCELA GOVERNMENT AT CARAHSOFT

1860 MICHAEL FARADAY DRIVE | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM

TO: Joe Hamlin
Senior Network Analyst
DuPage County
421 N. County Farm Road
Wheaton, IL 60187

FROM: Daniela Canedo
Carahsoft Technology Corp.
1860 Michael Faraday Drive
Reston, Virginia 20190

EMAIL: Joe.Hamlin@dupageco.org
PHONE: (630) 407-5063

EMAIL: Daniela.Canedo@carahsoft.com
PHONE: (703) 871-8663

QUOTE DATE: 11/06/2017
QUOTE NO: 10652702

QUOTE EXPIRES: 01/15/2018

FTIN: 52-2189693
Shipping Point: FOB Destination
Credit Cards: VISA/MasterCard/AMEX
Remit To: Same as Above
Cage Code: 1P3C5
DUNS No: 088365767
Business Size: Small
Sales Tax May Apply

TOTAL PRICE: $6,933.60

<table>
<thead>
<tr>
<th>LINE NO.</th>
<th>PART NO.</th>
<th>DESCRIPTION</th>
<th>QUOTE PRICE</th>
<th>QTY</th>
<th>EXTENDED PRICE</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>SS60ACSHT10CO01-R1</td>
<td>Accela Legislative Mgmt - Civic Streaming HD T10 P500K-1M County Renewal - 12 Months (1st Renewal Term) Cotermed to expire on 10/31/2018 Accela Inc - SS60ACSHT10CO01-R1 Start Date: 02/13/2018 End Date: 10/31/2018</td>
<td>$770.40</td>
<td>OM</td>
<td>$6,933.60</td>
</tr>
</tbody>
</table>

SUBTOTAL: $6,933.60

TOTAL PRICE: $6,933.60

TOTAL QUOTE: $6,933.60
1. **IMPORTANT NOTICE TO USER:** Accela, Inc. ("Accela") owns all intellectual property in the software products listed in the Products and Services section (collectively "Software" or "Subscription Services") of the Terms and Conditions. Customer shall not modify, adapt, translate, rent, lease or otherwise attempt to discover the Software source code. The following terms and conditions (this "Agreement") will be effective as of the date of last signature of the Terms and Conditions (Effective Date) and will be governed by the laws in force in the State of California.

2. **Software License.** The Software subscription services and the accompanying files, software updates, lists and documentation are licensed, not sold, to you. You may install and Use a copy of the Software on your compatible computer for the purpose of connecting to the hosted service provided by Accela as long as you are a current subscriber and maintain your monthly or annual continued services for the applicable licenses. Except as expressly set forth herein, Accela disclaims any and all express and implied warranties, including but not limited to warranties of merchantability and fitness for a particular purpose.

3. **Continued Services**

3.1 **Hosting.** Accela agrees to maintain Customer data in a secure datacenter and is committed to providing 99.9% uptime and availability. Accela will perform nightly backups of your hosted data to an alternate physical location.

3.2 **Ownership of Data.** All hosted data belongs to the Customer. Within thirty (30) calendar days following termination of this Agreement, Accela will provide a complete copy of Customer’s data without additional charge through a downloadable backup or DVD.

4. **Payment Terms & Fees**

4.1 **Subscription Term and Termination.** Subscription terms are twelve (12) calendar months in duration. Carahsoft reserves the right to increase the annual fees by 7% on the anniversary date of each annual term of this Agreement.

4.2 **Payment Terms.** Payment Terms in accordance with the Illinois Local Government Prompt Payment Act.

