DU PAGE COUNTY
TECHNOLOGY COMMITTEE
FINAL AGENDA
February 27, 2018
Regular Meeting
9:00 AM
COUNTY BOARD ROOM
421 N. COUNTY FARM ROAD
WHEATON, IL  60187

1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES
   A. Technology Committee - Regular Meeting - Tuesday February 13th, 2018

6. BUDGET TRANSFERS
   A. Budget Transfers -- Budget adjustment of $11,170.00 from 1000-1110-50000 (Regular Salaries) to 1000-1110-53020 (Information Technology Services) $2,118.00; 1000-1110-53250 (Wired Communication Services) $3,768.00; and 1000-1110-53410 (Rental of Machinery & Equipment) $5,284.00 to cover FY17 budget overages.

7. ACTION ITEMS
   A. TE-R-0084-18 RESOLUTION -- Intergovernmental Agreement between the County of DuPage and the Village of Carol Stream for Information Technology server co-location.
   
   B. 2018-75 Recommendation for the approval of a contract purchase order to RPI Consultants, LLC, to provide consulting support for Human Resources on the Lawson (ERP) Absence Management System, for Information Technology. This contract covers the period of February 13, 2018 through November 30, 2018, for a contract total amount not to exceed $7,200.00. Exempt from bidding per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.
   
   C. 2018-76 Recommendation for the approval of a contract purchase order to Advanced Software Products Group, Inc., for self-service password reset for RACF module and three (3) years of maintenance for 3,000 client licenses for ReACT self-service password reset, for Information Technology, for a total contract amount of $20,225.00, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.
D. Consent Item -- Change Order to decrease and close Vendor Agreement 1918-0001-SERV, issued to Graybar Electric to furnish and deliver materials needed for the campus VoIP wiring project, for Information Technology.

E. Consent Item -- Amendment to County Contract 2193-0001 issued to Emphasys Computer Solutions, to extend the contract through November 30, 2020 and adjust the fiscal year breakdown accordingly.

F. Consent Item -- Amendment to County Contract 2817-0001-SERV issued to SWC Technology Partners, Inc., to extend the contract through March 15, 2018.

8. INFORMATIONAL ITEMS

A. JPS-P-0053-18 Recommendation for the payment of invoice 141928 to Business IT Source for IBM software subscription and renewal support. This contract covers the period of April 1, 2018 through March 31, 2019 for the Circuit Court Clerk, for a contract total no to exceed $83,896.91, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids.

B. 2018-71 Recommendation for the approval of a contract purchase order to Judicial System, Inc., for the annual maintenance for Jury Management System for the Jury Commission. This contract covers the period of March 1, 2018 through February 28, 2019, for a contract total amount not to exceed $8,706.00, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids - Sole Source. (Maintenance for Jury Management System)

9. OLD BUSINESS

A. Election Commission - Election Night Reporting Update

10. NEW BUSINESS

11. ADJOURNMENT
1. CALL TO ORDER

9:00 AM meeting was called to order by Chairman Kevin Wiley at 9:01 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 committee would receive an IT project highlights summary at the next Technology Committee meeting.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

A. Technology Committee - Regular Meeting - Jan 23, 2018 9:00 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Janice Anderson, District 5
ABSENT: Bucholz

6. BUDGET TRANSFERS

Member Elliott moved, seconded by Member Chaplin, to combine and approve items 6A through 6F. All ayes. Motion carried.
A. Budget Transfers -- Budget adjustment of $2,848.00 from 1100-2900-53828 (Contingencies) to 1100-2900-50050 (Temp Salaries/On Call) $500.00; 1100-2900-52200 (Operating Supplies & Materials) $591.00; 1100-2900-53500 (Mileage Expense) $180.00; and 1100-2900-53800 (Printing) $1,577.00 to cover remaining FY17 costs.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Elizabeth Chaplin, District 2
ABSENT: Bucholz

B. Budget Transfers -- Budget adjustment of $88.00 from 1000-1110-53250 (Wired Communication Services); $14,387.00 from 1000-1110-53370 (Repair & Mtc. - Other Equipment); $26,604.00 from 1000-1110-53410 (Rental of Machinery & Equipment); $4,962.00 from 1000-1110-53610 (Instruction & Schooling); and $22,692.00 from 1000-1110-50000 (Regular Salaries) to 1000-1110-53510 (Travel Expense) $711.00; and 1000-1110-53806 (Software License) $68,022.00 to cover FY17 travel expenses for GMIS Conference and e-mail security software.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Elizabeth Chaplin, District 2
ABSENT: Bucholz

C. Budget Transfers -- Budget adjustment of $79,591.00 from 6000-1235-53020 (Information Technology Svc) to 6000-1235-53806 (Software License) $38,758.00; and 6000-1235-53807 (Software Maint. Agreements) $40,833.00 to cover FY17 budget overage.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Elizabeth Chaplin, District 2
ABSENT: Bucholz
D. Budget Transfers -- Budget adjustment of $1,823.00 from 1000-1110-50000 (Regular Salaries) to 1000-1110-53806 (Software Licenses) to cover the SHI International Corp. invoice for Nessus Professional On-Premise annual license (FY17 expense).

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Elizabeth Chaplin, District 2
ABSENT: Bucholz

E. Budget Transfers -- Budget adjustment of $303.00 from 1000-1110-52000 (Furn/Mach/Equip Small Value); $30.00 from 1000-1110-52200 (Operating Supplies & Materials); $17,529.00 from 1000-1110-53020 (Information Technology Svc); $3,425.00 from 1000-1110-53090 (Other Professional Services); and $10,896.00 from 1000-1110-53250 (Wired Communication Services) to 1000-1110-53260 (Wireless Communication Svc) $15,113.00; 1000-1110-53500 (Mileage Expense) $269.00; 1000-1110-53600 (Dues & Memberships) $75.00; 1000-1110-53800 (Printing) $512.00; 1000-1110-53803 (Miscellaneous Meeting Expense) $214.00; and 1000-1110-53807 (Software Maint Agreements) $16,000.00 to cover FY17 expenses for wireless services; mileage expenses for GMIS conference; Network Solutions membership; printing costs; LEAN training expenses for IT staff; and NetBackup software maintenance.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Elizabeth Chaplin, District 2
ABSENT: Bucholz

F. Budget Transfers -- Budget adjustment of $92,185.00 from 1000-1110-50000 (Regular Salaries) to 1000-1115-50000 (Regular Salaries) to cover the reclassification of the County RMS manager from IT to DuJIS.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Elizabeth Chaplin, District 2
ABSENT: Bucholz
7. ACTION ITEMS

A. TE-P-0048-18 Recommendation for the approval of a contract purchase order to Park Place Technologies, LLC for Data Center maintenance for post-warranty support on server equipment, for Information Technology. This contract covers the period of March 1, 2018 through February 28, 2019, for a contract total amount of $34,075.48. Per 55 ILCS 5/5-1022 “Competitive Bids” (d) IT/Telecom purchases under $35,000.00.

Member Elliott asked if Park Place Technologies will actually be the service provider for this project, as the contract states it is awarded to Park Place and their affiliates. Mr. Carlsen said that while Park Place will be doing the work, they could potentially bring in a third party provider, if necessary.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gwen Henry, Ex-Officio - Treasurer
SECONDER: Chris Kachiroubas, Circuit Court Clerk
ABSENT: Bucholz

B. TE-P-0049-18 Recommendation for the approval of a contract purchase order to KARA Company, Inc., for the management of the County GPS CORS sites, to include operating, monitoring and upgrading of software and firmware, for Information Technology - GIS Division. This contract covers the period of January 1, 2018 through December 31, 2018, for a contract total amount of $39,500.00, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids - Sole Source. KARA Company is the only known vendor for this service.

