1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES
   A. Technology Committee - Regular Meeting - Tuesday December 12th, 2017

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.

   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%.

   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.

7. INFORMATIONAL ITEMS
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

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT
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.
AWARDING RESOLUTION
ISSUED TO IMAGING SYSTEMS, INC. D/B/A IDT
FOR ANNUAL HYLAND SOFTWARE ASSISTANCE MAINTENANCE
(CONTRACT TOTAL AMOUNT: $41,567.10)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract purchase order to Imaging Systems, Inc. D/B/A IDT, for the annual Hyland Software Assistance maintenance, for the period of January 1, 2018 through January 31, 2019, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said, for the annual Hyland Software Assistance maintenance, for the period of January 1, 2018 through January 31, 2019, for Information Technology, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Imaging Systems, Inc. D/B/A IDT, 1009 W. Hawthorn Drive, Itasca, Illinois, 60143, for a contract total amount of $41,567.10.

Enacted and approved this 9th day of January, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
# PROCUREMENT REVIEW CHECKLIST

## REQUISITION

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>INFORMATION SYSTEMS</th>
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<td>December 19, 2017</td>
<td>$41,567.10</td>
<td>01/01/2018 - 01/31/2019</td>
<td>INFORMATION SYSTEMS</td>
<td></td>
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### SOLICITATION METHOD FOR SOURCE SELECTION

- **Sarah Godzicki**: Completed 12/19/2017 4:18 PM
- **Deborah Hanson**: Completed 12/20/2017 10:27 AM
- **Donald Carlsen**: Completed 12/20/2017 10:32 AM
- **Kathy Ostrowski**: Completed 12/29/2017 4:13 PM
- **James McGuire**: Completed 12/29/2017 4:30 PM
- **Paul Rafac**: Completed 01/03/2018 4:03 PM
- **Kathy Ostrowski**: Completed 01/04/2018 9:22 AM
- **Technology Committee**: Pending 01/09/2018 9:00 AM
- **Finance Committee**: Pending 01/09/2018 8:00 AM
- **County Board**: Pending 01/09/2018 10:00 AM
# Procurement Review Checklist

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor: Imaging Systems Inc. d/b/a IDT</th>
<th>Vendor #: 11487</th>
<th>Contract Term: 01/01/2018 - 01/31/2019</th>
<th>Contract Total: $41,567.10</th>
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</thead>
<tbody>
<tr>
<td>Dept: IT</td>
<td>Contact: Bob Bendinelli</td>
<td>Phone: 5028</td>
<td>Assigned Committee: Technology</td>
</tr>
<tr>
<td><strong>Description of Procurement/Scope of Work/Background</strong></td>
<td>Annual maintenance for imaging systems.</td>
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<td></td>
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<tr>
<td><strong>Reason for Procurement</strong></td>
<td>Annual Hyland Software Assurance renewal for Supervisor of Assessments, Treasurer, Family Center, Coroner, and County Clerk.</td>
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</table>

## FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53807

## 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) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) 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 COMPILLED 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)

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<th>Dec 18, 2017</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
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<td>Buyer</td>
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<td>(Decision Memos Over $25,000)</td>
<td>Chairman’s Office</td>
<td>(Decision Memos Over $25,000)</td>
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</table>
**Purchase Requisition**

**Procurement Services Division**

**Date:** Dec 18, 2017

**MinuteTraq (IQM2) ID #:** 11589

**Department Req #:**

**RFP, Bid or Quote #:**

---

### Send Purchase Order To:

| Vendor: Imaging System, Inc. d/b/a IDT | Vendor #: | 11487 |
| Attn: Donna Tacconi | Email: Donna.Tacconi@idt-inc.com |
| Address: PO Box 482 |
| City: Itasca | State: IL | Zip: 60143-0482 |
| Phone: 630-875-1100 | Fax: 630-875-1101 |

**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: Wheaton | State: IL | Zip: 60187 |
| Phone: 630-407-5028 | Fax: 630-407-5001 |

**Send Invoices To:**

| Dept: Information Technology | Division: |
| Attn: Bob Bendinelli | Email: Robert.Bendinelli@dupageco.org |
| Address: 421 N. County Farm Road |
| City: Wheaton | State: IL | Zip: 60187 |
| Phone: 630-407-5028 | Fax: 630-407-5001 |