4.3 In exchange for its use of the Subscribed Services, Customer will pay to Carahsoft the amounts indicated in the Quote. Said amounts are based on services purchased and not actual usage; payment obligations are non-cancelable and fees paid are non-refundable, except as otherwise specifically-provided herein. Unless otherwise stated, such fees do not include any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal or foreign jurisdiction ("Taxes"). Customer is responsible for paying all Taxes associated with its purchases hereunder. If Carahsoft has the legal obligation to pay or collect Taxes for which Customer is responsible, the appropriate amount will be invoiced to and paid by Customer, unless Carahsoft is provided with a valid tax exemption certificate authorized by the appropriate taxing authority. Accela is solely responsible for taxes assessable against it based on its income, property and employees.

4.4 **On-Site Support and Expenses.** Should on-site support requiring travel by Accela staff be requested by Customer, Accela will provide on-site assistance at Accela’s then-current time-and-materials rates. In addition to these charges, Customer will compensate Accela for associated airfare, lodging, rental transportation, meals, and other incidental expenses as such expenses accrue and will be billed at cost and invoiced separately.

4.5 **Hardware.** Hardware, if any, is provided at no additional cost. Accela does not warrant any hardware. Should Accela furnish encoder hardware as part of the Civic Streaming (fka MediaTraq) video streaming service, hardware warranty is through manufacturer repair or replacement only. Any hardware issues requiring new equipment not covered by the warranty will be billed to the client at cost. Any upgrades, additional encoders, etc. will be billed to client. Any hardware furnished to client as part of Accela’s services is to be returned to Accela upon termination of associated services.

4.6 **Customer Delays to Go-Live.** Prior to beginning training, Customer will be asked to sign-off on an implementation schedule which will include an agreed upon "Go Live" date. If a Customer-based delay causes the Go Live date to be pushed more than 4 weeks, Accela reserves the right to charge a $1,500 Project Adjustment Fee for each such delay.
5. Limitation of Liability. Accela will, at all times during the Agreement, maintain appropriate insurance coverage. To the extent not offset by its insurance coverage and to the maximum extent permitted by applicable laws, in no event will Accela’s cumulative liability for any general, incidental, special, compensatory, or punitive damages whatsoever suffered by Customer or any other person or entity exceed the fees paid to Accela by Customer during the twelve (12) calendar months immediately preceding the circumstances which give rise to such claim(s) of liability, even if Accela or its agents have been advised of the possibility of such damages.

6. Alternate Terms Disclaimed. The parties expressly disclaim any alternate terms and conditions accompanying drafts and/or purchase orders issued by Customer.

These Terms and Conditions are entered into between Customer and Reseller, Carahsoft Technology Corp. Customer accepts and agrees to adhere to the Terms and Conditions, will be referenced as the “Agreement.” This Agreement between Customer and Carahsoft, which Customer hereby acknowledges and accepts, constitutes the entire agreement between Carahsoft and Customer governing the Services referenced above. Customer represents that its signatory below has the authority to bind Customer to the terms of this Agreement.

___________________________   ____________________________
Signature                     Date
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.

<table>
<thead>
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<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>--------------</td>
<td>-----------</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>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</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</table>

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 read, and understand these requirements.

Authorized Signature

Signature on File

Printed Name
Ellen Lord

Title
Contracts Manager

Date
Oct 5, 2017

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

**Procurement Services Division**

<table>
<thead>
<tr>
<th><strong>Send Purchase Order To:</strong></th>
<th><strong>Send Invoices To:</strong></th>
</tr>
</thead>
</table>
| **Vendor:** Bowman Systems L.L.C a Mediware Company | **Dept:** Community Services  
**Vendor #:** 11970 | **Division:** Intake & Referral  
**Attn:** Julie Tremberth | **Email:** Julie.Tremberth@dupageco.org |
| **Address:** 333 Texas Street | **City:** Shreveport  
**State:** LA  
**Zip:** 71101 | **City:** Wheaton  
**State:** IL | **Zip:** 60187 |
| **Phone:** (318) 213-8780 x24116 | **Fax:** | **Phone:** (630) 407-6462  
**Fax:** (630) 407-6501 |