Member Henry asked if Kara Co. is actually the only vendor who does this work, which Tom Ricker, GIS Manager, confirmed.

Member Chaplin noted that a lot of IT vendors are considered sole source due to their proprietary services and software. Discussion ensued.

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Janice Anderson, District 5
ABSENT: Bucholz
C. TE-P-0050-18 Recommendation for the approval of a contract purchase order to CDW Government, Inc. for annual Splunk software maintenance, for Information Technology, for the period of January 31, 2018 through January 30, 2019, for a total contract amount of $25,500.00, 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: Chris Kachiroubas, Circuit Court Clerk
ABSENT: Bucholz

D. 2018-65 Recommendation for the approval of a contract purchase order to CDW Government, Inc., for the annual maintenance and support for Palo Alto Firewalls, for Information Technology, for the period of March 15, 2018 through March 15, 2019, for a total contract amount of $21,890.00. Contract pursuant to the Intergovernmental Cooperation Act - National IPA #130733.

Member Grogan asked if, when using intergovernmental cooperative agreements, we price out other vendors to ensure we obtain the best pricing. Mr. Carlsen said it is done on a spot check basis.

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

E. 2018-66 Recommendation for the approval of a contract purchase order to WebSolutions Technology, Inc., to provide professional services to test and make recommendations to repair the County's website as viewed on mobile devices, for Information Technology. This contract covers the period of February 13, 2018 through November 30, 2018, for a contract total amount not to exceed $14,000.00. Exempt from bidding per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.

Member Henry asked what the issue is with the website. Mr. Carlsen stated that the Chrome browser on Android phones has changed. He said the issues were discovered during testing of the new Election Commission website. He said IT is having the browser code rewritten, which will affect Android and Chrome only. WebSolutions will then test the code to ensure it works.
RESULT:  APPROVED [UNANIMOUS]
MOVER:  Tim Elliott, District 4
SECONDER:  Elizabeth Chaplin, District 2
AYES:  Anderson, Berlin, Chaplin, Elliott, Fichtner, Grogan, Henry, Kachiroubas,
       Krajewski, Wiley, Zaruba
ABSENT:  Bucholz

F. Consent Item -- Amendment to County Contract 1750-0001-SERV, issued to ePlus Group, Inc., for Splunk log capture software and support, for Information Technology, to extend the contract through January 30, 2018 in order to pay the third and final installment of the contract, with no increase to the contract amount.

Member Elliott moved, seconded by Member Chaplin, to combine and approve items 7F and 7G. All ayes. Motion Carried.

RESULT:  APPROVED [UNANIMOUS]
MOVER:  Tim Elliott, District 4
SECONDER:  Elizabeth Chaplin, District 2
AYES:  Anderson, Berlin, Chaplin, Elliott, Fichtner, Grogan, Henry, Kachiroubas,
       Krajewski, Wiley, Zaruba
ABSENT:  Bucholz

G. Consent Item -- Change Order to decrease and close Vendor Agreement 7-1-SERV, issued to Physician's Record Company to furnish and deliver printed carbonless (NCR) forms for various County offices/departments, for Information Technology.

RESULT:  APPROVED [UNANIMOUS]
MOVER:  Tim Elliott, District 4
SECONDER:  Elizabeth Chaplin, District 2
AYES:  Anderson, Berlin, Chaplin, Elliott, Fichtner, Grogan, Henry, Kachiroubas,
       Krajewski, Wiley, Zaruba
ABSENT:  Bucholz

8. DISCUSSION
A. FY2017 Strategic Plan Year-End Report

Don Carlsen, CIO, provided a year-end report for IT and GIS FY17 Strategic Plans. He said all projects are on-track and going well.
He noted that the Police Records Management System (PRMS) project's go-live date has been moved from spring to winter 2018. He added that the Emergency Telephone Systems Board (ETSB) is heading the project.

Member Grogan asked if the estimated 2019 timeline of the phone replacement system is going to change the cost. Wendi Wagner, Network Systems Manager, said a needs assessment will be done in June and will give them a better idea of cost. Mr. Carlsen noted he anticipates the cost will actually go down.

Member Fichtner then asked if there is a "drop-dead" date on the current system. Ms. Wagner said we are currently on Version 6 and the County can only go up to Version 7, so she is estimating we can get through 2019.

Mr. Carlsen told the committee he will give an FY18 first quarter Strategic Plan report in March.

#### RESULT: ANNOUNCED

9. **OLD BUSINESS**

Member Chaplin asked when the new Election Commission website will go live. Sandy Modesitt, Web Services Manager, answered it will likely be in the next few weeks. Mr. Carlsen mentioned that a link will be sent to elected officials before it is rolled out to the public. Chairman Wiley requested that Joe Sobecki, Executive Director of the Election Commission, walk through the website test results at the next Technology Committee meeting.

10. **NEW BUSINESS**

Member Wiley, referring back to items 7C and 7D on the agenda, asked committee members if they feel CDW "spot check" pricing is sufficient, to which the members agreed it is.

11. **ADJOURNMENT**

With no further business, the meeting was adjourned.
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**Total** $11,170.00

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**Total** $11,170.00

**Reason for Request:**
To cover FY17 budget overages.

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**Signature on File**

**Department Head**

**Signature on File**

**Chief Financial Officer**

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***Please sign in blue ink on the original form***

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**Finance Department Use Only**

**Fiscal Year 2017**  
Budget Journal #  
Acctg Period  
Entered By/Date  
Released By/Date  
Posted By/Date  

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**Packet Pg. 10**
Resolution
TE-R-0084-18

INTERGOVERNMENTAL AGREEMENT BETWEEN
THE VILLAGE OF CAROL STREAM AND
THE COUNTY OF DU PAGE FOR
SERVER CO-LOCATION

WHEREAS, the Village of Carol Stream ("VILLAGE") and County of DuPage
("COUNTY") are public agencies within the meaning of the Illinois “Intergovernmental
Cooperation Act”, as specified in the Illinois Statute, 5 ILCS 220/1 et seq., and as authorized by
Article 7, Section 10 of the Constitution of the State of Illinois; and

WHEREAS, the purpose of the “Intergovernmental Cooperation Act” and Article 7 of the
Constitution of the State of Illinois include fostering cooperation among governmental bodies; and

WHEREAS, the COUNTY and VILLAGE have entered into an Intergovernmental
Agreement ("AGREEMENT") to seek reciprocal use of each other's network server room as a
backup location; and

WHEREAS, the Technology Committee has reviewed and recommends County Board
approval of the attached AGREEMENT.

NOW, THEREFORE BE IT RESOLVED, by the DuPage County Board that the attached
AGREEMENT between the VILLAGE and the COUNTY is hereby accepted and approved, and
that the Chairman of the DuPage County Board is hereby authorized and directed to execute the
AGREEMENT on behalf of the County; and

BE IT FURTHER RESOLVED, that the County Clerk be directed to transmit certified
copies of this Resolution and attached to the Village Clerk, Village of Carol Stream, 500 N. Gary
Avenue, Carol Stream, IL 60188, and Conor McCarthy, State's Attorney's office.

Enacted and approved this 27th day of February, 2018 at Wheaton, Illinois.

