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 28th, 2018
6. ACTION ITEMS
   A. TE-P-0240-18 Recommendation for the approval of a contract purchase order to TeamAbsolute to provide assistance with the set up and implementation of automated work flows for several Human Resources Documents, Manager Self Service, on-line benefit open enrollment and reviewing the current Employee Self Service set up structure to ensure optimum performance, for Human Resources. This contract will cover the period of one year with three (3) optional one year renewals for Information Technology, for a contract total amount of $62,000.00, per Request for Proposal 18-150-JM. (Contingent upon parent committee approval)
   B. 2018-217 Recommendation for the approval of a contract purchase order to Treehouse Software, Inc., for software maintenance and service for utility software, for GIS. This contract covers the period of October 1, 2018 through September 30, 2019, for a contract total amount of $17,535.00, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids. Software maintenance for this product is only available through this vendor.
   C. 2018-218 Recommendation for the approval of a contract purchase order to MHC Software, Inc., for the Document Self-Service Add-On MHC Knowledge-Based Authentication, for Information Technology, for a total contract amount of $7,500.00, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.
   D. Authorization to Travel -- Approval is requested to have the Chief Information Officer attend the Illinois Counties Information Management Association (ICIMA) 2018 Fall Conference in Utica, Illinois from October 4, 2018 through October 5, 2018 for an approximate cost of $400.00.
E. Authorization for Overnight Travel -- Approval is requested to have a Database Administrator attend the 2018 Hexagon User Group Conference in Westminster, Colorado from November 4, 2018 through November 7, 2018, for an approximate cost of $1,460.00.

F. Authorization for Overnight Travel -- Approval is requested to have the RMS Manager attend the 2018 Hexagon User Group Conference in Westminster, Colorado from November 4, 2018 through November 7, 2018, for an approximate cost of $1,460.00.

7. INFORMATIONAL ITEMS

A. HHS-P-0237-18 Recommendation for the approval of a contract purchase order to Kronos, Incorporated, for Software Support Services and Knowledge Pass (educational services subscription) for the Kronos Automated Time and Attendance System for the DuPage Care Center, for the period September 28, 2018 through September 27, 2019, for a contract total not to exceed $28,187.44, per 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases.

B. 2018-210 Recommendation for the approval of a contract purchase order to Azteca Systems, LLC for renewal of software support and maintenance for Cityworks, for Public Works, Drainage, and Stormwater Management, for the period October 1, 2018 through September 30, 2019, for a total contract amount not to exceed $13,820.00 (Public Works share $4,606.67 - Drainage share $4,606.66 - Stormwater Management share $4,606.67), per 55 ILCS 5/5-1022 (d) –IT/Telecom purchases under $35,000.00.

8. DISCUSSION

A. 2018 - 2028 Strategic Technology Plan

B. Strategic Plan Update

9. OLD BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT
1. CALL TO ORDER

9:00 AM meeting was called to order by Chairman Kevin Wiley at 9:07 AM.

2. ROLL CALL

PRESENT: Anderson, Berlin, Bucholz, Chaplin, Elliott, Gavanes, Henry, Kachiroubas, Krajewski (9:00 AM - 9:16 AM), Wiley, Zaruba
ABSENT: Grogan

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 will review the Strategic Technology Plan and the third quarter strategic plan updates at the next meeting.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

A. Technology Committee - Regular Meeting - Aug 14, 2018 9:00 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Chris Kachiroubas, Circuit Court Clerk
ABSENT: Grogan

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.

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

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).

Member Chaplin asked for clarification on what the tape are which are being replaced. Don Carlsen, CIO, stated they hold backup data.

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

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.

RESULT: APPROVED [UNANIMOUS]
MOVER: Tim Elliott, District 4
SECONDER: Dino C. Gavanes, District 1
ABSENT: Grogan

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

Member Chaplin asked what the contract is for and why it is such a short timeframe. Mr. Carlsen explained that the contract is for professional services to upgrade and modernize the current Citrix environment, which allows IT to deploy applications; Wendi Wagner, Network Systems Manager, added that Citrix allows employees remote access to their PCs and this contract is to upgrade the servers.