<table>
<thead>
<tr>
<th><strong>Send Payments To:</strong></th>
<th><strong>Ship To:</strong></th>
</tr>
</thead>
</table>
| **Vendor:** Mediware Information Systems | **Dept:** Community Services  
**Vendor #:** 11970 | **Division:** Intake & Referral  
**Attn:** Julie Tremberth | **Email:** Julie.Tremberth@dupageco.org |
| **Address:** PO Box 204176 | **City:** Dallas | **State:** TX  
**Zip:** 75320-4176 | **City:** Wheaton  
**State:** IL  
**Zip:** 60187 |
| **Phone:** | **Fax:** | **Phone:** (630) 407-6462  
**Fax:** (630) 407-6501 |

<table>
<thead>
<tr>
<th><strong>Payment Terms</strong></th>
<th><strong>F.O.B.</strong></th>
<th><strong>PO 20 Delivery Date</strong></th>
<th><strong>Requisitioner</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PER 50 ILCS 505/1</td>
<td>PO 20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Use for PO25 only**

<table>
<thead>
<tr>
<th><strong>Contract Administrator</strong></th>
<th><strong>Contract Start Date</strong></th>
<th><strong>Contract End Date</strong></th>
<th><strong>Use for PO25 only</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Administrator</td>
<td>Nov 1, 2017</td>
<td>Oct 31, 2018</td>
<td></td>
</tr>
</tbody>
</table>

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Software, 2 Staff Trainings and 3-days of Custom Training</td>
<td>Software, 2 Staff Trainings and 3-days of Custom Training</td>
<td>18</td>
<td>5000</td>
<td>1470</td>
<td>53820</td>
<td>ESG17HMIS16</td>
<td>20,910.08</td>
<td>20,910.08</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>EA</td>
<td>Software, 2 Staff Trainings and 3-days of Custom Training</td>
<td>Software, 2 Staff Trainings and 3-days of Custom Training</td>
<td>18</td>
<td>5000</td>
<td>1470</td>
<td>53820</td>
<td>ESG17HMIS17</td>
<td>23,793.25</td>
<td>23,793.25</td>
</tr>
</tbody>
</table>

**Requisition Total**: $44,703.33

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

To Buyer: Please send a copy to Julie Tremberth, Christine Pedersen and Nicole Rashan after this P.O. enter in the system. Thanks.

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

| Vendor: Bowman Systems LLC., a Medicare Company | Contract Term: 12 months, auto-renewal | Contract Total: $44,703.33 |
|Vendor #: 11970| |
|Dept: Community Services| Contact: Julie Tremberth| Phone: (630) 407-6462|
|Assigned Committee: Health and Human Services|

Description of Procurement/Scope of Work/Background: Provision and use of a Homeless Management Information System and training. Grant funded.

Reason for Procurement:
To continue our contract with Bowman Systems LLC., a Medicare Company and the Alliance to End Homelessness of Suburban Cook County, paying our respective share of the contract for participating in a shared database. The contract period is 11/1/17-10/31/18, and the contract will continue to renew unless terminated by either party.

FUNDING SOURCE:
- Procurement budgeted for (FY and budget code(s)): FY18 5000-1470
- Budget Transfer (Date) Add'l information

DECISION MEMO NOT REQUIRED
- LOWEST RESPONSIBLE QUOTE # or BID # (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid # Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:
  Per HHS-R-0293-14 (10/28/2014), Participation in a shared regional Homeless Management Information System (HMIS).