_____________________________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
INTERGOVERNMENTAL AGREEMENT BETWEEN THE
COUNTY OF DUPAGE AND THE VILLAGE OF CAROL STREAM
FOR INFORMATION TECHNOLOGY SERVER CO-LOCATION

THIS INTERGOVERNMENTAL AGREEMENT (the "Agreement") is made this _____
day of ____________, 201_, by and among the COUNTY OF DUPAGE, an Illinois municipal
corporation?? (hereinafter referred to as “DuPage County”), and the Village of Carol Stream, an
Illinois municipal corporation (hereinafter referred to as “Carol Stream”). DuPage County and
Carol Stream are herein jointly referred to as the “Parties”.

W I T N E S S E T H:

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois authorizes
units of local government to contract and associate among themselves to obtain or share services
and to exercise, combine, or transfer any power or function, in any manner not prohibited by law
or ordinance; and

WHEREAS, under said Constitutional provision, participating units of local government
may use their credit, revenues, and other resources to pay costs related to intergovernmental
activities; and

WHEREAS, the Intergovernmental Cooperation Act, as amended (5 ILCS 220/1, et seq.)
authorizes units of local government to exercise, combine, transfer, and enjoy jointly any power
or powers, privileges, functions, or authority exercised or which may be exercised by any one of
them, and to enter into intergovernmental agreements for that purpose; and

WHEREAS, DuPage County and Carol Stream, respectively, currently owns, maintains
and operates network server rooms complete with physical access controls, unfiltered power, and
available Internet access outside of their respective private networks; and

WHEREAS, DuPage County and Carol Stream are seeking reciprocal use of each other’s
network server room as a backup location; and

WHEREAS, Carol Stream has chosen a backup location, but DuPage County has not; and

WHEREAS, DuPage County and Carol Stream have no objection to the aforementioned
use of its respective network server room, subject to certain terms and conditions; and

WHEREAS, DuPage County is a body corporate and politic pursuant to 55 ILCS 5/5-
1001 and has certain powers which it is exercising.

NOW, THEREFORE, pursuant to statutory authority and their powers of
intergovernmental cooperation, it is agreed by and among the parties hereto as follows:

SECTION 1, Recitals Incorporated. The foregoing recitals shall be and are hereby
incorporated into and made a part of this Agreement.
SECTION 2. Access. Each hosting Party will allow the other to access the designated server room by appointment only during normal business hours to access the co-located equipment. It is expressly understand that said server room co-location shall only be used for backup purposes in the event that the main server fails. Only the other Party’s employees will be provided limited, agreed upon access to its equipment. The employees will be required to provide identification and sign in at the front desk. In the event of an after hours failure, the other Party’s employees will contact the hosting Party’s on call staff to arrange access to the server room.

SECTION 3. Equipment. DuPage County will allow Carol Stream to network equipment (hereinafter the “Carol Stream Equipment”) to the server room located 421 N. County Farm Road, Wheaton, Illinois (hereinafter the “Server Room Site”), subject to said connections taking place as directed by and under the supervision of DuPage County. Said Carol Stream Equipment shall remain the property of Carol Stream and upon termination of this Agreement Carol Stream shall remove the Carol Stream Equipment. Carol Stream shall be solely responsible for installing and making any necessary repairs to the Carol Stream Equipment. Carol Stream agrees to the same terms and conditions when DuPage County selects a location which is approved in writing by Carol Stream.

SECTION 4. Internet Access. The Parties agree that each shall install and employ its own data circuits, independent of the hosting parties’ data circuits.

SECTION 5. Fees or Costs. There is not anticipated to be any fees or costs incurred through this agreement. Any and all fees or costs shall be the responsibility of the party incurring said fees.

SECTION 6. Maintenance. The Parties agree to maintain its own Server Room at its sole expense. The hosting Party shall also be responsible for providing unfiltered power to the others equipment.

SECTION 7. Insurance. Both parties hereby represents and warrants that each will possesses and will continue to possess insurance coverage for contractual liabilities, and blanket excess insurance coverage, providing comprehensive liability coverage in an aggregate amount not less than $2,000,000 pursuant to the provisions of a self-insurance pool agreement or a comprehensive general liability insurance policy and a blanket excess insurance policy during the terms of usage by each party. Each party shall take all actions necessary to keep such insurance coverage in full force and effect, from time to time. A failure to keep such insurance coverage in continuing effect shall result in an automatic suspension of the right to use the location for back up purposes pursuant to this Agreement. Such suspension shall be automatically lifted when insurance coverage is in effect. Not later than fifteen (15) days before beginning the use of the premises pursuant to this Agreement, the backup party shall deliver or cause to be delivered to hosting party, a satisfactory and current certificate or certificates of insurance showing the required coverages and the effective dates for such coverage, which certificate or certificates shall contain a limitation that the insurance coverage may not be modified, revoked or canceled except after ten (10) days prior written notice served on the hosting party. In each subsequent year, a certificate or certificates
evidencing renewal or replacement of the insurance policy, or policies, or of the coverage provided
by the self-insurance pool agreement required above shall be delivered to the hosting party no
later than the date of expiration of the then current certificate or certificates.

SECTION 8. Hold Harmless and Indemnification. The Parties agree to, indemnify
the other, and its elected and appointed officials, attorneys, employees and agents, and hold
them harmless from any claim, injury, or loss, no matter how sustained allegedly, arising out of
or related in any way to the provision of network operations by the hosting Party, and the use of,
the misuse of, or the disruption or failure of network operations pursuant to this Agreement.

SECTION 9. Termination. Either party may terminate this Agreement by providing at
least sixty (60) days written notice to the other Party. Equipment installed pursuant to this
Agreement shall be removed within the sixty (60) day notice period.

SECTION 10. Notices. Written notices required pursuant to this Agreement and all
other correspondence between the parties shall be directed to the following and shall be deemed
received when hand-delivered or three (3) days after being sent by certified mail, return receipt
requested:

DuPage County: Donald Carlsen, CIO
421 N. County Farm Road
Wheaton, IL 60187

With a copy to: DuPage County State’s Attorney’s Office
503 N. County Farm Road
Wheaton, IL 60187

Carol Stream: Frank Saverino, Mayor
500 N. Gary Avenue
Carol Stream, IL 60188

With Copies to: Carol Stream IT Director
500 N. Gary Avenue
Carol Stream, IL 60188

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date
herein above written.

[Signature Page to Follow]
VILLAGE OF CAROL STREAM

______________________________
Village President

ATTEST:

______________________________
Village Clerk

COUNTY OF DUPAGE

______________________________
County Board Chairman

ATTEST:

______________________________
County Clerk
Requisition under 25k dollars

2018-75
PROCUREMENT REVIEW CHECKLIST
REQUISITION

This form must accompany all County Purchase Requisitions.

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<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
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<td>Paul Rafac Completed 02/13/2018 7:42 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tom Cuculich Completed 02/13/2018 2:47 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Kathy Ostrowski Completed 02/14/2018 3:19 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Technology Committee Pending 02/27/2018 9:00 AM</td>
</tr>
</tbody>
</table>

Requisition under 25k dollars

2018-75
7.B.a

Procurement Review Checklist
Procurement Services Division

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

Vendor: RPI Consultants, LLC  Vendor #: 24467
Contract Term: 02/13/2018 - 11/30/2018  Contract Total: $7,200.00

Dept: IT  Contact: Deborah Hanson  Phone: 630-407-5036  Assigned Committee: Technology

Description of Procurement/Scope of Work/Background:
Consulting support for HR on the Lawson (ERP) Absence Management System.

Reason for Procurement:
ERP system support.

