DU PAGE COUNTY
TECHNOLOGY COMMITTEE
FINAL AGENDA

August 28, 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 August 14th, 2018

6. BUDGET TRANSFERS
   A. Budget Transfers -- Budget adjustment of $17,745.00 from 1100-2900-53020 (Information Technology Services) to 1100-2900-51000 (Benefit Payments) $10,695.00; to 1100-2900-53260 (Wireless Communication Services) $2,350.00; 1100-2900-53800 (Printing) $700.00; and 1100-2900-53806 (Software Licenses) $4,000.00, to cover the cost of retiring employee benefits, wireless communication costs, print services, and software licensing for the remainder of FY2018.

7. ACTION ITEMS
   A. TE-P-0234-18 Recommendation for the approval of a contract purchase order to CDW Government, Inc., for the purchase of Veritas Netbackup hardware and software to replace tape backups, for Information Technology, for a contract total amount of $256,772.26. Contract pursuant to the Intergovernmental Cooperation Act (National IPA).

   B. TE-P-0235-18 Recommendation for the approval of a contract purchase order to Kaseya US Sales LLC for the annual subscription for software to manage servers, for Information Technology. This contract covers the period of October 3, 2018 through October 3, 2021, for a contract total amount of $26,122.50, per 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00.
C. 2018-206 Recommendation for the approval of a contract purchase order to PCM Sales, Inc. for PhishMe Simulator CyberSecurity Awareness training, for Information Technology. This contract covers the period of September 1, 2018 through September 1, 2019, for a contract total amount of $17,674.75, per lowest responsible quote #Q18-163-DT.

D. 2018-207 Recommendation for the approval of a contract purchase order to SWC Technology Partners, Inc., for professional services to modernize the current Citrix environment, for Information Technology, for a total contract amount of $24,605.00, for the period of August 28, 2018 through November 30, 2018, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00

E. 2018-208 Recommendation for the approval of a contract purchase order to MHC Software, Inc., for the annual maintenance for the Enterprise Content Management System for Finance and Human Resources, for Information Technology, for a total contract amount of $6,115.50, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT
1. CALL TO ORDER

9:00 AM meeting was called to order by Chairman Kevin Wiley at 9:11 AM.

2. ROLL CALL

PRESENT: Anderson, Berlin, Bucholz, Chaplin, Elliott (9:00 AM - 9:31 AM), Gavanes, Grogan, Henry, Kachiroubas, Krajewski (9:00 AM - 9:31 AM), Wiley, Zaruba

ABSENT: Conor McCarthy was present as a representative for Member Robert Berlin, State's Attorney. Patrick Goodwin was present as a representative for Member Gwen Henry, County Treasurer. Iwan Dimidik was present as a representative for Member John Zaruba, County Sheriff.

3. CHAIRMAN'S REMARKS

Chairman Wiley gave a brief overview of the discussions that will take place after the action items.

He also mentioned expense tracking for the Treasury system.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

A. Technology Committee - Regular Meeting - Jul 17, 2018 9:00 AM

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

6. ACTION ITEMS
A. TE-P-0221-18 Recommendation for the approval of a contract purchase order to Dynamic Solutions Group, LLC d/b/a The Fax Guys for Right Fax hardware, licensing, and support, for Information Technology. This contract covers the period of September 1, 2018 through September 1, 2019, for a contract total amount of $25,725. Per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00

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

B. TE-P-0222-18 Recommendation for the approval of a contract purchase order to Infor (US) Inc. for final payment of outstanding deliverables and final acceptance of the ERP implementation, for Information Technology, for a contract total amount of $193,740.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b). The ERP implementation was originally awarded to Ciber; however, Infor acquired Ciber in March of 2018, prior to the final invoices being issued and payment being made.

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

C. 2018-191 Recommendation for the approval of a contract purchase order to BMC Software, Inc. for the renewal of BMC software license for VSAM file management software, for Information Technology. This contract covers the period of September 1, 2018 through February 28, 2022, for a contract total amount of $24,401.32. Per 55 ILCE 5/5-1022 "Competitive Bids" (c) not suitable for competitive bidding - BMC is the owner of the proprietary source code for this software.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Chris Kachiroubas, Circuit Court Clerk
D. 2018-192 Recommendation for the approval of a contract purchase order to CDW Government, Inc., for the annual Citrix Netscaler appliance maintenance, trade up from Citrix XenApp licenses to XenDesktop licenses and support for the licenses, for the period of October 2, 2018 through October 1, 2019, for Information Technology, for a total contract amount of $19,515.15, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.

RESULT: APPROVED [UNANIMOUS]
MOVER: Chris Kachiroubas, Circuit Court Clerk
SECONDER: Elizabeth Chaplin, District 2

E. 2018-193 Recommendation for the approval of a contract purchase order to PCM Sales Inc., for the annual Symantec AntiVirus licensing for IT servers and storage, for Information Technology, for a total contract amount of $5,135.05, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.

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

F. Change Order -- TE-P-0015A-18 - Amendment to Resolution TE-P-0015-18 (County Contract 2997-0001-SERV) issued to P&M Holding Group, LLP d/b/a Plante Moran, PLLC, for professional services to prepare and assist DuPage County with a needs assessment, development of a plan of action, and development of an RFP for a replacement Real Estate and Tax System, for Information Technology, to increase the contract amount by $43,610.00 in order to add the next phase in which Plante Moran will assist with vendor selection and procurement, resulting in an amended contract total of $269,610.00, an increase of 19.30%.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Elizabeth Chaplin, District 2
G. Authorization to Travel -- Approval is requested to have the GIS Manager attend the Pictometry FutureView Conference in Austin, Texas from August 27, 2018 through August 30, 2018, for an approximate cost of $341.00.

Member Elliott asked why the cost was so low for this travel request. Don Carlsen, CIO, and Tom Ricker, GIS Manager, explained that this is training and the vendor is paying for the airfare and lodging. Mr. Carlsen said this was run by the DuPage County Ethics Officer to ensure it was appropriate.

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

H. Authorization to Travel -- Approval is requested to have a Web Developer attend the National Association of Government Web Professionals (NAGW) 2018 National Conference in Pittsburgh, Pennsylvania from September 10 through September 14, 2018, for an approximate cost of $1,965.25.

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

7. INFORMATIONAL ITEMS
Member Grogan moved, seconded by Member Chaplin, to approve and place on file items 7A through 7C. All ayes. Motion carried.

A. JPS-P-0212-18 Recommendation for the approval of a contract purchase order to Logicalis, Inc., to provide IBM Lenovo Professional Technical Support along with needed hardware and software for the computer system of the Circuit Court Clerk, covering the period of September 1, 2018 to August 31, 2019, for a contract total amount of $205,331.62. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).
RESULT: APPROVED [UNANIMOUS]
MOVER: Robert Grogan, County Auditor
SECONDER: Elizabeth Chaplin, District 2

B. 2018-182 Recommendation for the approval of a contract purchase order to CDWG for the purchase of three (3) HP EliteDesk desktops and two (2) HP EliteBook laptops for Community Services, for a contract total amount not to exceed $5,142.50. Contract pursuant to the Intergovernmental Cooperation Act (National IPA/TPCM). (Senior Services/CCU Grant)

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert Grogan, County Auditor
SECONDER: Elizabeth Chaplin, District 2

C. Consent Item -- Extend CDW Government through November 30, 2018. National IPA contract was to expire 08/15/18. CDW-G has been awarded a contract with National IPA under agreement 2018011-01.