---

### Payment Terms

| F.O.B. | PO 20 Delivery Date | Requisitioner |
| Use for | | |
| Contract Administrator | Contract Start Date | Contract End Date |
| Sarah Godzicki | Jan 1, 2018 | Jan 31, 2019 |

### Shipping Information

| PO 50 ILCS 505/1 | Destination |
| Use for | |
| PO25 only | |

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### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extensor |
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**Attachment:** IDT - Purchase Requisition (TE-P-0026-18) : Imaging Systems, Inc. d/b/a Integrated Document Technologies (IDT) - Annual Software
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<td>1,804.95</td>
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Requisition Total $ 41,567.10

**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  DEPARTMENT  IT
MANUFACTURER  Imaging Systems, Inc. d/b/a IDT  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 manufacturers 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  CONTACT  Donna Tacconi
PHONE  630-875-1100  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  1/27/12  Signature on File  1/27/12
DEPARTMENT APPROVAL  DATE  PURCHASING REVIEW  DATE

**Procurement Copy**

**Invoice**

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<th>INVOICE #</th>
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<tbody>
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<td>11/29/2017</td>
<td>3317-01</td>
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**Bill To**

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

**Ship To**

County of DuPage  
Craig Dovel  
421 N. County Farm Road  
Wheaton, IL 60187  
630-407-5553

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<td>Single Sign-On for Microsoft Active Directory (1)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Web Server (1)</td>
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<tr>
<td></td>
<td></td>
<td>Unity Client Server (1)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Named User Client (1)</td>
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<tr>
<td></td>
<td></td>
<td>Unity Forms (1)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Effective Term Dates: 2/1/18 to 1/31/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In order to ensure full support services, please process payment by the due date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: H. Krenzel, C. Dovel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>cc: J.Olney</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Total**: $10,856.20

<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:donna.aconn@idt-inc.com">donna.aconn@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 #**
--- | ---
11/28/2017 | 3317-02

**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>
<td></td>
</tr>
</tbody>
</table>

**PROJECT**

**QUANTITY** | **ITEM CODE** | **DESCRIPTION** | **PRICE EACH** | **AMOUNT**
--- | --- | --- | --- | ---
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

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.lacowi@idt-inc.com | www.idt-inc.com

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

**SHIP TO**
County of DuPage - Coroner's Office  
Bob Bendinelli  
120 N. County Farm Road  
Wheaton, IL 60187

<table>
<thead>
<tr>
<th>P.O. NUMBER</th>
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<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>
<td></td>
</tr>
</tbody>
</table>

<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 OnBase Software Assurance Renewal:  
Concurrent User (1-100) (1)  
Effective Term Dates: 2/18 to 1/31/19  
In order to ensure full support services, please process payment by the due date. Thank you.  
e-mail: B. Bendinelli  
cc: J. Olney | 288.40    | 288.40                          |

**Total**
$288.40

---

**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.

**Phone #** | **Fax #** | **E-mail** | **Web Site** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(630) 875-1100</td>
<td>(630) 875-1101</td>
<td><a href="mailto:denise.taconi@idt-inc.com">denise.taconi@idt-inc.com</a></td>
<td><a href="http://www.idt-inc.com">www.idt-inc.com</a></td>
</tr>
</tbody>
</table>
**的主要内容：

**采购单**

- **发票**

  - **日期**：10/19/2017
  - **发票编号**：7317-01

**发票详情**

<table>
<thead>
<tr>
<th>项目</th>
<th>数量</th>
<th>描述</th>
<th>单价（美元）</th>
<th>金额（美元）</th>
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</thead>
<tbody>
<tr>
<td>SME</td>
<td>1</td>
<td>年度 CAPSYS 软件授权保障 - CAPSYS Capture 启动套件（预装）（监督办公室）</td>
<td>2,517.90</td>
<td>2,517.90</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAPSYS Capture 服务许可（1）</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAPSYS Capture Web Conc Clicent 许可证（5）</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>CAPSYS Capture 条形码识别/页面分隔模块（1）</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>CAPSYS Capture 数据库查找模块（1）</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>CAPSYS Capture 释放模块到 Hyland OnBase（1）</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 有效日期：1/1/18 到 12/31/18
- 请注意，在到期日前支付，以避免延迟。感谢。