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)

SJG  Jan 31, 2018  Recommended for Approval  Date  IT Approval, if required  Date
Prepared By  Date  Recommended for Approval  Date  IT Approval, if required  Date

 Reviewed by (Initials Only)

Buyer  3/1/18  Procurement Officer  2/7/18
Date  Date

Chief Financial Officer  2/13/18  Chairman's Office  2/13/18
(Decision Memos Over $25,000)  Date  (Decision Memos Over $25,000)  Date

Form optimized for Acrobat and Adobe Reader Version 9 or later

Packet Pg. 18
## Purchase Requisition

**Procurement Services Division**

**Date:** Jan 31, 2018

**MinuteTraq (IQM2) ID #:** 11901

**Department Req #:**

**RFP, Bid or Quote #:**

---

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: RPI Consultants, LLC</th>
<th>Dept: Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor #: 24467</td>
<td>Division:</td>
</tr>
<tr>
<td>Attn: Dave Clark Email: <a href="mailto:dclark@rpic.com">dclark@rpic.com</a></td>
<td>Attn: Sarah Godzicki Email: <a href="mailto:Sarah.Godzicki@dupageco.org">Sarah.Godzicki@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 101 N. Haven, Suite 201</td>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>Phone: 410-276-6090 Fax:</td>
<td>Phone: 630-407-5037 Fax: 630-407-5001</td>
</tr>
</tbody>
</table>

### Send Invoices To:

<table>
<thead>
<tr>
<th>Vendor: RPI Consultants, LLC</th>
<th>Dept: Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Sarah Godzicki Email: <a href="mailto:Sarah.Godzicki@dupageco.org">Sarah.Godzicki@dupageco.org</a></td>
<td></td>
</tr>
<tr>
<td>Address: 421 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: Wheaton State: IL Zip: 60187</td>
<td>Phone: 630-407-5036 Fax: 630-407-5001</td>
</tr>
</tbody>
</table>

### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor: SAME AS ABOVE</th>
<th>Dept: Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email:</td>
<td>Attn: Deborah Hanson Email: <a href="mailto:Deborah.Hanson@dupageco.org">Deborah.Hanson@dupageco.org</a></td>
</tr>
<tr>
<td>Address:</td>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Wheaton State: IL Zip: 60187</td>
<td>Phone: 630-407-5036 Fax: 630-407-5001</td>
</tr>
</tbody>
</table>

### Payment Terms

<table>
<thead>
<tr>
<th>Use for</th>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td>Destination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Use for

<table>
<thead>
<tr>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Feb 13, 2018</td>
<td>Nov 30, 2018</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>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40</td>
<td>HR</td>
<td>ERP Support for Infor Absence Management</td>
<td>ERP Support for Infor Absence Management</td>
<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53020</td>
<td></td>
<td>180.00</td>
<td>7,20C</td>
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</tbody>
</table>

**Requisition Total:** $7,20C

---

**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):
Engagement Letter

Date: January 11, 2017

To: Debbie Hanson, Deputy Director /ERP Project Manager DuPage County

From: David Clark

Re: Infor Absence Management – Issues Analysis, Solutioning and Implementation Support

Overview

DuPage County seeks consulting support to address issues with the Infor Absence Management system.

RPI Consultants (RPI), an Infor Alliance Partner based in Baltimore, Maryland, has been providing implementation, process improvement and system assessment services to the Lawson community since 1999, and is pleased to present this engagement letter to assist DuPage County.

Background

The Absence Management issues that DuPage County would like to address include:

- **Carryover over at the end of the year should be, per policy, 10 days.** A day is calculated at 1/10th an employee’s biweekly hours. For example: a 75hour employee should carryover 75 hours of vacation, an 80hour employee should carryover 80 hours of vacation. When we run the carryover jobs at the end of the year, Infor leaves a maximum carryover balance of 80 hours for all employees, even part time.
- **Infor awards personal days to all full time and eligible part time employees at the beginning of the year.** Even the new hires that aren’t yet eligible to receive them as they haven’t yet completed their required probationary period.
- **Infor allows carryover of personal time for all employees.** All of our personal time employee groups do not get to carryover personal time.
- **When an employee returns from a leave of absence, their employee absence master assigns a new accrual date for sick and vacation.** Sick should be accrued on the 1st of every month and vacation on their adjusted hire date. Infor changes their date to the date they return from their leave of absence.
- **An LP80.1 (Employee Absence Plan Transfer) should be used when an employee goes from one employee group to another due to a position change.** That doesn’t work correctly and it takes, on average, a couple cycles to manually transfer their balances and close out the old balances from their old position.
- **Infor removes comp time from balances without the employee reaching the carryover limit and we have to manually add the time back in.**
- **New hires don’t have sick start at the 1st of the month like they are supposed to.** They accrue on their hire date.
- **Not all positions are tied to the correct employee group for absence plans.**
- **Infor cannot pro-rate vacation allotments for employees that move up to a new mid-year.**
Services Provided

RPI will provide a targeted consulting resources to offer guidance and support with the analysis, and will support the implementation of any feasible solutions in the Lawson system. RPI resources will assist with:

- Discovery and analysis
- Testing & validation of the solutions
- Support for moving the changes to the Production environment

Assumptions

- DuPage County will be responsible for ensuring the availability and coordination of its personnel and technical support team to support this initiative.
- DuPage County will provide required access to execute the requested tasks.
- DuPage County will ensure timely decision making to meet relevant deadlines.

Estimated Effort

This engagement letter will encompass all requests up 60 hours of consulting services:

<table>
<thead>
<tr>
<th>Estimated Hours by Rate</th>
<th>Standard Hourly</th>
<th>Estimated Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawson HCM Consultants</td>
<td>$180</td>
<td>40</td>
<td>$ 7,200</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td></td>
<td>40</td>
<td>$7,200</td>
</tr>
</tbody>
</table>

*RPI only bills for actual hours worked.*

Travel & Payment Terms

Travel is a possibility for this engagement.

For any required travel, RPI will charge all reasonable out-of-pocket expenses. Out-of-pocket expenses include such items as travel, lodging, airport parking, and/or mileage at the rate published by the IRS. All expenses shall be reimbursed for actual out-of-pocket amounts, with the exception of meals. Meals shall be reimbursed based on current GSA standard per diem rates.

RPI invoices are submitted semi-monthly. All invoices will be paid in accordance with the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).
Approvals, Acceptance and Signatures

DuPage County

Signature: _____________________________
Name: ________________________________
Title: _________________________________
Date: _____/_____/_______

RPI Consultants, LLC

Signature: _____________________________
Name: ________________________________
Title: _________________________________
Date: _____/_____/_______

Contact/Address for Project Invoices

Name: ________________________________
Address: _______________________________
Email: ________________________________

☐ Please check for invoicing via email

PO# or other special instructions: __________

_______________________________________
_______________________________________
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: Jan 31, 2018

Bid/Contract/PO #:

Company Name: RPI Consultants, LLC
Company Contact: David Clark
Contact Phone: 484 885-7355
Contact Email: dc克拉k@rpic.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, will disclose to the county, any political contribution 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, managing partners, lobbyists, agents, consultants, bond counsel and underwriter 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
Greg Pollard

Title
Partner

Date
Jan 31, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Requisition under 25k dollars

2018-76
# Requisition under 25k dollars

2018-76

## 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>
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<tr>
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## SOLICITATION METHOD FOR SOURCE SELECTION

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<th>Status</th>
<th>Date and Time</th>
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</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Completed</td>
<td>02/13/2018 11:31 AM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>02/13/2018 11:33 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>02/13/2018 12:08 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>02/13/2018 2:24 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>02/22/2018 3:48 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>02/23/2018 8:24 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>02/23/2018 8:35 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>02/27/2018 9:00 AM</td>
</tr>
</tbody>
</table>
**Procurement Review Checklist**

**Procurement Services Division**

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

---

**Vendor:** Advanced Software Products Group, Inc.  
**Vendor #:** 22391  
**Contract Term:**  
**Contract Total:** $20,225.00

**Dept:** Information Technology  
**Contact:** Wendi Wagner  
**Phone:** 630-407-5064  
**Assigned Committee:** Technology

**Description of Procurement/Scope of Work/Background:** Procurement of RACF module to allow self-service password resets for mainframe users and three (3) years of maintenance and support for 3,000 ReACT licenses.