RESULT: ACCEPTED AND PLACED ON FILE [UNANIMOUS]
MOVER: Robert Grogan, County Auditor
SECONDER: Elizabeth Chaplin, District 2

8. PREsentations

A. Budget Presentation

Mr. Carlsen provided an overview of the FY 2019 budget request spreadsheets for IT, GIS, and DuJIS-PRMS, as attached hereto. He highlighted the request for two additional headcount, one for a Chief Information Security Officer (CISO) and the other for an HRIS Analyst. Mr. Carlsen noted the CISO would work with all departments and elected officials except for the Health Department, as they have their own. Member Grogan asked if this person would be the point person for setting policy, purchasing security software, and heading training for employees; Mr. Carlsen confirmed. Member Grogan then asked if other Counties have CISOs, to which Mr. Carlsen responded that Cook
County has several while the others have none. Member Chaplin added that she thinks a CISO is a great idea.

Mr. Carlsen then gave a brief overview of the proposed HRIS Analyst position, noting that the employee would report to IT but work with Human Resources. Chairman Wiley explained that the position was decided as an IT headcount because it is mainly IT duties.

Next, Mr. Carlsen discussed the request for a new County website. He noted it would be more mobile-friendly with a search first capability.

Members Elliott and Krajewski were excused to attend the Legislative Committee meeting at 9:31am.

Mr. Carlsen said there aren’t many changes in the GIS budget request. He pointed out that revenues have been somewhat flat but are sustaining.

Further, Mr. Carlsen discussed the DuJIS-PRMS budget. He explained that IT manages the budget on behalf of 32 different entities. He said the Police Records Management System (PRMS) should be ready to go live in February 2019. Member Grogan asked if the County has an Intergovernmental Agreement (IGA) with all 32 entities. Paul Rafac, CFO, said he believes there are a total of 39 IGAs. Mr. Carlsen noted that users may be added to the system at any time.

Lastly, Mr. Carlsen gave an overview of the New Initiatives included in the budget request. Member Grogan asked staff to send out the VOiP vendor needs assessment to committee members.

RESULT: HAND OUT

B. Strategic Technology Plan 2018 - 2028

Chairman Wiley and Mr. Carlsen asked members to review the Strategic Technology Plan over the next couple of weeks and come prepared to discuss it at the next committee meeting.

RESULT: HAND OUT

9. OLD BUSINESS

Member Grogan recognized the work of the IT department for their work with the implementation and closing out of the contract for the ERP.

10. NEW BUSINESS

None.
11. ADJOURNMENT
With no further business, the committee adjourned.
DuPage County, Illinois
BUDGET ADJUSTMENT
Effective September 21, 2016

From: 1100

Company/Accounting Unit Name

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Reason for Request:
To cover benefit payments of employee who retired.
Wireless, printing, and software licensing for remainder of FY18.

Signature on File

Department Head

Signature on File

Chief Financial Officer

Packet Pg. 10
WHEREAS, pursuant to Intergovernmental Agreement between the County of DuPage and National Intergovernmental Purchasing Alliance (National IPA), the County of DuPage will contract with CDWG; and

WHEREAS, CDWG has been awarded several contracts based on the National IPA Contract #2018011; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract purchase order to CDWG, Inc., for the purchase of Veritas Netbackup hardware and software to replace tape backups, for Information Technology.

NOW, THEREFORE BE IT RESOLVED, that County Contract, covering said, for the purchase of Veritas Netbackup hardware and software to replace tape backups, for Information Technology, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to CDW Government, Inc., 230 N. Milwaukee Ave., Vernon Hills, IL 60061, for a contract total amount of $256,772.26, per National IPA cooperative purchasing agreement pricing, in compliance with 30 ILCS 525/2 "Governmental Joint Purchasing Act".

Enacted and approved this 28th day of August, 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

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### SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**  Per Cooperative Agreement

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Procurement Review Checklist

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

Vendor: CDW Government, Inc.
Vendor #: 10667
Contract Term:
Contract Total: $256,772.26

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

Description of Procurement/Scope of Work/Background:
Purchase of hardware, software and Professional Services to install and configure two Veritas Netbackup hardware appliances.

Reason for Procurement:
This purchase is to replace our current backup system for server/data backups. The County currently utilizes Netbackup software for physical servers and writes those backups to tape. This purchase will replace the tape backups with two redundant backup appliances, one to be housed in the DuPage County IT Data Center and one to be housed in the DuComm Data Center. The software part of this purchase will allow us to backup our virtual server environment in a more efficient and effective manner. Professional Services are also required to ensure the new system is set up correctly and to ensure that our backup policies are met.

FUNDING SOURCE
☐ Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53807, 1000-1160-54100-1110, 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 # ____________________________ ☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-1021S (attach Sole Source Justification form)
☐ PER 55 ILC 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility
☐ PER 55 ILC 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:
□

18 AUG 15 PM 3:56

DECISION MEMO REQUIRED
☒ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
☒ Per Coop (DPC4-107) select one below
National IPA/TCPM # 2018011

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

PREPARED BY AND APPROVAL(S) (Initials Only)

Prepared By: DAK  Date: 8-15-18
Recommended for Approval:  Date:  IT Approval, if required:  Date:  

REVIEWED BY (Initials Only)

Buyer: 8-20-18  Procurement Officer: 8-21-18
Date: 8-21-18

Chief Financial Officer: 8-21-18  Chairman's Office: 8-21-18
Date: 8-21-18

(Decision Memos Over $25,000)

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER

Rev 1.8
Packet Pg. 13

Attachment: CDWG - Checklist Veritas Netbackup (TE-P-0234-18 : CDWG for Veritas Netbackup Hardware and Software to replace Tape)
Purchase Requisition
Procurement Services Division

Send Purchase Order To:
Vendor: CDW Government, Inc.  
Vendor #: 10667  
Dept: Information Technology  
Division:
Attn: Jennifer Lagoni  
Email: jennandmeagan@cdwg.com  
Address: 230 N Milwaukee Ave  
City: Vernon Hills  
State: IL  
Zip: 60061  
Phone:  
Fax:

Send Invoices To:
Vendor: CDW Government, Inc.  
Vendor #: 10667  
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: CDW Government, Inc.  
Vendor #: 10667  
Dept: Information Technology  
Division:
Attn: Wendi Wagner  
Email: wendi.wagner@dupageco.org  
Address: 75 Remittance Drive, Suite 1515  
City: Chicago  
State: IL  
Zip: 60675  
Phone:  
Fax:

Send Ship To:
Vendor: CDW Government, Inc.  
Vendor #: 10667  
Dept: Information Technology  
Division:
Attn: Jennifer Lagoni  
Email: jennandmeagan@cdwg.com  
Address: 230 N Milwaukee Ave  
City: Vernon Hills  
State: IL  
Zip: 60061  
Phone:  
Fax:

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Attachment: CDWG - Purchase Requisition (TE-P-0234-18 : CDWG for Veritas Netbackup Hardware and Software to replace Tape Backups)
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Requisition Total $ 256,772

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):

All above are per National IPA contract pricing.