- 发件人：H. Krengel, C. Dovel
- 抄送：J. Olney

**付款信息**

- 请汇至：
  - IMAGING SYSTEMS, INC.
  - P.O. BOX 482
  - Itasca, IL 60143-0482
  - 税号：36-3621209

- 支付方式：美国运通卡、Visa 卡、PayPal

- 条件：利息 1.5% 按月计，适用于超过30天的发票。

**总计**：$2,517.90

**联系信息**

- 电话：(630) 875-1100
- 传真：(630) 875-1101
- 邮件：dmna.taconni@idt-inc.com
- 网站：www.idt-inc.com
**Invoice**

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

**DATE**
10/18/2017

**INVOICE #**
7617-02

**2017 DEC - 4 PM 2:16**

**FINANCE**

**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**

Net 30

**TERMS**

11/17/2017

**DUE DATE**

10/18/2017

**SHIP**

**REPRESENTATIVE**

HA

**PROJECT**

**STATUS**

Tax Exempt

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SME</td>
<td>Annual CAPSYS Software Assurance Renewal (County Clerk's Office) Full Text OCR License (up to 75k/mo) (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. Original Hard Copies - Mailed to Paul Hinds (to forward to Finance Dept) Email: P. Hinds, K. King, J. Olney</td>
<td>1,468.95</td>
<td>1,468.95</td>
</tr>
</tbody>
</table>

**PLEASE REMIT TO:**
IMAGING SYSTEMS, INC.
P.O. BOX 482
Itasca, IL 60143-0482
Fed. Tax ID: 36-3521209

**Major Credit Cards Accepted**

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

**Total**

$1,468.95

<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:donna.tacon@idl-inc.com">donna.tacon@idl-inc.com</a></td>
<td><a href="http://www.idl-inc.com">www.idl-inc.com</a></td>
</tr>
</tbody>
</table>
## Invoice

**Date:** 10/18/2017  
**Invoice #:** 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  
630-407-5833

<table>
<thead>
<tr>
<th>P.O. Number</th>
<th>Terms</th>
<th>Due Date</th>
<th>Rep</th>
<th>Ship Date</th>
</tr>
</thead>
<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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</tbody>
</table>

### Description

<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 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 the due date. Thank you.  
email: Helen Krangel. Craig Dovel  
cce: J.Olney | 1,200.00  | 1,200.00    |

### Total

$13,200.00

---

**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.

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<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:doms.taxomi@idt-inc.com">doms.taxomi@idt-inc.com</a></td>
<td><a href="http://www.idt-inc.com">www.idt-inc.com</a></td>
</tr>
</tbody>
</table>
# Procurement Copy

**IDT**

Putting paper in its place

1009 W. Hawthorn Drive
Itasca, IL 60143

## Invoice

<table>
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<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>10/18/2017</td>
<td>7617-07</td>
</tr>
</tbody>
</table>

**Bill To**

DuPage County
Helen Krenkel
421 N. County Farm Road
Wheaton, IL 60187
[craig.dovel@dupageco.org](mailto:craig.dovel@dupageco.org)

**Ship To**

County of DuPage
Craig Dovel
421 N. County Farm Road
Wheaton, IL 60187
630-407-5863

<table>
<thead>
<tr>
<th>P.O. Number</th>
<th>Terms</th>
<th>Due Date</th>
<th>Rep</th>
<th>Ship Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Net 30</td>
<td>11/17/2017</td>
<td>HA</td>
<td>10/18/2017</td>
</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>
<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. Krenkel, C. Dovel CC: J. Olney</td>
<td>1,919.26</td>
<td>1,919.25</td>
</tr>
</tbody>
</table>

**Total**

$1,919.25

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

**Phone #**

(630) 875-1100

**Fax #**

(630) 875-1101

**E-mail**

donna.taconis@idt-inc.com

**Web Site**

www.idt-inc.com
# Invoice

**Invoice**

<table>
<thead>
<tr>
<th>DATE</th>
<th>INVOICE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/18/2017</td>
<td>7617-08</td>
</tr>
</tbody>
</table>