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Janice Anderson, District 5
ABSENT: Grogan
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.

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian J Krajewski, District 3
SECONDER: Chris Kachiroubas, Circuit Court Clerk
ABSENT: Grogan

8. OLD BUSINESS
Member Bucholz brought up the Trustwave Holdings contract that was approved in April to perform managed security testing and compliance validation services for the Payment Card Industry (PCI) Data Security Standard (DSS). He said that the Care Center pharmacy is not in compliance and he would like to have a discussion about that and other departments. Ms. Wagner said the vendor met with every department who retains credit card information to discuss their needs and policies. Chairman Wiley said he will discuss the issue with Finance Chairman Larsen to figure out which committee(s) should hold the discussion(s).

Member Chaplin then asked Chairman Wiley and Mr. Carlsen where things stand with securing election results for the upcoming elections. Ms. Wagner responded that staff has weekly calls with MS-ISAC (Multi-State Information Sharing & Analysis Center) as well as vulnerability scans and internal scans. She added that the County hired a consulting firm to test its security.

Member Henry then requested that staff provide a cyber security update to the committee. Mr. Carlsen said after the next vulnerability scan is completed and more information is available, he will present a report to the committee.

9. NEW BUSINESS
None.

10. ADJOURNMENT
Without objection, the meeting was adjourned.
AWARDING RESOLUTION TO
TEAMABSOLUTE FOR
PROFESSIONAL SERVICES FOR
SET UP AND IMPLEMENTATION OF
AUTOMATED WORK FLOWS FOR
HUMAN RESOURCES
(CONTRACT TOTAL AMOUNT $62,000.00)

WHEREAS, proposals were received in accordance with County Board policy; and

WHEREAS, the Technology Committee recommends County Board approval for issuance of a contract purchase order to TeamAbsolute, to provide assistance with the set up and implementation of automated work flows for several Human Resources Documents, Manager Self Service, on-line benefit open enrollment and reviewing the current Employee Self Service set up structure to ensure optimum performance, for Human Resources.

NOW, THEREFORE BE IT RESOLVED, that said contract to provide assistance with the set up and implementation of automated work flows for several Human Resources Documents, Manager Self Service, on-line benefit open enrollment and reviewing the current Employee Self Service set up structure to ensure optimum performance, for Human Resources, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to TeamAbsolute, 2277 Highway 36 W, Suite 160, Roseville, MN 55113, for a contract total amount of $62,000.00.

Enacted and approved this 11th day of September, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
## PROCUREMENT REVIEW CHECKLIST
### REQUISITION
This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
<th>INFORMATION SYSTEMS</th>
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<td>September 7, 2018</td>
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<td>$62,000</td>
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### SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required**  
Explanation of Request for Proposal (RFP) Instead of Bid - Most Qualified Offeror

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<th>Name</th>
<th>Status</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>09/07/2018 8:50 AM</td>
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<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>09/07/2018 8:54 AM</td>
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<td>Margaret Ewing</td>
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<td>09/07/2018 9:26 AM</td>
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<td>09/07/2018 10:09 AM</td>
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<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>09/07/2018 10:25 AM</td>
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<td>Tom Cuculich</td>
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<tr>
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<tr>
<td>County Board</td>
<td>Completed</td>
<td>09/11/2018 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.

### Vendor Information
- **Vendor:** TeamAbsolute
- **Vendor #:** 12956
- **Contract Term:** One Year + 3 renewals
- **Contract Total:** $52,200.00

### Department Information
- **Dept:** IT/Human Resources
- **Contact:** Deborah Hanson
- **Phone:** 630-407-5036
- **Assigned Committee:** Technology

### Description of Procurement/Scope of Work/Background
To assist with the set up and implementation of automated workflows for several of Human Resources documents, Manager Self-Service, online benefit open enrollment and reviewing the current Employee Self Service set up structure to ensure optimum performance. This will continue the elimination of manual, paper-driven processes by task automation. TeamAbsolute is a consultant firm that specializes in Infor HR system improvements and implementations.