User Department Internal Notes (these comments will NOT appear on the Purchase Order):
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: Aug 14, 2018
MinuteTraq (IQM2) ID #: 13280
Department Requisition #: __________

Requesting Department: Information Technology
Department Contact: Wendi Wagner
Contact Email: wendi.wagner@dupageco.org
Contact Phone: 630-407-5064
Vendor Name: CDW Government, Inc.
Vendor #: 10667

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.
Purchase of hardware, software and Professional Services to install and configure two Veritas Netbackup hardware appliances.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.
This purchase is to replace our current backup system for server/data backups. The County currently utilizes Netbackup software for physical servers and writes those backups to tape. This purchase will replace the tape backups with two redundant backup appliances, one to be housed in the DuPage County IT Data Center and one to be housed in the DuComm Data Center. The software part of this purchase will allow us to backup our virtual server environment in a more efficient and effective manner. Professional Services are also required to ensure the new system is set up correctly and to ensure that our backup policies are met.

Strategic Impact
Customer Service
Select one of the five strategic imperatives in the County’s Strategic Plan this action will most impact and provide a brief explanation.
This ensures that County data is recoverable in case of a system failure, disaster or file corruption/deletion.

Source Selection/Vetting Information - Describe method used to select source.
We met with several vendors to determine the best fit for backing up the County’s servers, systems and data. DuPage County has been using Netbackup software to complete our backups for over 10 years. We have a substantial investment in the software and have expertise in-house on this software. We also utilized the expertise of pre-sales support at CDWG, who looked at our environment and compared several different appliance/software vendors. We chose to continue using Veritas Netbackup software and replace tape with their disk-to-disk appliances. CDWG holds the National IPA contract for Veritas software, hardware and professional services. The installation will be done by Veritas employees through the Statement of Work provided through CDWG.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
Staff recommends purchasing the hardware, software and appliances utilizing the National IPA pre-bid contract. Other alternatives are to go to bid for this system and services, which would delay the installation of this system. The County’s tape library - which is where backups are currently written to - has been failing, and delaying this project could put the ability to recover data from a failure at risk.

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.
Current FY18 impact is $256,772.26, which has been budgeted. The next fiscal impact will be in FY21, when the support for software and hardware will need to be renewed.
DEAR WENDI WAGNER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

<table>
<thead>
<tr>
<th>QUOTE #</th>
<th>QUOTE DATE</th>
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IMPORTANT - PLEASE READ

Special Instructions: Compliant with the Illinois Local

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PURCHASER BILLING INFO

| SUBTOTAL | $158,702.24 |

Attachment: CDWG Quote #JXNV750 (TE-P-0234-18 : CDWG for Veritas Netbackup Hardware and Software to replace Tape Backups)
| DELIVER TO |
|------------------|------------------|--------------------|
| **Billing Address:** | **SHIPPING** | **GRAND TOTAL** |
| DUPAGE COUNTY DATA PROCESSING DEPARTMENT | $0.00 | $158,702.24 |
| 421 N COUNTY FARM RD | | |
| WHEATON, IL 60187-3978 | | |
| **Payment Terms:** Net 30 Days-Govt State/Local | | |

| **Shipping Address:** | **Please remit payments to:** |
|------------------|------------------|--------------------|
| DUPAGE COUNTY DATA PROCESSING DEPARTMENT | CDW Government | |
| 421 N COUNTY FARM RD | 75 Remittance Drive | |
| WHEATON, IL 60187-3978 | Suite 1515 | |
| **Phone:** (630) 682-7030 | **Chicago, IL 60675-1515** | |
| **Shipping Method:** ELECTRONIC DISTRIBUTION | | |

**Need Assistance? CDW•G SALES CONTACT INFORMATION**

- **CDWG Account Team - Jen and Meagan** | (866) 339-7925 | jennandmeagan@cdwg.com

This quote is subject to CDW’s Terms and Conditions of Sales and Service Projects at [http://www.cdwg.com/content/terms-conditions/product-sales.aspx](http://www.cdwg.com/content/terms-conditions/product-sales.aspx)

For more information, contact a CDW account manager

© 2018 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239
Dear Wendi Wagner,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

<table>
<thead>
<tr>
<th>QUOTE #</th>
<th>QUOTE DATE</th>
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DATA PROCESSING DEPARTMENT
421 N COUNTY FARM RD
WHEATON, IL 60187-3978
Phone: (630) 682-7030
Payment Terms: Net 30 Days-Govt State/Local

**DELIVER TO**

**Shipping Address:**
DUPAGE COUNTY
DATA PROCESSING DEPARTMENT
421 N COUNTY FARM RD
WHEATON, IL 60187-3978
Phone: (630) 682-7030
Shipping Method: DROP SHIP-GROUND

Please remit payments to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

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End 8/31/2021
Service contract # 515707737
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ONPREMISE STANDARD PERPETUAL LICENSE
GOV
Contract: MARKET

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DATA PROCESSING DEPARTMENT
421 N COUNTY FARM RD
WHEATON, IL 60187-3978
Phone: (630) 682-7030
Payment Terms: Net 30 Days-Govt State/Local

**DELIVER TO**

Shipping Address:
DUPAGE COUNTY
DATA PROCESSING DEPARTMENT
421 N COUNTY FARM RD
WHEATON, IL 60187-3978
Phone: (630) 682-7030
Shipping Method: DROP SHIP-GROUND

Please remit payments to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

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### PURCHASER BILLING INFO

| BILLING ADDRESS: DUPAGE COUNTY DATA PROCESSING DEPARTMENT 421 N COUNTY FARM RD WHEATON, IL 60187-3978 PHONE: (630) 682-7030 PAYMENT TERMS: Net 30 Days-Govt State/Local |
|---|---|
| SUBTOTAL | $7,747.81 |
| SHIPPING | $0.00 |
| GRAND TOTAL | $7,747.81 |

Please remit payments to:
Shipping Address: DUPAGE COUNTY DATA PROCESSING DEPARTMENT 421 N COUNTY FARM RD WHEATON, IL 60187-3978
Phone: (630) 682-7030
Shipping Method: DROP SHIP-GROUND

CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

CDWG Account Team - Jen and Meagan | (866) 339-7925 | jennandmeagan@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager
© 2018 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239
STATEMENT OF WORK

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Catalog Migration Services</th>
<th>Seller Representative:</th>
<th>Damian Gonzalez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name:</td>
<td>County of DuPage (IL)</td>
<td>312.714.9529</td>
<td><a href="mailto:damigon@cdwg.com">damigon@cdwg.com</a></td>
</tr>
<tr>
<td>CDW Affiliate:</td>
<td>CDW Government LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOW Created Date:</td>
<td>July 20, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Version:</td>
<td>2</td>
<td>Solution Architect:</td>
<td>Alex Doveri</td>
</tr>
</tbody>
</table>

This statement of work ("Statement of Work" or "SOW") is made and entered into on the date signed by both parties (the "SOW Effective Date") by and between the undersigned, CDW Government LLC ("Provider", "Seller" and "we") and County of DuPage (IL) ("Customer" and "you").

PROJECT DESCRIPTION

PROJECT SCOPE

PREMIUM APPLIANCE INSTALL:

PHASE 1 – DISCOVERY / PLANNING / PROJECT KICKOFF.

Provider and Customer shall:

- Review roles and responsibilities, scope of services, Customer readiness, resource / schedule requirements, NBU requirements, completed Pre-Engagement Checklist ("PEC"), and existing NBU design data.
- Discuss downtime requirements, timelines, and necessary change window(s).
- Planning for the NBU appliance implementation and walkthrough session.

PHASE 2 – DEPLOY.