**Reason for Procurement:** Self-service password reset allows employees to more securely reset forgotten passwords. Adding the RACF module allows us to extend our current software to mainframe users. Maintaining current support ensures we receive the latest patches and maintenance upgrades to the software, as well as giving us access to technical support, 24x7x365.

---

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53806 & 1000-1110-53807

**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(b) (attach Sole Source Justification form)
- PER SS ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- Public Utility
- PER SS ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

---

**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>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJG</td>
<td>Feb 13, 2018</td>
<td>2/13/18</td>
<td>2-13-18</td>
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**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
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<tbody>
<tr>
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<td>2-23-18</td>
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</tbody>
</table>

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

**Packet Pg. 26**
### Purchase Requisition

**Procurement Services Division**

**Date:** Feb 2, 2018  
**MinuteTraq (IQM2) ID #:** 11951  
**Department Req #:**  
**RFP, Bid or Quote #:**

---

#### Send Purchase Order To:

**Vendor:** Advanced Software Products Group, Inc.  
**Vendor #:** 22391  
**Attn:** Jonathan Thompson  
**Email:** Jonathan.Thompson@aspg.com  
**Address:** 3195 Horseshoe Drive South  
**City:** Naples  
**State:** FL  
**Zip:** 34104-6138  
**Phone:** 239-639-1548  
**Fax:** 239-649-6391

---

#### 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:** 630-407-5000  
**Fax:** 630-407-5001

---

#### Send Payments To:

**Vendor:** Advanced Software Products Group, Inc.  
**Vendor #:** 22391  
**Attn:** Email:  
**Address:** 3195 Horseshoe Drive South  
**City:** Naples  
**State:** FL  
**Zip:** 34104-6138  
**Phone:**  
**Fax:**

---

#### Ship To:

**Dept:** Information Technology  
**Division:**  
**Attn:** Wendi Wagner  
**Email:** wendi.wagner@dupageco.org  
**Address:** 421 N. County Farm Road  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187  
**Phone:** 630-407-5000  
**Fax:** 630-407-5001

---

### 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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<tbody>
<tr>
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<td>EA</td>
<td>ReAct Three (3) Year prepaid maintenance fee for 3,000 licenses 4/14/2018 to 4/13/2021</td>
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<td>1000</td>
<td>1110</td>
<td>53807</td>
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<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53806</td>
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<td>5,750.00</td>
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</tbody>
</table>

**Requisition Total:** $20,225

---

**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):
February 1, 2018

Dupage County
421 North County Farm Road
Wheaton, IL 60187
RE: ReACT Product Three Year Prepaid Maintenance Quote April 2018-2021

Dear Wendi,

This Maintenance Quote on behalf of Dupage County is for the licensed ReACT Program Product.

Forthcoming maintenance for the period of April 14, 2018 through April 13, 2021 shall be in the amount of $14,745.00. Maintenance rate stated herein is for One ReACT Server and Three Thousand (3,000) Client Licenses.

Maintenance support is 24 hours per day, 7 days per week, 365 days per year including all product enhancements and improvements for the term of the maintenance fee received by ASPG.

Should you have any questions, please feel free to contact me.

With kind regards,

Signature on File

Wendy Wright
Contracts Administrator
ASPG Corporate Headquarters

3185 Horseshoe Drive South, Naples, FL 34104-6138 Phone (239)649-1548 Fax (239)649-6391 www.aspg.com
CLIENT NAME AND CORPORATE ADDRESS
Dupage County
421 North County Farm Road
Wheaton, IL 60187

DESIGNATED USER
Dupage County
421 North County Farm Road
Wheaton, IL 60187

PROGRAM/MATERIAL
One (1) ReACT Program Product
One (1) ReACT Technical Manual

DESIGNATED CONFIGURATION
One (1) RACF Module

LICENSE PERIOD
Effective February 1, 2018

CHARGES FOR PRODUCT(S) SUPPLIED
$5,750.00 (Five Thousand Seven Hundred Fifty Net US Dollars) - Total Purchase Price

MAINTENANCE
This will have no impact on the current maintenance agreement in place.

THIS AGREEMENT IS ACCEPTABLE TO BOTH THE CLIENT AND ASPG AS REPRESENTED BELOW:

Advanced Software Products Group, Inc.                Dupage County

BY
Authorized Signature

Printed Name

TITLE

DATE

February 1, 2018

3185 Horseshoe Drive South, Naples, FL 34104-6138 • Phone (239)649-1548 • Fax (239)649-6391 • www.aspg.com
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

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

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

<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>
<tbody>
<tr>
<td>Jonathan Thompson</td>
<td>239-649-1548</td>
<td><a href="mailto:Jonathan.Thompson@aspg.com">Jonathan.Thompson@aspg.com</a></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: Wendy Wright

Title: Contracts Administrator

Date: Feb 2, 2018

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

Attach copies of all prior Change Orders

<table>
<thead>
<tr>
<th>Purchase Order #: 1918-0001-SERV</th>
<th>Original Purchase Order Date: Jun 28, 2016</th>
<th>Change Order #: 3</th>
<th>Department: IT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name: Graybar Electric Company, Inc.</td>
<td>Vendor #: 10124</td>
<td></td>
<td>Dept Contact: Wendi Wagner</td>
</tr>
</tbody>
</table>

**Background and/or Reason for Change Order Request:**

To decrease & close the contract.

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**

- (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>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>Decrease $(274,328.84)</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$22,671.66</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>-10.97%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (D + F) (60% maximum on construction contracts)</td>
<td>-10.97%</td>
</tr>
</tbody>
</table>

### DECISION MEMO NOT REQUIRED

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [ ] Consent Only

### DECISION MEMO REQUIRED

- [ ] Increase (greater than 29 days) contract expiration from: to:
- [ ] Increase > $2,500.00, or > 10%, of current contract amount
- [ ] Funding Source
- [ ] OTHER - explain below:

---

**Packet Pg. 31**

**Attachment:** Tech-Graybar P.O.1918 - CO (17-18-325 : Graybar Electric Co. - Change Order #3 - Decrease & Close)
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Date: Feb 13, 2018

Purchase Order #: 2193-0001-SERV
Original Purchase Order Date: Dec 1, 2012
Change Order #: 1
Department: IT
Vendor Name: Emphasys Computer Solutions
Vendor #: 13555
Dept Contact: Deborah Hanson

Background and/or Reason for Change Order Request:
This change order will correct the fiscal year breakdown of the contract, as per the attached purchase requisition. We will need to extend the contract through through 11/30/2020.

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>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Starting contract value</td>
<td>$99,461.00</td>
</tr>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td></td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$99,461.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td></td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$99,461.00</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>0.00%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B-D/A); 60% maximum on construction contracts</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED

☐ Cancel entire order
☐ Close Contract
☐ Contract Extension (29 days)
☐ Consent Only
☐ Change budget code from: __________________________ to: __________________________
☐ Increase/Decrease quantity from: __________________________ to: __________________________
☐ Price shows: __________________________ should be: __________________________
☐ Decrease remaining encumbrance and close contract
☐ Increase encumbrance and close contract
☐ Decrease encumbrance
☐ Increase encumbrance

DECISION MEMO REQUIRED

☒ Increase (greater than 29 days) contract expiration from: Nov 30, 2017 to: Nov 30, 2020
☐ Increase ≥ $2,500,000, or ≥ 10%, of current contract amount
☐ Funding Source: __________________________
☐ OTHER - explain below: __________________________

SJG 5037 Feb 13, 2018
Prepared By (Initials) Phone Ext Date

REVIEWED BY (Initials Only)

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

FORM OPTIMIZED FOR ACROBAT AND 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.