DECISION MEMO REQUIRED
- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # (include Evaluation Summary if applicable)
- RENEWAL OF RFP #
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID #

PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>JT</th>
<th>Dec 13, 2017</th>
<th>MAK</th>
<th>7/2/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By</td>
<td>Date</td>
<td>Recommended for Approval</td>
<td>Date</td>
</tr>
<tr>
<td>IT Approval, if required</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>12/21/17</th>
<th>SMM</th>
<th>12-22-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Procurement Officer</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Chief Financial Officer (Decision Memos Over $25,000)</td>
<td>12-27-17</td>
<td>Chairman Office (Decision Memos Over $50,000)</td>
<td>Date</td>
</tr>
</tbody>
</table>

Packet Pg. 33
Required Vendor Ethics Disclosure Statement

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

Company Name: Bowman Systems, LLC

Contact Phone: 312-213-8780 Ext 24116

Company Contact: Gabe Cates

Contact Email: gabe.cates@mediware.com

Bid/Contract/PO #:

Date:

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.

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

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

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.

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

<table>
<thead>
<tr>
<th>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</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

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:

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

Robert C. Weber

Title

EVP & General Counsel

Date

2/28/17

Packet Pg. 34
October 22, 2017

Alliance to End Homelessness in Suburban Cook County
4415 West Harrison Street, Suite 228
Hillside, Illinois 60162

Attention: Peggy Troyer

Re: Bowman Systems L.L.C. a Mediware Company
ServicePoint Service Agreement
Contract Renewal and Extension

Dear Ms. Troyer:

The purpose of this letter is to provide for the renewal and extension of that certain Agreement executed by and between Bowman Systems L.L.C. a Mediware Company, formerly known as Bowman Internet Systems, L.L.C., (“BOWMAN”) and Alliance to End Homelessness in Suburban Cook County, (“CLIENT”) dated as of, November 1, 2014 (the “AGREEMENT”) pursuant to which Bowman provides to CLIENT certain intranet, programming, and implementation services as provided therein. Bowman and CLIENT have agreed to renew, extend and modify the Service Agreement as provided in this letter agreement. Unless otherwise defined in this letter, any terms defined in the Agreement, when used in this letter, shall have the same meaning as are assigned to such terms in the Agreement.

The parties agree that the Agreement remains in full force and effect in accordance with its terms except as modified by this letter. If there is any conflict between this letter and the Agreement, the terms of this letter shall prevail. Our further agreements are as follows:

1. Section (1) of the Agreement is modified and revised to state:
   “(1) Term. CLIENT agrees that the current term of the Agreement, which is effective at the present time by agreement of the parties, runs for 12 months from November 1, 2017 through and until midnight of October 31, 2018. This agreement will automatically renew for successive 12-month terms, unless cancelled or modified within thirty (30) days of the end of the term. This agreement may only be modified by written agreement executed by both parties.”

2. The “Pricing Table” of proposal and referenced, among other places, in Section (3) of the Agreement is deleted in its entirety and replaced with that certain ServicePoint Revised Pricing Table attached to this letter. The undersigned parties agree to the prices, fees, and other provisions set forth in ServicePoint Revised Pricing Table attached hereto.

3. Payment Terms. Payment terms are net thirty (30) days. All fees due under this Order shall be paid as follows:
   a. Cloud Services:

   Alliance to End Homelessness in Suburban Cook County shall pay the Cloud Services fees annually as addressed in the attached price table, in advance, on the Effective Date, and on each anniversary of such date every year thereafter.
DuPage County Community Services shall pay the Cloud Services fees annually as addressed in the attached price table, in advance, on the Effective Date, and on each anniversary of such date every year thereafter.

b. **One-Time Fees**: Customer shall pay 100% of the one-time fees on the Effective Date.

c. **CLIENT** may add additional user licenses, services, or modules to the system at any time. Fees for these purchases are detailed in the pricing table and will be due within thirty (30) days of purchase. Recurring fees will be prorated from the date of purchase through the current billing period to align with the annual fee detailed in this letter, in subsequent years, add-on annual fees will be added to the Renewal Fee Schedule.

d. **Increases**: All annual fees may be increased by Bowman once annually commencing one (1) year following the Effective Date of the Order at a rate not to exceed 5%. Cloud Services fees may further be increased upon prior written notice to Customer in the event Bowman’s third party supplier increases such fees.