Provider shall:

- Physically install, configure, and functional test up to two (2) NBU appliance within Customer’s environment.
- For an NBU 52X0 appliance:
  - Configure and functional test two (2) NBU appliance (as a master, media, or master/media server) with up to one (1) disk storage pool each.
  - Configure up to one (1) unidirectional auto image replication ("AIR"), if appropriate
- Upgrade/patch and functional test the NBU appliance’s operating system software where applicable.
- Configure and functional test up to one (1) OST plugin, if applicable.
- Configure and functional test one (1) Intelligent Platform Management Interface ("IPMI"), one (1) appliance hardware monitoring feature, one (1) email address for alert notifications, and one (1) Storage Life Cycles Policies ("SLP").
- Configure and functional test the following client types; four (4) NBU standard clients, four (4) NBU enterprise clients, and four (4) NBU database clients.

PHASE 3 – PROJECT REVIEW & CLOSE.

Provider shall:

- Remove test policies / storage units / storage unit groups / SLPs, where applicable.
- Hand-off open technical support cases to Customer’s NBU Administrators / Operations if appropriate

**CUSTOM FIXED PRICE CONSULTING**

Provider shall assist with the following:

- Engagement planning discussions
- Configure and functional test up to one (1) virtual Windows NBU 8.1.1 master server configured to the new NBU 8.1.1 5240 media server appliance
- Configure and functional test up to four (4) of the following client types: NBU enterprise clients, NBU standard clients, and NBU database clients
- Project review and close

**KEY DEPENDENCIES / ASSUMPTIONS:**

Pre-requisites, assumptions, and/or dependencies for the Services are:

1. All tasks will be performed remotely at a Provider facility during Normal US Work Hours
2. Customer is responsible for the following tasks:
   a. Verify that the necessary network ports are configured for NBU
   b. Maintain local host files and/or Domain Name Service (“DNS”)
   c. Implementing remaining clients to the new NBU backup domain
   d. Provide a virtual Windows server that meets NBU 8.1.1 minimum requirements
3. Implementation needs to be compliant with Provider Hardware/Software compatibility matrix - [https://sort.Provider.com/home](https://sort.Provider.com/home)
4. Test plans are supplemental to Customer’s testing process / plans
5. NBU Catalogue manipulation is out of scope for this project
6. Any activities not listed in the scope of this document are considered out of scope
7. Changes to the scope may be made with written change requests agreed upon by Provider and Customer

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

**PROJECT SCHEDULING**

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule (“Anticipated Schedule”) based on Seller’s project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

**TOTAL FEES**

The total fees due and payable under this SOW (“Total Fees”) include both fees for Seller’s performance of work (“Services Fees”) and any other related costs and fees specified in the Expenses section (“Expenses”). Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein.

Seller will invoice for the Total Fees.

**SERVICES FEES**

Services Fees hereunder are FIXED FEES, meaning that the amount invoiced for the Services will be $36,700.00.
The invoiced amount of Services Fees will equal the amount of fees applicable to each completed project milestone, as specified in Table 1.

Table 1 – Services Fees

<table>
<thead>
<tr>
<th>Project Milestones</th>
<th>Percentages</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone 1: Premium Appliance Implementation Services</td>
<td>32%</td>
<td>$12,100.00</td>
</tr>
<tr>
<td>Milestone 2: Custom Fixed Price Consulting Services</td>
<td>68%</td>
<td>$24,600.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>100%</strong></td>
<td><strong>$36,700.00</strong></td>
</tr>
</tbody>
</table>

**EXPENSES**

All services under this SOW will be performed remotely; therefore, neither travel time nor direct expenses will be billed for this project.

The parties agree that there will be no travel required for this project.

**CUSTOMER-DESIGNATED LOCATIONS**

Seller will provide Services benefiting the locations specified on the attached Exhibit ("Customer-Designated Locations").

**PROJECT-SPECIFIC TERMS**

1. Customer is responsible for providing all physical and communications access, privileges, environmental conditions, qualified personnel, project details, material information, decisions/directions, and personnel and stakeholder interviews that are reasonably necessary to assist and accommodate Seller’s performance of the Services ("Customer Components").
2. Seller is not responsible for delays in performance directly caused by the unavailability of the Customer Components and will have the right, with prior written notice and after a reasonable opportunity for Customer to correct the failure, to reassign Seller personnel to work unrelated to this SOW and the services hereunder or to invoice Customer for time Seller personnel are thereby idled if reassignment is not feasible.
3. Both parties will treat all employee personally identifiable information as confidential per the Agreement.
4. Customer will provide in advance and in writing, and Seller will follow, all applicable Customer safety and security rules and procedures.
5. Customer is responsible for security at all Customer-Designated Locations; Seller is not responsible for lost or stolen equipment.
6. This SOW can be terminated by either party with cause upon at least thirty (30) days’ advance written notice.
7. This SOW can be terminated by the Customer without cause upon at least thirty (30) days’ advance written notice.
8. THERE ARE NO DELIVERABLES PROVIDED BY SELLER UNDER THIS SOW.
9. SOME OR ALL OF THE SERVICES PROVIDED UNDER THIS SOW WILL BE PERFORMED BY SELLER’S SUBCONTRACTOR: Veritas Technologies LLC
SOW TERMS AND CONDITIONS

CONTACT PERSON(S)

Each Party will appoint a person to act as that Party’s point of contact (“Contact Person”) as the time for performance nears and will communicate that person’s name and information to the other Party’s Contact Person.

The Customer Contact Person is authorized to approve materials and Services provided by Seller, and Seller may rely on the decisions and approvals made by the Customer Contact Person (except that Seller understands that Customer may require a different person to sign any Change Orders amending this SOW). The Customer Contact Person will manage all communications with Seller, and when Services are performed at a Customer-Designated Location, the Customer Contact Person will be present or available. The Parties’ Contact Persons shall be authorized to approve changes in personnel and associated rates for Services under this SOW.

PAYMENT TERMS

Customer will pay invoices in accordance with the Illinois Local Government Prompt Payment Act – 50 ILCS 505

EXPIRATION

This SOW expires and will be of no force or effect unless it is signed by Customer and Seller within thirty (30) days from the SOW Created Date, except as otherwise agreed by Seller.

CHANGE ORDERS

This SOW may be modified or amended only in a writing signed by both Customer and Seller, generally in the form provided by Seller (“Change Order”).

In the event of a conflict between the terms and conditions set forth in a fully executed Change Order and those set forth in this SOW or a prior fully executed Change Order, the terms and conditions of the most recent fully executed Change Order shall prevail.

MISCELLANEOUS

This SOW shall be governed by that certain City of Mesa Agreement Number 2018011 Information Technology Solutions & Services between CDW Government LLC and City of Mesa, Arizona effective March 1, 2018 (the “Agreement”). If there is a conflict between this SOW and the Agreement, then the Agreement will control, except as expressly amended in this SOW by specific reference to the Agreement. References in the Agreement to a SOW or a Work Order apply to this SOW. This SOW and any Change Order may be signed in separate counterparts, each of which shall be deemed an original and all of which together will be deemed to be one original. Electronic signatures on this SOW or on any Change Order (or copies of signatures sent via electronic means) are the equivalent of handwritten signatures. This SOW is the proprietary and confidential information of Seller.
SIGNATURES

In acknowledgement that the parties below have read and understood this Statement of Work and agree to be bound by it, each party has caused this Statement of Work to be signed and transferred by its respective authorized representative.