<table>
<thead>
<tr>
<th>Requesting Department: Information Technology</th>
<th>Department Contact: Deborah Hanson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:Deborah.Hanson@dupageco.org">Deborah.Hanson@dupageco.org</a></td>
<td>Contact Phone: 630-407-5036</td>
</tr>
<tr>
<td>Vendor Name: Emphasis Computer Solutions</td>
<td>Vendor #: 13555</td>
</tr>
</tbody>
</table>

## 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 correct the fiscal year breakdown of the contract, as per the attached purchase requisition. We will need to extend the contract through 11/30/2020.

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

In 2012, the County Board approved a contract with Emphasis for software maintenance and support for the Sympro Treasury software for the ERP. The vendor never billed the County for the first two years of the contract. After discussing the billing issue with the vendor, we are adjusting the maintenance period to extend two more years, as it is within the original terms. We will then adjust the fiscal year breakdown on the vendor agreement to reflect this change.

## 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.

Keeping software and systems functioning ensures that financial accounts are managed responsibly and accurately.

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

This contract was originally put out to bid with the rest of the ERP project in 2011, per P11-006.

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

1) Extend the contract with the new maintenance and support schedule.
2) Do not extend contract.

## 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.

We will need to budget this maintenance out of 1000-1110-53807 as follows:
- FY19 - $20,837.00
- FY20 - $21,879.00

---

Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 2817-0001-SERV
Original Purchase Order Date: 1
Change Order #: 1
Department: IT

Vendor Name: SWC Technology Partners, Inc.
Vendor #: 12529
Dept Contact: Wendi Wagner

Background and/or Reason for Change Order Request:
We contracted with SWC Technology Partners, Inc. to assist us with consolidating and decommissioning our on-premises Exchange servers. This project was scheduled to be completed by 11/30/17, however due to unforeseen changes that needed to be made to a number of internal applications before we could fully decommission, we need to extend the time line for this project into FY18.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

INCREASE/DECREASE

| A Starting contract value | $26,280.00 |
| B Net $ change for previous Change Orders | $26,280.00 |
| C Current contract amount (A + B) | $26,280.00 |
| D Amount of this Change Order | Increase | Decrease |
| E New contract amount (C + D) | $26,280.00 |
| F Percent of current contract value this Change Order represents (D / C) | 0.00% |
| G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | 0.00% |

DECISION MEMO NOT REQUIRED

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

☐ Change budget code from: __________________________ to: __________________________

☐ Increase/Decrease quantity from: __________________________ to: __________________________

☐ Price shows: __________________________ should be: __________________________

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

DECISION MEMO REQUIRED

☑ Increase (greater than 29 days) contract expiration from: Nov 30, 2017 to: Mar 15, 2018

☐ Increase $2,500.00, or ≥ 10%, of current contract amount
☐ Funding Source

☐ OTHER - explain below:

Open contract in FY18

Recommended for Approval (Initials) 5036 2-16-18
Prepared By (Initials) 5037 Phone Ext Feb 16, 2018 Date

REVIEWED BY (Initials Only)

L-S 2-16-18

Buyer Date Procurement Officer Date

Chief Financial Officer (Decision Memos Over $25,000) 2-20-18
Date Chairman’s Office (Decision Memos Over $25,000) Date

Packet Pg. 34
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 1, 2017  
MinuteTraq (IQM2) ID #: 12042  
Department Requisition #: ____________

Requesting Department: Information Technology  
Department Contact: Wendi Wagner  
Contact Email: wendi.wagner@dupageco.org  
Contact Phone: 630-407-5064  
Vendor Name: SWC Technology Partners, Inc.  
Vendor #: 12529

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

Extend the expiration date of PO to March 15, 2018, with no increase in cost.

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

We contracted with SWC Technology Partners, Inc. to assist us with consolidating and decommissioning our on premises Exchange servers. This project was scheduled to be completed by 11/30/17, however due to unforeseen changes that needed to be made to a number of internal applications before we could fully decommission, we have needed to extend the time line for this project into FY18.

**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 reduces the cost of licensing and hardware support for the email system.

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

SWC Technology Partners originally installed the Exchange servers in our environment and also assisted with the migration to Office 365. They are very familiar with the setup. Using another consultant would require more investigation and planning time and costs. Additionally, the delay has occurred due to changes to applications that our staff needed to make, not due to any issues with the consultant’s time.

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

We recommend contracting with SWC Technology Partners due to their expertise and knowledge of our environment.

**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.

$4,590.00 out of FY18 (unbudgeted) - Professional Services 1000-1110-53020

Attachment: SWC - Change Order #1 - Decision Memo (17-18-328 : SWC - 2817-0001-SERV - Change Order to Extend)
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: Nov 15, 2017

Bid/Contract/PO #: __________________________

Company Name: SWC Technology Partners
Contact Phone: 630-286-8121
Company Contact: Mike Gedville
Contact Email: mikedgedville@swc.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 order 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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<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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</table>

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<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: Mike Gedville

Title: Reselling Manager

Date: Nov 15, 2017

Attach additional sheets if necessary. Sign each sheet and number each page. Page ______ of _______ (total number of pages)
AWARDING RESOLUTION
ISSUED TO BUSINESS IT SOURCE FOR IBM
SOFTWARE SUBSCRIPTION AND SUPPORT RENEWAL
FOR AN APPLICATION SYSTEM
(CONTRACT TOTAL AMOUNT: $83,896.91)

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

WHEREAS, the Judicial Public Safety Committee recommends County Board approval for the payment of invoice 141928 for IBM software subscription and support renewal to Business IT Source, for the period of April 1, 2018 to March 31, 2019 for the Office of the Circuit Court Clerk.

NOW, THEREFORE BE IT RESOLVED, that County requisition, covering said, to provide IBM software subscription and support renewal for an application system for the period of April 1, 2018 to March 31, 2019, for the Office of the Circuit Court Clerk, be, and it is hereby approved for issuance of a Contract by the Procurement Division to Business IT Source, 954 Corporate Woods Pkwy, Vernon Hills IL 60061, for a contract total amount of $83,896.91.

Enacted and approved this 27th day of February, 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>February 2, 2018</td>
<td>$83,896.91</td>
<td>04/01/18 - 03/31/19</td>
<td>CIRCUIT COURT CLERK</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

No Decision Memo Required  Per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bidding

Bernadette Mason  Completed  02/02/2018 1:55 PM
Kathy Ostrowski   Completed  02/12/2018 8:33 AM
Wendi Wagner      Completed  02/12/2018 9:26 AM
Donald Carlsen    Completed  02/12/2018 12:39 PM
James McGuire     Completed  02/14/2018 8:56 AM
Paul Rafac        Completed  02/14/2018 3:15 PM
Kathy Ostrowski   Completed  02/15/2018 11:15 AM
Judicial/Public Safety Committee Completed  02/20/2018 8:15 AM
Finance Committee Pending  02/27/2018 8:00 AM
Technology Committee Pending  02/27/2018 9:00 AM
County Board      Pending  02/27/2018 10:00 AM
# Purchase Requisition