The execution of this letter by the parties shall constitute approval, acceptance, renewal, and extension of the Agreement and the terms stated herein. Please evidence your agreement that the foregoing accurately reflects our agreement to extend and modify the Agreement by having an authorized representative of **CLIENT** execute and return the enclosed duplicate original of this letter.

Very Truly Yours,

Robert C. Weber, EVP & General Counsel
Bowman Systems L.L.C. a Mediware Company

Attachments:

ServicePoint Pricing Table
Ordering Procedure: (NOTE: An invoice will be issued after a signed Renewal Agreement is received.)

A scanned or faxed signed Order must be sent to your Bowman Sales Representative and/or Bowman’s Contracts Department as follows:

Marsha.blankenship@mediware.com

If payment is issued, please remit separately to Mediware Information Systems, Inc.
P.O. Box 204176
Dallas, Texas 75320-4176

Please check one of the boxes below regarding your sales tax status:

- [ ] Exempt *
- [ ] Non-Exempt

* If “Exempt” is checked above; Customer is required to provide the appropriate certificate to Mediware upon Execution of this Order Form. Failure to provide could result in sales tax charges.

Please provide your accounts payable or billing contact information below. Also, supply the billing address if different from the header address of this document and any other additional instructions required.

| Name: Alliance to End Homelessness in Suburban Cook County  |
| Attn: Jennifer Hill                                      |
| Title:                                                   |
| E-mail:                                                  |
| Phone:                                                   |
| Billing Address: 4415 Harrison Street, Suite 228        |
| City/State/Zip: Hillside, Illinois 60162                 |
| Additional Instructions: GP#ILB15340                     |
Ordering Procedure: (NOTE: An invoice will be issued after a signed Renewal Agreement is received.)

A scanned or faxed signed Order must be sent to your Bowman Sales Representative and/or Bowman’s Contracts Department as follows:

Marsha.blankenship@mediware.com

If payment is issued, please remit separately to Mediware Information Systems, Inc.
P.O. Box 204176
Dallas, Texas 75320-4176

Please check one of the boxes below regarding your sales tax status:

☑️ Exempt * ☐ Non-Exempt

* If “Exempt” is checked above; Customer is required to provide the appropriate certificate to Mediware upon Execution of this Order Form. Failure to provide could result in sales tax charges.

Please provide your accounts payable or billing contact information below. Also, supply the billing address if different from the header address of this document and any other additional instructions required.

<table>
<thead>
<tr>
<th>Name:</th>
<th>DuPage County Community Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attn: Julie Tremberth</td>
</tr>
<tr>
<td>Title:</td>
<td>HMIS Manager</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:Julie.Tremberth@dupageco.org">Julie.Tremberth@dupageco.org</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>(630) 407-6429</td>
</tr>
<tr>
<td>Billing Address:</td>
<td>421 North County Farm Road</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Wheaton, Illinois 60187</td>
</tr>
<tr>
<td>Additional Instructions:</td>
<td>GP#ILB15354</td>
</tr>
</tbody>
</table>

## ServicePoint Pricing Table

Alliance to End Homelessness in Suburban Cook County  
Renewal Period: November 1, 2017 - October 31, 2018  
GP# ILB15340

**NOTE:** Renewal based on current number of licenses. Contracted amounts listed below will be affected by any purchases of additional licenses (see * below).

### ServicePoint License Count Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>DuPage Quantity</th>
<th>Sub-Cook Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ServicePoint User License * (Reflects 10 Additional ServicePoint License Added to Sub-Cook)</td>
<td>150</td>
<td>300</td>
</tr>
<tr>
<td>ServicePoint - Reporting User - Premium (AdHoc) *</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>ServicePoint - Reporting User - Basic (Report Viewer) *</td>
<td>50</td>
<td>90</td>
</tr>
</tbody>
</table>