CDW Government LLC

By: ________________________________
Name: ______________________________
Title: ______________________________
Date: ______________________________

Mailing Address:
230 N. Milwaukee Ave.
Vernon Hills, IL 60061

☐ The following PSM has given approval:
  Mike Primus

County of DuPage (IL)

By: ________________________________
Name: __Deborah Hanson____________________
Title: __Deputy Director of IT________________
Date: __08/15/2018____________________

Mailing Address:
Street: __421 N. County Farm Road________
City/ST/ZIP: __Wheaton, IL 60187________

Billing Contact (If different than above):
Street: ________________________________
City/ST/ZIP: ____________________________
EXHIBIT A.

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the following locations ("Customer-Designated Locations").

Table 2 – Customer-Designated Locations

<table>
<thead>
<tr>
<th>Location(s)</th>
<th>Service(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheaton 421 N COUNTY FARM RD</td>
<td>☐ Assessment ☐ Configuration ☐ Design</td>
</tr>
<tr>
<td>WHEATON, IL</td>
<td>☐ Implementation ☐ Knowledge Transfer</td>
</tr>
<tr>
<td></td>
<td>☐ Project Management ☐ Reconfiguration</td>
</tr>
<tr>
<td></td>
<td>☐ Reinstallation ☐ Staff Augmentation</td>
</tr>
<tr>
<td></td>
<td>☐ Support ☐ Training ☐ Custom Work</td>
</tr>
</tbody>
</table>

Attachment: CDWG - SOW (TE-P-0234-18 : CDWG for Veritas Netbackup Hardware and Software to replace Tape Backups)
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: ____________________
Bid/Contract/PO #: ____________________

Company Name: CDW Government LLC
Company Contact: Jenn Lagoni & Meagan McKone
Contact Phone: 1-866-339-7925
Contact Email: jennandmeagan@cdwg.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

   Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid

   Telephone
   Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county’s ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

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

Authorized Signature ____________________

Signature on File

Printed Name ____________________
Title ____________________
Date _____________, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page ________ of ________ (total number of pages)
January 1, 2018

To CDW Government LLC Customers:

CDW Government LLC is your supplier/vendor. CDW Government LLC’s FEIN is 36-4230110. This is the number displayed on our invoices.

CDW Government LLC is treated as a disregarded entity for federal income tax purposes. The Internal Revenue Service requires the W-9 to be completed by an entity that is not a disregarded entity for federal tax purposes. For CDW Government LLC, that entity is the parent corporation, CDW LLC, FEIN 36-3310735. Consequently, CDW Government LLC’s W-9 lists CDW LLC as the “Name (as shown on the income tax return)” and the “Business name” as CDW Government LLC.

The address on our W-9, (230 N. Milwaukee Ave. Vernon Hills, IL 60061), is our mailing address registered with the IRS. CDW Government LLC requests your payments to be mailed to another address, (75 Remittance Dr, Suite 1515, Chicago, IL 60675). This is merely for payment processing and is not a CDW Government LLC physical location.

We apologize for any confusion our organizational structure may cause you; however, we have completed the W-9 as required by the Internal Revenue Service.

Please feel free to contact us at taxteam@cdw.com should you have any questions or require additional documentation.

Thank you,

CDW Tax Department
### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Future developments.
For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
AWARDING RESOLUTION TO
KASEYA US SALES LLC
FOR SOFTWARE SUBSCRIPTION TO
MANAGE SERVERS
(CONTRACT TOTAL: $26,122.50)

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

WHEREAS, the Technology Committee recommends County Board approval for the
issuance of a contract purchase order to Kaseya US Sales LLC, for the software subscription to
manage servers, for the period of October 3, 2018 through October 3, 2021, for Information
Technology.

NOW, THEREFORE BE IT RESOLVED, that the contract, covering said, for the
software subscription to manage servers, for the period of October 3, 2018 through October 3,
2021, for Information Technology, be, and it is hereby approved for issuance of a contract
purchase order, by the Procurement Division to Kaseya US Sales LLC, 2010 Corporate Ridge,
Suite 540, McLean, VA 22102, for a contract total amount of $26,122.50. Per 55 ILCS 5/5-1022
Competitive Bids (d) IT/Telecom purchases under $35,000.00.

Enacted and approved this 28th day of August, 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.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE SUBMITTED</td>
</tr>
<tr>
<td>July 20, 2018</td>
</tr>
<tr>
<td>CONTRACT TOTAL AMOUNT</td>
</tr>
<tr>
<td>$26,122.50</td>
</tr>
</tbody>
</table>

SOLICITATION METHOD FOR SOURCE SELECTION
No Decision Memo Required  Per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Completed</td>
<td>07/25/2018 11:14 AM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>07/25/2018 11:30 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>07/25/2018 11:54 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/03/2018 12:03 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>08/03/2018 12:04 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>08/03/2018 1:05 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/23/2018 9:28 AM</td>
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<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>08/28/2018 9:00 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>08/28/2018 8:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>08/28/2018 10:00 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

<table>
<thead>
<tr>
<th>Vendor: Kaseya US Sales LLC</th>
<th>Vendor #: 25460</th>
<th>Contract 10/03/2018 to 10/03/2021</th>
<th>Contract Total: $26,122.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Information Technology</td>
<td>Contact: Wendl Wagner</td>
<td>Phone: 630-407-5064</td>
<td>Assigned Committee: Technology</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**

Renewal of subscription for Kaseya software.

**Reason for Procurement**

Kaseya software is used for server automation. Using this software we are able to automate installation of security patches for IT servers.

**FUNDING SOURCE**

- [x] Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53807; FY19 - 1000-1110-53807; FY20 - 1000-1110-53807

- [ ] Budget Transfer (Date) Add'l Information

**DECISION MEMO NOT REQUIRED**

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

**BASIS OF DECISION MEMO (attach Decision Memo)**

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

**PREPARED BY AND APPROVAL(S) (Initials Only)**

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Jul 25, 2018</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DAF</td>
<td></td>
<td></td>
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</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>8-2-18</th>
<th>Procurement Officer</th>
<th>8-3-18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>8-3-18</th>
<th>Chairman’s Office</th>
<th>(Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
</table>

Attachment: Kaseya - Checklist (TE-P-0235-18 : Kaseya - Software to Manage Servers)
<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 #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>215</td>
<td>EA</td>
<td>S-ONP-K3-Pro-Annual</td>
<td>S-ONP-K3-Pro - Annual Professional Subscription On Premises (10/03/2018 to 10/03/2019)</td>
<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53807</td>
<td>40.50</td>
<td>8,707</td>
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<tr>
<td>2</td>
<td>215</td>
<td>EA</td>
<td>S-ONP-K3-Pro-Annual</td>
<td>S-ONP-K3-Pro - Annual Professional Subscription On Premises (10/03/2019 to 10/03/2020)</td>
<td>19</td>
<td>1000</td>
<td>1110</td>
<td>53807</td>
<td>40.50</td>
<td>8,707</td>
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<tr>
<td>3</td>
<td>215</td>
<td>EA</td>
<td>S-ONP-K3-Pro-Annual</td>
<td>S-ONP-K3-Pro - Annual Professional Subscription On Premises (10/03/2020 to 10/03/2021)</td>
<td>20</td>
<td>1000</td>
<td>1110</td>
<td>53807</td>
<td>40.50</td>
<td>8,707</td>
</tr>
</tbody>
</table>

**Requisition Total**: $26,122.50

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

Per Quote QT0000053583

**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):
**Name**

Professional Subscription On Premises
Charge: S-ONP-K3-PRO - Annual (10/03/2018 - 10/03/2021)

<table>
<thead>
<tr>
<th>Term</th>
<th>Discount</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>3 Year(s)</td>
<td>12.62%</td>
<td>215</td>
<td>40.5000</td>
<td>26,122.50</td>
</tr>
</tbody>
</table>