**Procurement Services Division**

**Send Purchase Order To:**
- **Vendor:** Business IT Source
- **Vendor #:** 12792
- **Attn:** Dan Frauenheim
  - **Email:** danf@bitsinc.com
- **Address:** 954 Corporate Woods Pkwy
- **City:** Vernon Hills
  - **State:** IL
  - **Zip:** 60061
- **Phone:** 847-793-0600

**Send Invoices To:**
- **Dept:** Circuit Court Clerk
  - **Division:** Accounting
- **Attn:** Julie Ellefsen
  - **Email:** julie.ellefsen@18thjudicial.org
- **Address:** 505 N County Farm Rd
  - **Room:**
- **City:** Wheaton
  - **State:** IL
  - **Zip:** 60187
- **Phone:** 630-407-8590

**Send Payments To:**
- **Vendor:** Business IT Source
  - **Vendor #:**
- **Attn:** Dan Frauenheim
  - **Email:** danf@bitsinc.com
- **Address:** 954 Corporate Woods Pkwy
  - **City:** Vernon Hills
  - **State:** IL
  - **Zip:** 60061
- **Phone:** 847-793-0600

**Ship To:**
- **Dept:** Circuit Court Clerk
  - **Division:** Accounting
- **Attn:** Julie Ellefsen
  - **Email:** julie.ellefsen@18thjudicial.org
- **Address:** 505 N County Farm Rd
  - **Room:**
- **City:** Wheaton
  - **State:** IL
  - **Zip:** 60187
- **Phone:** 630-407-8590

**Payment Terms:**
- **F.O.B.:**
- **PO 20 Delivery Date:**
- **Requisitioner:**

<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>Acct 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>1</td>
<td>EA</td>
<td>IBM Software Subscription Renewal (IBM Passport)</td>
<td>18</td>
<td>1400</td>
<td>6720</td>
<td>53807</td>
<td></td>
<td></td>
<td>83,896.91</td>
<td>83,896.91</td>
</tr>
</tbody>
</table>

**Requisition Total:** $83,896.91

**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):

This is for payment only. Do not send purchase order to Business IT Source - this order has already been processed by IBM Passport program. Send paper work to Julie.ellefsen@18thjudicial.org and to mary.heaton@18thjudicial.org

**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

<table>
<thead>
<tr>
<th>Vendor: Business IT Source</th>
<th>Vendor #: 12792</th>
<th>Contract Term: 04/01/18-03/31/19</th>
<th>Contract Total: $83,896.91</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Circuit Court Clerk</td>
<td>Contact: Julie Ellefsen</td>
<td>Phone: 630-407-8590</td>
<td>Assigned Committee: JPS</td>
</tr>
</tbody>
</table>

Description of Procurement/Scope of Work/Background
Payment of IBM Software Subscription and Support Renewal

Reason for Procurement
Renewal of IBM Software Subscription and Support called IBM Passport

FUNDING SOURCE
☑ Procurement budgeted for (FY and budget code(s)): 18-1400-6720-53807
☐ 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 # ____________________________ ☐ 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 ☐ Public Utility
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

☐ 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>mh</th>
<th>Jan 30, 2018</th>
<th>Recommended for Approval</th>
<th>IT Approval, if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer</td>
<td>Date</td>
<td>Chairman's Office</td>
<td>Date</td>
</tr>
</tbody>
</table>

Decision Memos Over $25,000

Jan 30, 2018

Packet Pg. 40
**JUSTIFICATION FOR SOLE SOURCE**

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>11877</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANUFACTURER</td>
<td>Business IT Source</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Circuit Court Clerk</td>
</tr>
<tr>
<td>PRODUCT #</td>
<td>IBM Passport</td>
</tr>
</tbody>
</table>

**DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:**

Each year we need to renew our IBM software and support contract. This is done though an IBM Passport Advantage program. To get final pricing you need an authorized IBM Business Partner, since 2009 we have used Business IT Source c/o/0 Preferred Partners. We have authorized with IBM Passport Advantage Program that Business IT Source is our selected vendor for the IBM Passport program. So if there are any outstanding issues Business IT Source can handle directly with IBM Passport resolve.

**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:** Business IT Source

**CONTACT:** Dan Frauenheim

**PHONE:** 847-793-0600

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

A relationship has been approved by IBM, that Business IT Source will process our IBM Passport Advantage Program.

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

It is a renewal for IBM software that was purchased over the years to run our AS/400 and other web applications which was purchased via the county in 2007.

**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)**

Send quote to another vendor to check on pricing. The price was similar and since we had Business IT Source already set up and approved with IBM to be the reseller, we stayed with Business IT Source.

---

**Signature on File**

Department Approval Date: 1-30-18

Purchasing Review Date: 2-13-18

Attachment: Business IT Source - Sole Source (JPS-0053-18 : Business IT Source - IBM Passport)
## Invoice

**Date**
1/29/2018

**Invoice #**
141928

**Terms**
Net 45

**Due Date**
3/15/2018

**PO #**
CA-18015

**Customer Memo**

**Created From**
Sales Order #214002

**Ship Via**
Electronic Delivery

**Tracking #**

**Cost Center**

### Details

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC1MULL</td>
<td>1</td>
<td>IBM Rational Application Developer for WebSphere Software Authorized User Annual SW</td>
</tr>
<tr>
<td>EC24RLL</td>
<td>200</td>
<td>IBM DB2 Workgroup Server Edition Processor Value Unit (PVUs) Annual SW Subscription &amp; Support</td>
</tr>
<tr>
<td>EC25QLL</td>
<td>100</td>
<td>IBM WebSphere Application Server Processor Value Unit (PVU) Annual SW Subscription &amp; Support</td>
</tr>
<tr>
<td>EC25QLL</td>
<td>1</td>
<td>IBM DB2 Connect Enterprise Edition 2.5 Authorized User Annual SW Subscription &amp; Support Renewal</td>
</tr>
<tr>
<td>EC66RLL</td>
<td>378</td>
<td>IBM Concurrent Manager</td>
</tr>
<tr>
<td>EC8PULL</td>
<td>100</td>
<td>IBM INFOPHIER DATA REPLICATION PROCESSOR VALUE UNIT (PVU) ANNUAL SW SUBSCRIPTION &amp; SUPPORT RENEWAL</td>
</tr>
<tr>
<td>EC8WCLL</td>
<td>12</td>
<td>IBM Spectrum Protect for Data Retention Terabyte (112) ANNUAL SW SUBSCRIPTION &amp; SUPPORT RENEWAL</td>
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<tr>
<td>E1BQDCLL</td>
<td>20</td>
<td>IBM Host Access Client Package for Multiplatforms Authorized User Annual SW Subscription &amp; Support</td>
</tr>
</tbody>
</table>

**Subtotal**
83,896.91

**Shipping Cost (Electronic Delivery)**
0.00

**Total**
83,896.91

---

Thank you for your business.
The United States of America
State of Illinois
County of DuPage

FUND AUTHORIZATION

The undersigned being the Chief Judge of the 18th Judicial Circuit Court of DuPage County, Illinois and in accordance with 705 ILCS 105/27.3a and Ordinance JLE 012-84, adopted October 9, 1984 by the DuPage County Board and as amended, establishing the COURT AUTOMATION FUND, do hereby authorize the funding of the attached purchase requisition.