### One-Time Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>DuPage One-Time</th>
<th>Sub-Cook One-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ServicePoint - User License One-Time License Fee</td>
<td>$0.00</td>
<td>$2,050.00</td>
</tr>
<tr>
<td>ServicePoint - Database Encryption Tier 2 One-Time License</td>
<td>$0.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

Total One-Time Fees: $2,550.00

### Cloud Service Fees Billed on a Per License Basis

<table>
<thead>
<tr>
<th>Item</th>
<th>DuPage Annual</th>
<th>Sub-Cook Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>ServicePoint - Software Maintenance, Enhancement &amp; Customer Support (up to 153 hrs.)</td>
<td>$12,750.00</td>
<td>$25,500.00</td>
</tr>
<tr>
<td>ServicePoint - Database Encryption Annual Maintenance</td>
<td>$1,500.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>ServicePoint - User Hosting Fee</td>
<td>$10,650.00</td>
<td>$21,300.00</td>
</tr>
<tr>
<td>ServicePoint - Reporting User - Premium (AdHoc)</td>
<td>$825.00</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>ServicePoint - Reporting User - Basic (Report Viewer)</td>
<td>$4,250.00</td>
<td>$7,650.00</td>
</tr>
<tr>
<td>ServicePoint - Reporting User - Bandwidth Fee</td>
<td>$605.00</td>
<td>$1,100.00</td>
</tr>
</tbody>
</table>

Sub-Total Cloud Service Fees Billed on a Per License Basis: $30,580.00

### Cloud Service Flat Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>DuPage Annual</th>
<th>Sub-Cook Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>ServicePoint - AIRS Taxonomy (non-profit)</td>
<td>$150.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>ServicePoint - SSL Certificate</td>
<td>$140.00</td>
<td>$280.00</td>
</tr>
<tr>
<td>ServicePoint - Training Site</td>
<td>$1,050.00</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>ServicePoint Module - CallPoint</td>
<td>$1,750.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>ServicePoint Module - Eligibility</td>
<td>$1,666.67</td>
<td>$3,333.33</td>
</tr>
<tr>
<td>CommunityPoint - Support, Maintenance, and Hosting</td>
<td>$1,666.67</td>
<td>$3,333.33</td>
</tr>
</tbody>
</table>

Sub-Total Cloud Service Flat Fees: $6,423.33

### Total Cloud Service Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>DuPage</th>
<th>Sub-Cook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cloud Service Fees</td>
<td>$37,003.33</td>
<td>$73,046.67</td>
</tr>
</tbody>
</table>

### Total Annual Contract Cloud Service Fees and One-Time Fee

<table>
<thead>
<tr>
<th>Item</th>
<th>DuPage</th>
<th>Sub-Cook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Annual Contract Cloud Service Fees and One-Time Fee</td>
<td>$37,003.33</td>
<td>$75,596.67</td>
</tr>
</tbody>
</table>

### Grand Total Annual Contract (Year One includes One-Time and Annual Fees)

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAND TOTAL ANNUAL CONTRACT</td>
<td>$112,600.00</td>
</tr>
</tbody>
</table>

---

* Unlimited additional user licenses may be added to the system. For additional licenses, the following fees apply:

**One-time Fees:**
- ServicePoint - User License: $205/license
- ServicePoint - Database Encryption Tier 2 One-time License Fee: $50/license

**Recurring Fees:**
- ServicePoint - Software Maintenance, Enhancement, & Customer Support: $85/license/year
- ServicePoint - Database Encryption Tier 2 Annual Per User: $10/license/year
- ServicePoint - User Hosting Fee: $71/license/year
- ServicePoint - Reporting User - Premium (AdHoc) Fee: $165/license/year
- ServicePoint - Reporting User - Basic (Report Writer) Fee: $85/license/year
- ServicePoint - Reporting User - Bandwidth Fee: $11/license/year

**Client Services One-time Fees:**
- Client Services - On-Site Consulting/Training (3-day Minimum) - $1,650/day
- Client Services - Remote Training (Webinar) (Max 3-hour class) $200/hour
### Customer Reconciliation Worksheet

NOTE: Renewal based on current number of licenses. Contracted amounts listed below will be affected by any purchases of additional licenses (see * below).