**TOTAL**

USD 26,122.50

**DESCRIPTION**

Total Agreement for 3 Years:
$26,122.50
Payments split into 3 Annual Payments
Total Per Year: $8,707.50

By accepting this quote, I confirm that I am placing an order and agreeing to all of the terms and conditions set forth in the EULATOS, which can be found at:


*Applicable Taxes will be applied upon invoicing

Once you have confirmed your order, please visit Kaseya's Customer Portal at https://portal.kaseya.net to enter or confirm your credit card and/or other billing information. If you are a new customer you will receive an email with login information.
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: Aug 29, 2016

Bid/Contract/PO#: QT0000007070

Company Name: KASEYA US SALES, LLC
Contact Phone: 415-694-5700 EXT-3054
Contact Email: dilish.stanley@kaseya.com

Company Contact: DILISH STANLEY

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]

Printed Name

Randy L Rasmussen

Title

VP Global Corporate Controller

Date

8/30/2016

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

2018-206
## 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>REQUESTING DEPT.</th>
<th>SOLICITATION METHOD FOR SOURCE SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14, 2018</td>
<td>$17,674.75</td>
<td>INFORMATION SYSTEMS</td>
<td></td>
</tr>
<tr>
<td>09/1/2018 TO 09/1/2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Solicitation Method for Source Selection:

- **Sarah Godzicki**
  - Completed
  - 08/16/2018 12:05 PM

- **Deborah Hanson**
  - Completed
  - 08/16/2018 12:06 PM

- **Donald Carlsen**
  - Completed
  - 08/16/2018 9:01 PM

- **Kathy Ostrowski**
  - Completed
  - 08/17/2018 8:17 AM

- **James McGuire**
  - Completed
  - 08/17/2018 1:40 PM

- **Paul Rafac**
  - Completed
  - 08/21/2018 2:38 PM

- **Kathy Ostrowski**
  - Completed
  - 08/22/2018 8:10 AM

- **Technology Committee**
  - Pending
  - 08/28/2018 9:00 AM
Procurement Review Checklist

Procurement Services Division

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

Vendor: PCM Sales, Inc.  
Vendor #: 10979  

Contract 09/01/2018 to  
Term: 09/01/2019  
Contract Total: $17,674.75

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

Description of Procurement/Scope of Work/Background  
Purchase subscription for PhishMe Simulator.

Reason for Procurement  
This provides our Cyber Security Awareness training for staff and provides us a way to send simulated phishing emails to staff as part of our ongoing Security Awareness program.

FUNDING SOURCE

☐ Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53610

☐ Budget Transfer (Date) ________ Add'l information

DECISION MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # Q18-163-DT (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 55 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)

SKJ  
Prepared By Aug 15, 2018  
Recommended for Approval Date  
IT Approval, if required Date

REVIEWED BY (Initials Only)

Buyer  
Date  
Procurement Officer Date

Chief Financial Officer  
Date  
Chairman's Office Date

(Decision Memos Over $25,000)  
(Decision Memos Over $25,000)
# Purchase Requisition

**Procurement Services Division**

**Date:** Aug 14, 2018

**MinuteTraq (IQM2) ID #:** Q18-163

<table>
<thead>
<tr>
<th>Send Purchase Order To:</th>
<th>Send Invoices To:</th>
</tr>
</thead>
</table>
| **Vendor:** PCM Sales, Inc.  
**Vendor #:** 10979 | **Dept:** Information Technology  
**Division:** |
| **Attn:** Daniel Harla  
**Email:** daniel.harla@pcm.com | **Attn:** Daniel Harla  
**Email:** sarah.godzicki@dupageco.org |
| **Address:** 1940 E Mariposa Ave  
**City:** El Segundo  
**State:** CA  
**Zip:** 90245 | **Address:** 421 N. County Farm Road  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187 |
| **Phone:**  | **Phone:** 630-407-5000  
**Fax:** 630-407-5001 |

<table>
<thead>
<tr>
<th>Send Payments To:</th>
<th>Ship To:</th>
</tr>
</thead>
</table>
| **Vendor:** PCM Sales, Inc.  
**Vendor #:** 10979 | **Dept:** Information Technology  
**Division:** |
| **Attn:** Daniel Harla  
**Email:** daniel.harla@pcm.com | **Attn:** Sarah Godzicki  
**Email:** sarah.godzicki@dupageco.org |
| **Address:** 1940 E Mariposa Ave  
**City:** El Segundo  
**State:** CA  
**Zip:** 90245 | **Address:** 421 N. County Farm Road  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187 |
| **Phone:**  | **Phone:** 630-407-5000  
**Fax:** 630-407-5001 |

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

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LN  | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
|-------|-----|-----|-------------------------|-------------|----|--------|------------|--------|-----------------------------|------------|-----------|
| 1     | 1   | EA  | PhishMe Simulator Subscription for 2200 users - 12 months from 9/1/2018 - MFG Part 2200SIMR1 | 18  
1000  
1110  
53610 | 17,674.75 | 17,672 |

**Requisition Total:** $ 17,674.75

**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):
Dear Debby Thompson,

Good news. The quote you requested is ready. Please log in to your Business Direct account to review it now.

**Quote Details:**

<table>
<thead>
<tr>
<th>Quote Number:</th>
<th>53123862890</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quote Label:</td>
<td></td>
</tr>
<tr>
<td>Status:</td>
<td>Pending Approval from Buyer</td>
</tr>
<tr>
<td>Date Submitted:</td>
<td>07/12/2018</td>
</tr>
<tr>
<td>Quote is valid until:</td>
<td>08/11/2018*</td>
</tr>
<tr>
<td>Company Name:</td>
<td>DUPAGE COUNTY DATA PROCESSING</td>
</tr>
<tr>
<td>Customer #:</td>
<td>39660394</td>
</tr>
<tr>
<td>Requested by:</td>
<td>Debby Thompson</td>
</tr>
</tbody>
</table>

**Billing Address:**

DUPAGE COUNTY DATA PROCESSING  
421 N COUNTY FARM ROAD. ATTN: ACCOUNTS PAYABLE  
WHEATON, IL 60187  
Phone Number: 630-662-7030

**Shipping Address:**

DUPAGE County Procurement 421  
PO Box 80167  
DUPAGE COUNTY DATA PROCESSING  
421 N County Farm Rd.  
Wheaton, IL 60187  
Phone Number: 630-662-7030

**Shipping Method:** DS Ground

<table>
<thead>
<tr>
<th>Product Description</th>
<th>PCM Part #</th>
<th>Mic Part #</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. PhishMe REN LIC1 YEAR FOR 2200 USERS</td>
<td>4105571</td>
<td>2200SIMR1G</td>
<td>1</td>
<td>$17,674.75</td>
<td>$17,674.75</td>
</tr>
</tbody>
</table>

*Comment to this item: No comment added*

| Mic: Services (by PCM Logistics)  
Contact Product Manager prior to use of item to see if a dropship is possible on the product your customer needs. Use DS ship method only for any orders.  

*Comment to this item: No comment added*

**Contract Information:** W82076632

**Comments:**

No Comments Added

<table>
<thead>
<tr>
<th>Group Subtotal</th>
<th>$17,674.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Sales Tax</td>
<td>$0.00</td>
</tr>
<tr>
<td>Shipping (DS Ground)</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$17,674.75</strong></td>
</tr>
</tbody>
</table>

*Promotional pricing is limited to the duration of the specific promotion, and is subject to change.*

If you have any questions regarding your order, contact your Account Representative, Daniel Harta at (630)848-4582 Ext or eMail at Daniel.Harta@pcm.com.