1400-6720-53807

Requisition #:

Business IT Source
954 Corporate Woods Pkwy
Vernon Hills, IL 60061

IBM Passport

$83,896.91
(IBM Software Subscription and Support)

APPROVED:

Signature on File

Hon. Daniel Guerin
Chief Judge

Date 1/3/18

Chris Kachirousas, CLERK OF THE 18th JUDICIAL CIRCUIT COURT
WHEATON, ILLINOIS 60189-0707 ©
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
Kenneth A. Mooney

Title
Vice President of Finance and Administration

Date
February 1, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Requisition under 25k dollars

2018-71
Requisition under 25k dollars

2018-71

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>
</tr>
</thead>
<tbody>
<tr>
<td>February 12, 2018</td>
<td>$8,706.00</td>
<td>3/1/18 - 2/28/19</td>
<td>JUDICIAL/PUBLIC SAFETY COMMITTEE</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Herpel</td>
<td>Completed</td>
<td>02/13/2018 10:06 AM</td>
</tr>
<tr>
<td>Bernadette Mason</td>
<td>Completed</td>
<td>02/13/2018 10:58 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>02/13/2018 1:11 PM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>02/13/2018 1:19 PM</td>
</tr>
<tr>
<td>Wendi Wagner</td>
<td>Completed</td>
<td>02/13/2018 1:52 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>02/16/2018 10:45 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>02/16/2018 12:12 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>02/16/2018 12:19 PM</td>
</tr>
<tr>
<td>Judicial/Public Safety Committee</td>
<td>Completed</td>
<td>02/20/2018 8:15 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>02/27/2018 9:00 AM</td>
</tr>
</tbody>
</table>
**Purchase Requisition**  
**Procurement Services Division**

**Send Purchase Order To:**
- Vendor: Judicial Systems Inc.  
  - Vendor #: 12875  
- Attn: Gary Dower  
  - Email: gary@judicialsystems.com  
- Address: 211 R. E. Lee Dr.  
- City: Tyler  
  - State: TX  
  - Zip: 75703  
- Phone: 903-561-8328  
- Fax:  

**Send Invoices To:**
- Dept: Jury Commission  
- Attn: Robin Partin  
  - Email: robin.partin@18thjudicial.org  
- Address: 505 N. County Farm Rd.  
- City: Wheaton  
  - State: IL  
  - Zip: 60187  
- Phone: 630-407-8988  
- Fax:  

**Ship To:**
- Dept: Jury Commission  
- Attn: Robin Partin  
  - Email: robin.partin@18thjudicial.org  
- Address: 505 N. County Farm Rd.  
- City: Wheaton  
  - State: IL  
  - Zip: 60187  
- Phone: 630-407-8988  
- Fax:  

**Send Payments To:**
- Vendor: Judicial Systems Inc.  
  - Vendor #: 12875  
- Attn: Gary Dower  
  - Email: gary@judicialsystems.com  
- Address: P.O. Box 7850  
- City: Tyler  
  - State: TX  
  - Zip: 75711  
- Phone: 903-561-8328  
- Fax:  

**PO 20 Delivery Date:**
- Mar 1, 2018  
- Feb 28, 2019  

<table>
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<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>1</td>
<td>EA</td>
<td>Jury2018 Plus</td>
<td>Judicial Systems Jury2018 Plus</td>
<td>18</td>
<td>1000</td>
<td>5910</td>
<td>53807</td>
<td></td>
<td>5,307.00</td>
<td>5,307.00</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>EA</td>
<td>Telephone Jury</td>
<td>Telephone Jury Information System</td>
<td>18</td>
<td>1000</td>
<td>5910</td>
<td>53807</td>
<td></td>
<td>1,567.00</td>
<td>1,567.00</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>EA</td>
<td>Interactive Web Response</td>
<td>Interactive Web Response System</td>
<td>18</td>
<td>1000</td>
<td>5910</td>
<td>53807</td>
<td></td>
<td>1,832.00</td>
<td>1,832.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** $8,706.00

**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):
**JUSTIFICATION FOR SOLE SOURCE**

(please complete and attach to purchase requisition)

<table>
<thead>
<tr>
<th>REQUISITION  #</th>
<th>1121</th>
<th>DEPARTMENT</th>
<th>Jury Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANUFACTURER</td>
<td>Judicial Systems Inc.</td>
<td>PRODUCT #</td>
<td></td>
</tr>
</tbody>
</table>

**describe item being justified and its function:**

Annual maintenance agreement for the Jury Management System.

**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**: Judicial Systems Inc.

<table>
<thead>
<tr>
<th>PHONE</th>
<th>903-561-8328</th>
<th>CONTACT</th>
<th>Gary Dower</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEBSITE</td>
<td></td>
<td></td>
<td><a href="http://www.judicialsystems.com">www.judicialsystems.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)**

Judicial Systems Inc. is the only entity that can successfully perform database updates; as the database engine in the Jury System. It is a proprietary product and no other company could have the database translation values.

**has the market been tested lately (last 12 months) on the applicability of sole source? (if not, why not)?**

No, product is proprietary product.

**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: 2/5/18

Purchasing Review: 2/5/18
Bill To: Robin Partin  
Du Page County Jury Commission  
Judicial Office Facility  
505 North County Farm Road  
Wheaton, IL 60187

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Requested By</th>
<th>Date Shipped</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal P09-009</td>
<td></td>
<td>Due prior to March 1, 2018</td>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Services</th>
<th>Quantity</th>
<th>Each</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/18</td>
<td>Judicial Systems Jury Management Software System Annual Technical Support/Software Update Fee. From 03/01/2018 thru 02/29/2019</td>
<td>1</td>
<td>5,307.00</td>
<td>5,307.00</td>
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<tr>
<td></td>
<td>Judicial Systems JURY2018Plus</td>
<td>1</td>
<td>1,567.00</td>
<td>1,567.00</td>
</tr>
<tr>
<td></td>
<td>Judicial Systems Telephone Jury Information System</td>
<td>1</td>
<td>1,832.00</td>
<td>1,832.00</td>
</tr>
</tbody>
</table>

We appreciate your business!

TOTAL 8,706.00
## 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: Judicial Systems Inc.</th>
<th>Vendor #: 12875</th>
<th>Contract Term: 3/1/18-2/28/19</th>
<th>Contract Total: $8,706.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Jury Commission</td>
<td>Contact: Lisa Herpel</td>
<td>Phone: 407-8788</td>
<td>Assigned Committee: Judicial Public Safety</td>
</tr>
</tbody>
</table>

### Description of Procurement/Scope of Work/Background
Annual maintenance for the Jury Management System.

### Reason for Procurement
This is the annual maintenance agreement for the Jury Management System.

### FUNDING SOURCE
- [ ] Procurement budgeted for (FY and budget code(s)): FY2018 1000-5910-53807-0000
- [ ] 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(S) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00  [ ] Public Utility
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### 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>Date</th>
<th>Prepared By</th>
<th>Recommended for Approval</th>
<th>IT Approval, if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-8-18</td>
<td>C.D.</td>
<td>2-11-18</td>
<td>2-13-18</td>
</tr>
</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Date</th>
<th>Buyer</th>
<th>Procurement Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-16-18</td>
<td>C.O.</td>
<td>2-16-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-16-18</td>
<td>C.O.</td>
<td>2-16-18</td>
</tr>
</tbody>
</table>

---

**Packet Pg. 50**
# Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>JUDICIAL SYSTEMS INC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Contact:</td>
<td>CBRY W. DOWEN</td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>903-561-8328</td>
</tr>
<tr>
<td>Bid/Contract/PO:</td>
<td>000-000</td>
</tr>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:CBRY@JUDICIALSYSTEMS.COM">CBRY@JUDICIALSYSTEMS.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 $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.

I have made the following campaign contributions within the current and previous calendar year:

If no contributions have been made enter “NONE” below:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g., cash, type of item, in-kind service, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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 contract or 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>NONE</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 of 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.

Signature on File

[Signature]

Printed Name | CBRY W. DOWEN |
Title | PRESIDENT |
Date | 1/26/2015 |

Page 1 of 1

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

9/24/2015