<table>
<thead>
<tr>
<th>License Summary</th>
<th>ALL</th>
<th>DuPage</th>
<th>Sub-Cook County</th>
</tr>
</thead>
<tbody>
<tr>
<td>ServicePoint - User License</td>
<td>450</td>
<td>150</td>
<td>300</td>
</tr>
<tr>
<td>ServicePoint - Reporting User - Premium (AdHoc)</td>
<td>15</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>ServicePoint - Reporting User - Basic (Report Viewer)</td>
<td>140</td>
<td>50</td>
<td>90</td>
</tr>
</tbody>
</table>

#### ServicePoint

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Type</th>
<th>Unit Cost</th>
<th>Unit Type</th>
<th>Cost</th>
<th>Cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ServicePoint - Software Maintenance, Enhancement &amp; Customer Support</td>
<td>Lic/yr</td>
<td>$85.00</td>
<td></td>
<td>$38,250.00</td>
<td>$12,750.00</td>
<td>$25,500.00</td>
</tr>
<tr>
<td>ServicePoint - Database Encryption Annual Maintenance</td>
<td>Lic/yr</td>
<td>$10.00</td>
<td></td>
<td>$4,500.00</td>
<td>$1,500.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>ServicePoint - User Hosting Fee</td>
<td>Lic/yr</td>
<td>$71.00</td>
<td></td>
<td>$31,950.00</td>
<td>$10,650.00</td>
<td>$21,300.00</td>
</tr>
<tr>
<td>ServicePoint - Reporting User - Premium (AdHoc)</td>
<td>Lic/yr</td>
<td>$165.00</td>
<td></td>
<td>$2,475.00</td>
<td>$825.00</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>ServicePoint - Reporting User - Basic (Report Viewer)</td>
<td>Lic/yr</td>
<td>$85.00</td>
<td></td>
<td>$11,900.00</td>
<td>$4,250.00</td>
<td>$7,650.00</td>
</tr>
<tr>
<td>ServicePoint - Reporting User - Bandwidth Fee</td>
<td>Lic/yr</td>
<td>$11.00</td>
<td></td>
<td>$1,705.00</td>
<td>$605.00</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>ServicePoint - AIRS Taxonomy (non-profit)</td>
<td>Year</td>
<td>$450.00</td>
<td></td>
<td>$450.00</td>
<td>$150.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>ServicePoint - SSL Certificate</td>
<td>Year</td>
<td>$420.00</td>
<td></td>
<td>$420.00</td>
<td>$140.00</td>
<td>$280.00</td>
</tr>
<tr>
<td>ServicePoint - Training Site</td>
<td>Year</td>
<td>$3,150.00</td>
<td></td>
<td>$3,150.00</td>
<td>$1,050.00</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>ServicePoint Module - CallPoint</td>
<td>Year</td>
<td>$5,250.00</td>
<td></td>
<td>$5,250.00</td>
<td>$1,750.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>ServicePoint Module - Eligibility</td>
<td>Year</td>
<td>$5,000.00</td>
<td></td>
<td>$5,000.00</td>
<td>$1,666.67</td>
<td>$3,333.33</td>
</tr>
<tr>
<td>CommunityPoint - Support, Maintenance, and Hosting</td>
<td>Year</td>
<td>$5,000.00</td>
<td></td>
<td>$5,000.00</td>
<td>$1,666.67</td>
<td>$3,333.33</td>
</tr>
<tr>
<td>ServicePoint - User License One-Time License Fee</td>
<td>Lic</td>
<td>$205.00</td>
<td></td>
<td>$2,050.00</td>
<td>$2,050.00</td>
<td>$2,050.00</td>
</tr>
<tr>
<td>ServicePoint - Database Encryption Tier 2 One-Time License</td>
<td>Lic</td>
<td>$50.00</td>
<td></td>
<td>$500.00</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