Thanks again for shopping at PCM Business Direct.
DuPage County Procurement Services
Quote #18-163-DT
PhishMe/Simulator Subscription License
Quote Open: 07/20/18 @ 10:00 A.M.
Bid Tabulation

<table>
<thead>
<tr>
<th>Responsible Quotes</th>
<th>Total Quote Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCM Sales Inc.</td>
<td>$17,674.75</td>
</tr>
<tr>
<td>CDW Government LLC</td>
<td>$17,792.99</td>
</tr>
<tr>
<td>Insight Public Sector, Inc.</td>
<td>$23,681.89</td>
</tr>
</tbody>
</table>

Invitations Sent 36
Potential Bidders Requesting Bid Documents 3
Total Bid Responses Received 3
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: May 3, 2018

<table>
<thead>
<tr>
<th>Company Name: PCM Sales, Inc.</th>
<th>Company Contact: Daniel Harla</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 860-310-3982</td>
<td>Contact Email: <a href="mailto:daniel.harla@pcm.com">daniel.harla@pcm.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 of or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

<table>
<thead>
<tr>
<th>NONE (check here) - If no contributions have been made</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient</td>
<td>Donor</td>
</tr>
</tbody>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor and shall update such disclosure with any changes that may occur.

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>Telephone</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 disqualification 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: ___________________________

Printed Name: Paul Nelsinger

Title: Vice President, Managed Services

Date: May 3, 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

2018-207
Requisition under 25k dollars

2018-207

PROCUREMENT REVIEW CHECKLIST
REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
</tr>
<tr>
<td>August 14, 2018</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Completed</td>
<td>08/16/2018 12:13 PM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>08/17/2018 10:02 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>08/17/2018 10:04 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/17/2018 10:08 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>08/21/2018 1:53 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>08/21/2018 2:39 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/22/2018 8:08 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>08/28/2018 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

<table>
<thead>
<tr>
<th>Vendor: SWC Technology Partners</th>
<th>Vendor #: 12529</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Information Technology</td>
<td>Contact: Wendi Wagner</td>
</tr>
<tr>
<td></td>
<td>Phone: 630-407-5064</td>
</tr>
<tr>
<td></td>
<td>Assigned Committee: Technology</td>
</tr>
</tbody>
</table>

**Description of Procurement/ Scope of Work/ Background**

Contract for Professional Services to modernize the Citrix Environment.

**Reason for Procurement**

DuPage County utilizes Citrix technologies to allow employees to access files and programs remotely and securely. It's also used to allow police agencies to access certain DuPage County data remotely and securely. Due to age of the Citrix environment, we are completely rebuilding the all components and require the expertise of consultants to complete this task.

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53020

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE # or BID # _____________________________
  (QUOTE < $25,000, BID = $25,000; attach Tabulation)

- RENEWAL, Enter Bid and/or PO# _____________________________
  Intergovernmental Agreement

- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)

- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00

- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

**BASIS OF DECISION MEMO (attach Decision Memo)**

- EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES

- EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____________________________
  (include Evaluation Summary if applicable)

- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)

- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)

- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)

- OTHER THAN LOWEST RESPONSIBLE, BID # _____________________________

**PREPARED BY AND APPROVAL(S) (Initials Only)**

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Aug 15, 2018</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>8-20-18</th>
<th>Chairperson’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Procurement Officer</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>8-21-18</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>8-21-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Chairman’s Office</td>
</tr>
<tr>
<td></td>
<td>(Decision Memos Over $25,000)</td>
</tr>
</tbody>
</table>
## Purchase Requisition

### Procurement Services Division

**Date:** Aug 8, 2018

**MinuteTraq (IQM2) ID #:** 13240

**Department Req #:**

**RFP, Bid or Quote #:** SWCS

### Send Purchase Order To:

- **Vendor:** SWC Technology Partners
- **Vendor #:** 12529
- **Attn:** Larry Jensen
- **Email:** larry.jensen@dupageco.org
- **Address:** 1420 Kensington Road, Oak Brook, IL 60523-2144
- **Phone:** 630-572-0240

### Send Invoices To:

- **Vendor:** SWC Technology Partners
- **Vendor #:** 12529
- **Attn:** Sarah Godzicki
- **Email:** sarah.godzicki@dupageco.org
- **Address:** 421 N. County Farm Road, Wheaton, IL 60187
- **Phone:** 630-407-5000

### Send Payments To:

- **Vendor:** SWC Technology Partners
- **Vendor #:** 12529
- **Attn:**
- **Email:**
- **Address:** PO Box 6590, Carol Stream, IL 60122-4436
- **Phone:** 630-572-0240

### Ship To:

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

### Payment Terms

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

### User Department Internal Notes

**PO25 only**

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>133</td>
<td>EA</td>
<td>Professional Services for Citrix Environment Modernization as stated in Statement of Work dated 8/7/2018</td>
<td></td>
<td>18</td>
<td>1000</td>
<td>1110</td>
<td>53020</td>
<td></td>
<td>185.00</td>
<td>24,605</td>
</tr>
</tbody>
</table>

**Requisition Total:** $24,605

### 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):

---

**Attachment:** SWC - Purchase Requisition (2018-207 : SWC Technology Partners Professional Services to Modernize Citrix Environment)
STATEMENT OF WORK (SOW)

CITRIX ENVIRONMENT MODERNIZATION

8/7/2018
SWC Technology Partners
Charlie Graff
1 STATEMENT OF WORK

This Statement of Work will be incorporated into the Master Services Agreement with an Effective Date of August 6, 2010 between SWC Technology Partners, LLC. (“SWC”), and DuPage County (“DuPage”, “Client”).

All terms and conditions of the Services Agreement not modified herein remain in full force and effect for the Term of the Agreement.

2 BACKGROUND AND OBJECTIVES

To meet current and projected application delivery requirements, DuPage intends to modernize the current Citrix environment. After performing a discovery, design and planning engagement, a technical design document and migration plan was created. This project will be the implementation of that design and migration plan.

3 SCOPE

The items within the scope of this project are:

3.1 BUILD

- Per the approved design document, build core Citrix infrastructure components:
  - Build two Delivery Controllers
  - Build two StoreFront Servers
  - Configure RDS and Citrix Licensing
- Build master images for the environment:
  - Build one Session Host master Image
  - Build one VDI master image
- Build machine catalogs and desktop groups and configure access
- Configure Group Policies and user restriction settings
- Configure Citrix Profile Management and Redirected Folders
- Configure NetScaler policies for external access
- Install and test up to five (5) line-of-business applications

3.2 PILOT

- Define Pilot Users and Testing Procedures
- Provide up to 8 hours of support during pilot for remediation of identified issues
- Develop Production Cut-Over Plan
3.3 DEPLOY

- Execute Production Cut-Over Plan
- Provide up to 8 hours of post-deployment support of any identified issues
- Create logical design documentation
- Knowledge transfer for ongoing administration to DuPage IT staff (up to 4 hours)

3.4 PROJECT MANAGEMENT

- Project initiation and tracking
- Weekly status reports
- Formal change requests (as needed)
- Phase closure
- Project closure
- Deliverables and quality review

4 OUT OF SCOPE

The items not included the scope of this project are:

- Application testing and installation beyond the quantity defined above
- Hypervisor, networking or storage configuration beyond creation of the connection from Citrix

5 ESTIMATE

SWC will bill at the following rates for the project:

<table>
<thead>
<tr>
<th>Infrastructure Role</th>
<th>Business Hours Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure Consultant</td>
<td>$185/hour</td>
</tr>
<tr>
<td>Technical Project Manager</td>
<td>$185/hour</td>
</tr>
</tbody>
</table>

The cost of the project is shown in the table below.