**Bill To**

DuPage County  
Helen Krengel  
421 N. County Farm Road  
Wheaton, IL 60187  
630-407-5853

**Ship To**

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

<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>11/17/2017</td>
<td>HA</td>
<td>10/18/2017</td>
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**PROJECT**

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SME</td>
<td>Annual CAPSYS Software Assurance Renewal (Family Center) Web Client User License (3)</td>
<td>941.85</td>
<td>941.85</td>
</tr>
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</table>

**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  
note: J. Olney

---

**Total:** $941.85

---

**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.

<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:donna.taconig@idt-inc.com">donna.taconig@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 #**
---|---
10/18/2017 | 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

| P.O. NUMBER | TERMS | DUE DATE | REP | SHIP | STATUS |
---|---|---|---|---|---|
| | Net 30 | 11/17/2017 | MN | 10/18/2017 | |

**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)  
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: sarah.godzicki@dupageco.org  
cc: J. Olney | 1,804.95 | 1,804.95 |

**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**  
$1,804.95
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

<table>
<thead>
<tr>
<th>Company Name: Imaging Systems, Inc. D/B/A IDT.</th>
<th>Company Contact: Donna Taconi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 630-875-1100 Ext. 317</td>
<td>Contact Email: <a href="mailto:donna.taconi@idt-inc.com">donna.taconi@idt-inc.com</a></td>
</tr>
</tbody>
</table>

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

<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.

☐ 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:
- 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

-----------------------------------
Donna Taconi

Printed Name

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)

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER.
WHEREAS, County Resolution TE-P-0212-17 was approved and adopted by the County Board on June 27, 2017; and

WHEREAS, the Technology Committee recommends changes as stated in the Change Order Notice to increase the contract amount $4,223.96 to cover the amount accrued during a change in our subscription usage dates, for Information Technology, resulting in an amended contract total of $151,653.00, an increase of 2.87%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopts the Change Order Notice to County Contract 2642-0001-SERV, to increase the contract amount $4,223.96 to cover the amount accrued during a change in our subscription usage dates, issued to CDW Government, Inc., resulting in an amended contract total of $151,653.00, an increase of 2.87%.

Enacted and approved this 9th day of January, 2018 at Wheaton, Illinois.

_____________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 2642-0001-SERV</th>
<th>Original Purchase Order Date: Jul 1, 2017</th>
<th>Change Order #: 2</th>
<th>Department: GIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: CDW-Government</td>
<td>Vendor #: 10667</td>
<td>Dept Contact: Tom Ricker</td>
<td></td>
</tr>
</tbody>
</table>

**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**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Starting contract value</td>
</tr>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D/C)</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
</tr>
</tbody>
</table>

**INCREASE/DECREASE**

- (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.

**DECISION MEMO NOT REQUIRED**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Close Contract</td>
</tr>
<tr>
<td></td>
<td>Consent Only</td>
</tr>
</tbody>
</table>

**DECISION MEMO REQUIRED**

- Increase (greater than 29 days) contract expiration from: to:
- Increase ≥ $2,500.00, or ≥ 10%, of current contract amount

**OTHER - explain below:**

---

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Financial Officer (Decision Memos Over $25,000)</td>
<td>Date</td>
</tr>
</tbody>
</table>

---

**Signature on File**
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: Dec 20, 2017  
MinuteTraq (IQM2) ID #: 11597  
Department Requisition #:  

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.  

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
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: CDW Government LLC
Company Contact: Jenn & Meghan
Contact Phone: 866.245.8102
Contact Email: jennandmeagan@cdwg.com

Bid/Contract/PO #: 

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**

<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.