#### Total Cloud Services

<table>
<thead>
<tr>
<th>Total Cloud Service Per License Fee</th>
<th>$90,780.00</th>
<th>$30,580.00</th>
<th>$60,200.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cloud Service Fixed Rates</td>
<td>$19,270.00</td>
<td>$6,423.33</td>
<td>$12,846.67</td>
</tr>
<tr>
<td>Total One-Time Fees</td>
<td>$2,550.00</td>
<td>$0.00</td>
<td>$2,550.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$112,600.00</td>
<td>$37,003.33</td>
<td>$75,596.67</td>
</tr>
</tbody>
</table>

*Comments*

- % for Pro-ration of fixed costs - based on number of licenses per continuum at beginning of contract year subject to renegotiation if those numbers change significantly.
- $85 per license/year.
- Fee per ART Ad Hoc and Viewer license. $11.00/yr
- A national standard service classification (Req) $450/yr
- An implementation specific site for training purposes--including software updates in concert with the production site. Includes 8 hrs/yr customer support. $3,150/yr
- This certificate ensures secure transmission of data over the Internet. (Req) $420/yr

---

Packet Pg. 41
JUSTIFICATION FOR SOLE SOURCE

REQUISITION #  DEPARTMENT  Community Services
MANUFACTURER  Bowman Systems L.L.C. a Mediware Co  PRODUCT #

DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:
Renewal of our contract with Bowman Systems L.L.C. a Mediware Company to continue shared use of a regional Homeless Management Information System to meet the data and reporting requirements of the US Dept. of Housing and Urban Development, Veterans Administration, and Health and Human Services, and to address regional reporting and resource coordination.

THIS IS A SOLE SOURCE BECAUSE VENDOR IS:
☐ sole provider of a licensed or patented good or service
☐ sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
☐ sole provider of factory-authorized warranty service
☐ sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts) (Please attach letter from the manufacturer)
☐ the manufacturer (please detail below or attach information regarding why only this manufacturer's product can be used)
☒ the software manufacturer (and sole maintenance/update provider)
☐ other – (please detail below or in an attachment)

REQUESTED SOURCE  Bowman Systems L.L.C. a Mediware Co  CONTACT  Gabe Cate
PHONE  (318) 213-8780 x24116  WEBSITE  https://www.mediware.com/

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS VENDOR'S PRODUCT OR SERVICE PROVIDE WHICH ARE NOT AVAILABLE FROM OTHER VENDORS? (Please be specific)
We are in a regional database that allows us to coordinate resources and services across County lines, gaining a better understanding and service connection for our homeless population. In addition, this product is widely used across Illinois, which will allow for further coordination and report collaboration over time.

HAS THE MARKET BEEN TESTED LATELY (LAST 12 MONTHS) ON THE APPLICABILITY OF SOLE SOURCE? (If not, why not?)
No. This HMIS database has over 16 years of data from 14 agencies in DuPage County that provide homeless services to those in the community. Changing to a different software manufacturer is not feasible due to the extremely labor and cost intensive resources needed to convert and re-train on a new database while still meeting all federal reporting requirements.

WHAT STEPS WERE TAKEN TO VERIFY THAT THESE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS/MANUFACTURERS EXAMINED? (Please list other products or services examined – include names & phone numbers of people contacted)
None. While there are other major software providers available, it would be unreasonable for us to pay to move our data and re-train staff on a new software tool at this time. With increasing demands from our federal program partners, there is already a high demand for training and programming, which our vendor is meeting at this time.

Signature on File  12/22/17
DEPARTMENT APPROVAL  DATE  PURCHASING REVIEW  DATE

Attachment: Bowman Systems LLC - Sole Source Form (HHS-P-0020-18 : Bowman Systems)