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build</td>
<td>72</td>
<td>$13,320</td>
</tr>
<tr>
<td>Pilot</td>
<td>14</td>
<td>$2,590</td>
</tr>
<tr>
<td>Deploy</td>
<td>22</td>
<td>$4,070</td>
</tr>
<tr>
<td>Project Management</td>
<td>25</td>
<td>$4,625</td>
</tr>
<tr>
<td>TOTAL</td>
<td>133</td>
<td>$24,605</td>
</tr>
</tbody>
</table>

8/7/2018 SWC Technology Partners
This estimate may be modified by SWC upon further discovery of Project requirements and SWC involvement. If additional time is needed to complete the Project, it will require that a Project Change Request be duly authorized by Client.

The Project will be conducted on a time and materials basis. Actual hours spent will be billed. SWC will invoice Client monthly for services performed and approved expenses incurred during the previous period. Client agrees to pay according to the IL Local Government Prompt Payment Act – 50 ILCS 505.

6 TIMELINE

The Project is expected to take 3-4 weeks from the date of project commencement. Any delays that extend the project duration beyond 4 weeks may require a Project Change Request to increase cost estimates.

The project start date has not been defined. SWC will work with Client to develop an acceptable project schedule and timeline.

7 ASSUMPTIONS & CONTINGENCIES

- All invoices will be payable according to the IL Local Government Prompt Payment Act – 50 ILCS 505.
- Hours worked will be billed monthly.
- This proposal is in effect for thirty days from the date of this letter.
- Access to all existing relevant documents will be provided as needed.
- Access to technical and functional personnel will be made available as required.
- Appropriate access to required systems and services will be granted to SWC staff as needed.
- All work will be completed during normal business hours. After hours work will be billed at 1.5 times the standard billing rate.
- Normal business hours are 8:30 AM to 5:00 PM, Monday through Friday, excluding SWC holidays.
- SWC will conduct high-level testing of the solution; Client will be responsible for testing all functionality and then report issues to SWC.
- Client is responsible for purchasing all hardware, software and licensing.
8 APPROVAL

In Witness Whereof, the parties hereto have caused this Statement of Work to be executed by their duly authorized representatives.

DuPage County
By: _________________________
Name: Deborah Hanson
Title: Deputy Director of IT
Date: 08/15/2018

SWC Technology Partners, LLC.
By: _________________________
Name: _________________________
Title: _________________________
Date: _________________________
Requisition under 25k dollars

2018-208
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
<th>INFORMATION SYSTEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20, 2018</td>
<td>$6,115.50</td>
<td>08/31/18 - 08/30/19</td>
<td>INFORMATION SYSTEMS</td>
<td></td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

- Sarah Godzicki: Completed 08/20/2018 11:31 AM
- Deborah Hanson: Completed 08/20/2018 11:33 AM
- Donald Carlsen: Completed 08/20/2018 11:35 AM
- Kathy Ostrowski: Completed 08/20/2018 3:15 PM
- James McGuire: Completed 08/21/2018 1:50 PM
- Paul Rafac: Completed 08/21/2018 2:41 PM
- Kathy Ostrowski: Completed 08/21/2018 4:15 PM
- Technology Committee: Pending 08/28/2018 9:00 AM
**Procurement Review Checklist**

**Procurement Services Division**

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

---

**Vendor:** MHC Software, Inc.  
**Vendor #:** 13554  
**Contract Term:** 08/31/18 - 08/30/2019  
**Contract Total:** $6,115.50

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

---

**Description of Procurement/Scope of Work/Background**
Annual maintenance Document Express for Finance and HR.

**Reason for Procurement**
In 2015, an Enterprise Content Management System that integrates with the ERP system for Finance and HR was purchased in order to manage their workflow of documents by using image capture, retrieving, and routing of documents. This is for the annual maintenance.

---

**FUNDING SOURCE**

- [x] Procurement budgeted for (FY and budget code(s)): FY18 - 1000-1110-53807
- [ ] Budget Transfer (Date) _______________  
  Add'l information _______________

---

**DECISION MEMO NOT REQUIRED**

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # _______________ (QUOTE < $25,000, BID > $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # _______________  
  Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(15) (attach Sole Source Justification form)
- [x] 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)**

- **SJG**  
  *Prepared By:* _______________  
  *Date:* Aug 20, 2018  
  *Recommended for Approval:* _______________  
  *Date:* _______________  
  *IT Approval, if required:* _______________  
  *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:* _______________

---

**ATTACHMENTS**

**Attachment:** MHC - Checklist (2018-208 : MHC Software - Annual Maintenance)
**Purchase Requisition**

**Procurement Services Division**

---

**Send Purchase Order To:**
Vendor: MHC Software, Inc.  
Vendor #: 13554  
Dept: Information Technology  
Division:  
Attn: Teresa Myers  
Email: TeresaM@mhccom.com  
Address: 12000 Portland Avenue South, Suite 230  
City: Burnsville  
State: MN  
Zip: 55337  
Phone: 800-588-3676 x269  
Fax: 952-882-0484  

---

**Send Invoices To:**
Vendor: MHC Software, Inc.  
Vendor #: 13554  
Attn: Sarah Godzicki  
Email: Sarah.Godzicki@dupageco.org  
Address: 421 N. County Farm Road  
Address Line 2:  
City: Wheaton  
State: IL  
Zip: 60187  
Phone: 630-407-5037  
Fax: 630-407-5001  

---

**Send Payments To:**
Vendor: MHC Software, Inc.  
Vendor #: 13554  
Attn: Deborah Hanson  
Email: Deborah.Hanson@dupageco.org  
Address: P.O. Box 1749  
City: Burnsville  
State: MN  
Zip: 55337  
Phone: 800-588-3676 x269  
Fax: 952-882-0484  

---

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

---

**Payment Terms:**
PER 50 ILCS 505/1  
Destination: Aug 31, 2018  
Requisitioner: Sarah Godzicki  
Use for PO25 only: Contract Administrator  
Contract Start Date:  
Contract End Date:  
Use for PO25 only:

---

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<th>Sub-Accts and/or Activity #</th>
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**Requisition Total: $ 6,115.50**

---

**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):
## INVOICE

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### TERMS:

NET 30 DAYS. FINANCE CHARGES WILL ACCRUE ON ACCOUNTS OVER 45 DAYS.

### SHIPPED TO

Sarah Godzicki  
Dupage County  
IT-Deborah Hanson  
421 N County Farm Road  
Wheaton, IL 60187

### SOLD TO

Dupage County  
IT-Deborah Hanson  
421 N County Farm Road  
Wheaton, IL 60187

### OUR ORDER NO | DATE SHIPPED | SHIPPED VIA | SALESPERSON | TERMS |
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<th>DESCRIPTION</th>
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<th>AMOUNT</th>
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<tbody>
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</tbody>
</table>

Mtnc period 08/31/2018 to 08/30/2019

### SUBTOTAL

6,115.50

### FREIGHT & HANDLING

0.00

### SALES TAX

0.00

### TOTAL

6,115.50