**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:
- 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)
Requisition under 25k dollars

2018-43
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>INFORMATION SYSTEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 20, 2017</td>
<td>$6,933.60</td>
<td>02/13/2018 TO 10/31/2018</td>
<td>INFORMATION SYSTEMS</td>
<td></td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

- Sarah Godzicki: Completed 12/20/2017 10:22 AM
- Deborah Hanson: Completed 12/20/2017 10:28 AM
- Donald Carlsen: Completed 12/20/2017 10:31 AM
- Kathy Ostrowski: Completed 12/27/2017 2:38 PM
- James McGuire: Completed 12/27/2017 2:39 PM
- Paul Rafac: Completed 01/03/2018 3:59 PM
- Kathy Ostrowski: Completed 01/04/2018 9:29 AM
- Technology Committee: Pending 01/09/2018 9:00 AM
# Procurement Review Checklist

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor: Carahsoft Technology Corp.</th>
<th>Vendor #: 12819</th>
<th>Contract Term: 02/13/2018 - 10/31/2018</th>
<th>Contract Total: $6,933.60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: IT</td>
<td>Contact: Wendi Wagner</td>
<td>Phone: 5064</td>
<td>Assigned Committee: Technology</td>
</tr>
</tbody>
</table>

**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) (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)**

<table>
<thead>
<tr>
<th>SJG</th>
<th>Dec 18, 2017</th>
<th>Date</th>
<th>Recommended for Approval Date</th>
<th>IT Approval, if required Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12-20-17</td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12-28-17</td>
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</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td>1-3-18</td>
<td>(Decision Memos Over $25,000)</td>
</tr>
</tbody>
</table>

**Send Purchase Order To:**
Vendor: Carahsoft Technology Corp  
Vendor #: 12819  
Attn:  
Address: 1860 Michael Faraday Drive, Suite 100  
City: Reston  
State: VA  
Zip: 20190  
Phone: 703-871-8500  
Fax: 703-871-8505  
Vendor #: 12819  
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:**
vendor: Carahsoft Technology Corp  
Vendor #: 12819  
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 #: 12819  
Attn:  
Address: 421 N. County Farm Road  
City: Wheaton  
State: IL  
Zip: 60187  
Phone: 630-407-5001  
Fax: 630-407-5001

**Ship To:**
Dept: Information Technology  
Division:  
Vendor: SAME AS ABOVE  
Vendor #: 12819  
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

**Payment Terms:**
F.O.B.

**PO 20 Delivery Date:**
Requisitioner

**Use for:**
Contract Administrator  
Contract Start Date: Feb 13, 2018  
Contract End Date: Oct 31, 2018

<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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>EA</td>
<td>SS60ACSHT1 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  
EMAIL: Joe.Hamlin@dupageco.org  
PHONE: (630) 407-5063  
FAX: 

**FROM:** Daniela Canedo  
Carahsoft Technology Corp.  
1860 Michael Faraday Drive  
Reston, Virginia 20190  
EMAIL: Daniela.Canedo@carahsoft.com  
PHONE: (703) 871-8663  
FAX: (703) 871-8505

**QUOTE NO:** 10652702  
**QUOTE DATE:** 11/06/2017  
**QUOTE EXPIRES:** 01/15/2018  
**RFQ NO:**  

**SHIPPING:** GROUND  
**TOTAL PRICE:** $6,933.60

---

**TABLE:**

<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>
</tr>
</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 OM</td>
<td>9</td>
<td>$6,933.60</td>
</tr>
</tbody>
</table>

**SUBTOTAL:** $6,933.60

**TOTAL PRICE:** $6,933.60

**TOTAL QUOTE:** $6,933.60

---

**CONFIDENTIAL**

PAGE 1 of 1

---

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

---

Attachment: Carahsoft - Quote #10652702 (2018-43 : Carahsoft - HD Civic Streaming)
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.

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

<table>
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<tr>
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<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
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NONE (check here) - If no contacts have been made

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<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>
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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)
AWARDING RESOLUTION TO
BOWMAN SYSTEMS L.L.C. A MEDIWARE COMPANY FOR
RENEWAL OF ANNUAL SERVICEPOINT
CONTRACT, RENEWAL OF LICENSES AND
ON SITE TRAINING EXPENSES
(CONTRACT TOTAL $44,703.33)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Health & Human Services recommends County Board approval for the issuance 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.

NOW, THEREFORE BE IT RESOLVED, that County Requisition, covering said, 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, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Bowman Systems L.L.C. a Mediware Company, 333 Texas Street, Suite 300, Shreveport, LA 71101-5403, for a total contract amount of $44,703.33, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids-Sole Source.

Enacted and approved this 9th day of January, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
## PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 13, 2017</td>
<td>$44,703.33</td>
<td>11/01/2017 - 10/31/2018</td>
<td>HEALTH &amp; HUMAN SERVICES</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**No Decision Memo Required**  Sole Source - Attach Sole Source Justification

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Keating</td>
<td>Completed</td>
<td>12/14/2017 8:31 AM</td>
</tr>
<tr>
<td>Karen Graczyk</td>
<td>Completed</td>
<td>12/15/2017 8:33 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>12/27/2017 1:25 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>12/27/2017 1:50 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>12/27/2017 3:04 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>12/28/2017 2:28 PM</td>
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<tr>
<td>Health &amp; Human Services</td>
<td>Completed</td>
<td>01/02/2018 10:15 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>01/09/2018 8:00 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>01/09/2018 9:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>01/09/2018 10:00 AM</td>
</tr>
</tbody>
</table>
**Purchase Requisition**

**Procurement Services Division**

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Bowman Systems L.L.C</th>
<th>Vendor #: 11970</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Gabe Cate</td>
<td>Email: <a href="mailto:gcate@mediware.com">gcate@mediware.com</a></td>
</tr>
<tr>
<td>Address: 333 Texas Street</td>
<td>City: Shreveport</td>
</tr>
<tr>
<td>State: LA Zip: 71101</td>
<td>Phone: (318) 213-8780 x24116</td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Vendor: Mediware Company</th>
<th>Vendor #: 11970</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Gabe Cate Email: <a href="mailto:gcate@mediware.com">gcate@mediware.com</a></td>
<td></td>
</tr>
</tbody>
</table>

**Send Payments To:**

<table>
<thead>
<tr>
<th>Vendor: Mediware Information Systems</th>
<th>Vendor #: 11970</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email:</td>
<td>Address: PO Box 204176</td>
</tr>
<tr>
<td>City: Dallas State: TX Zip: 75320-4176</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

**Ship To:**

| Dept: Community Services Division: Intake & Referral |
| Attn: Julie Tremberth Email: Julie.Tremberth@dupageco.org |
| Address: 421 N County Farm Rd. City: Wheaton State: IL Zip: 60187 |
| Phone: (630) 407-6462 Fax: (630) 407-6501 |

**Payment Terms:**

<table>
<thead>
<tr>
<th>F.O.B. PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
</table>

**Use for:**

- Contract Administrator
- Contract Start Date: Nov 1, 2017
- Contract End Date: Oct 31, 2018
- Use for PO25 only

**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acct #** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<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>18 5000 1470 53820 ESG17HMS16</td>
<td>20,910.08</td>
<td>20,910.8</td>
<td></td>
<td></td>
<td></td>
<td></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>18 5000 1470 53820 ESG17HMS17</td>
<td>23,793.25</td>
<td>23,793.25</td>
<td></td>
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</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 Mediware Company
Vendor #: 11970

Contract Term: 12 months, auto-renewal
Contract Total: $44,703.33

Dept: Community Services
Contact: Julie Trembether
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 Mediware 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)

JT Dec 13, 2017
Prepared By Date

MAK 7/2/17
Recommended for Approval Date

IT Approval, if required Date

REVIEWED BY (Initials Only)

12/22/17
Buyer Date

12/27/17
Chief Financial Officer (Decision Memos Over $25,000)

12-22-17
Chairman Office (Decision Memos Over $25,000)

Packet Pg. 39
Required Vendor Ethics Disclosure Statement
Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Bowman Systems, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone:</td>
<td>312-213-8780 Ext 24116</td>
</tr>
</tbody>
</table>

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**

<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>
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</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:

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]

Printed Name
Robert C. Weber

Title
EVP & General Counsel

Date
2/28/17

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

<table>
<thead>
<tr>
<th>ALLIANCE TO END HOMELESSNESS IN SUBURBAN COOK COUNTY</th>
<th>BOWMAN SYSTEMS, LLC A MEDIWARE COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Name:</td>
<td>Name: Robert C. Weber</td>
</tr>
<tr>
<td>Title:</td>
<td>Title: EVP &amp; General Counsel</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</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:

- [x] 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>Attn:</td>
<td>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:** $0.00 $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 $60,200.00

---

### 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 $12,846.67

---

**Total Cloud Service Fees:** $37,003.33 $73,046.67

**Total Annual Contract Cloud Service Fees and One-Time Fee:** $37,003.33 $75,596.67

**GRAND TOTAL ANNUAL CONTRACT (Year One includes One-Time and Annual Fees):** $112,600.00
* 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>

### Comments

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ServicePoint - Software Maintenance, Enhancement &amp; Customer Support</strong></td>
</tr>
<tr>
<td>Unit Type</td>
</tr>
<tr>
<td>lic/yr</td>
</tr>
<tr>
<td><strong>ServicePoint - Database Encryption Annual Maintenance</strong></td>
</tr>
<tr>
<td>lic/yr</td>
</tr>
<tr>
<td><strong>ServicePoint - User Hosting Fee</strong></td>
</tr>
<tr>
<td>lic/yr</td>
</tr>
<tr>
<td><strong>ServicePoint - Reporting User - Premium (AdHoc)</strong></td>
</tr>
<tr>
<td>lic/yr</td>
</tr>
<tr>
<td><strong>ServicePoint - Reporting User - Basic (Report Viewer)</strong></td>
</tr>
<tr>
<td>lic/yr</td>
</tr>
<tr>
<td><strong>ServicePoint - Reporting User - Bandwidth Fee</strong></td>
</tr>
<tr>
<td>lic/yr</td>
</tr>
<tr>
<td><strong>ServicePoint - AIRS Taxonomy (non-profit)</strong></td>
</tr>
<tr>
<td>year</td>
</tr>
<tr>
<td><strong>ServicePoint - SSL Certificate</strong></td>
</tr>
<tr>
<td>year</td>
</tr>
<tr>
<td><strong>ServicePoint - Training Site</strong></td>
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<tr>
<td>year</td>
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<tr>
<td><strong>ServicePoint Module - CallPoint</strong></td>
</tr>
<tr>
<td>year</td>
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<td><strong>ServicePoint Module - Eligibility</strong></td>
</tr>
<tr>
<td>year</td>
</tr>
<tr>
<td><strong>CommunityPoint - Support, Maintenance, and Hosting</strong></td>
</tr>
<tr>
<td>year</td>
</tr>
<tr>
<td><strong>ServicePoint - User License One-Time License Fee</strong></td>
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<tr>
<td>Lic</td>
</tr>
<tr>
<td><strong>ServicePoint - Database Encryption Tier 2 One-Time License</strong></td>
</tr>
<tr>
<td>Lic</td>
</tr>
</tbody>
</table>

### Total Cloud Services

| Total Cloud Service Per License Fee | $90,780.00 | $30,580.00 | $60,200.00 |
| Total Cloud Service Fixed Rates     | $19,270.00 | $6,423.33  | $12,846.67 |
| Total One-Time Fees                 | $2,550.00  | $0.00      | $2,550.00  |
| Grand Total                         | $112,600.00| $37,003.33 | $75,596.67 |
# JUSTIFICATION FOR SOLE SOURCE

(Please complete and attach to purchase requisition)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
<th>MANUFACTURER</th>
<th>PRODUCT #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Community Services</td>
<td>Bowman Systems L.L.C. a Mediware Co</td>
<td></td>
</tr>
</tbody>
</table>

**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)
- [x] the software manufacturer (and sole maintenance/update provider)
- [ ] other – (please detail below or in an attachment)

<table>
<thead>
<tr>
<th>REQUESTED SOURCE</th>
<th>CONTACT</th>
<th>PHONE</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowman Systems L.L.C. a Mediware Co</td>
<td>Gabe Cate</td>
<td>(318) 213-8780 x24116</td>
<td><a href="https://www.mediware.com/">https://www.mediware.com/</a></td>
</tr>
</tbody>
</table>

**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  signature on file  12/22/17

**DEPARTMENT APPROVAL DATE**  12/22/17 **PURCHASING REVIEW DATE**  12/22/17

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