### Reason for Procurement
To automate current manual processes for several Human Resources/Payroll documents, open enrollment for County benefits and Management's access electronic employee information (e.g. accruals, annual reviews, etc.)

### Funding Source
- Procurement budgeted for (FY and budget code(s)): FY18 & FY19 - 6000-1235-53020

### Decision Memo Not Required
- ☑️ LOWEST RESPONSIBLE QUOTE # or BID # ________________________________ (QUOTE < $25,000, BID ≤ $25,000; attach Tabulation)
- ☑️ RENEWAL, Enter Bid # ________ (attach 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) IF/Telecom purchases under $35,000.00
- ☑️ 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 # 18-150-JM (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 # ________________________________

### Key Signatures and Dates

#### PREPARED BY AND APPROVAL(S) (Initials Only)
- Prepared By: [Signature]  Sep 6, 2018
- Recommended for Approval: [Signatures]
- IT Approval, if required: [Signatures]  9-7-18

#### REVIEWED BY (Initials Only)
- Buyer: [Signatures]  9/7/18
- Procuring Officer: [Signatures]  9-7-18
- Chief Financial Officer (Decision Memos Over $25,000): [Signatures]  9-7-18
- Chairman's Office (Decision Memos Over $25,000): [Signatures]  9-7-18

---

**Packet Pg. 9**

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

**Rev 1.8**
**Purchase Requisition**

**Procurement Services Division**

**Date:** Sep 6, 2018

**MinuteTraq (IQM2) ID #:** 13436

**Department Req #:**

**RFP, Bid or Quote #:** 18-150

---

### Send Purchase Order To:

- **Vendor:** TeamAbsolute
- **Vendor #:** 12956
- **Attn:** Steve Brown
- **Email:** steve.brown@teamabsolute.com
- **Address:** 2277 Highway 36 W Ste 160
- **City:** Roseville
- **State:** MN
- **Zip:** 55113
- **Phone:** (720) 454-8429

### Send Invoices To:

- **Vendor:** TeamAbsolute
- **Vendor #:** 12956
- **Attn:** Deborah Hanson
- **Email:** Deborah.Hanson@dupageco.org
- **Address:** 421 N. County Farm Rd.
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-5036

### Send Payments To:

- **Vendor:** TeamAbsolute
- **Vendor #:** 12956
- **Attn:** Steve Brown
- **Email:** steve.brown@teamabsolute.com
- **Address:** 2277 Highway 36 W Ste 160
- **City:** Roseville
- **State:** MN
- **Zip:** 55113
- **Phone:** (720) 454-8429

### Send Ship To:

- **Dept:** Information Technology
- **Division:**
- **Attn:** Deborah Hanson
- **Email:** Deborah.Hanson@dupageco.org
- **Address:** 421 N. County Farm Rd.
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-407-5036

---

### Payment Terms

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

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### Use for

- **PO25 only:**
- **Contract Administrator:**
- **Contract Start Date:** ASAP
- **Contract End Date:**

---

### LN | Qty | UOM | (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension | Requisition Total
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
1 | 1 | EA |  | Consulting Services for Infor HR System | 6000 | 1235 | 53020 |  |  | 62,200.00 | 62,200

---

**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):

RFP price $52,200 + $10,000 contingency = $62,200.00
**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.

---

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

Approval of new contract with TeamAbsolute for a total cost of $62,200.00 (includes $52,200 bid price + $10,000 contingency).

---

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

TeamAbsolute is a consulting firm who works specifically with the Infor HR system. They will assist the IT and HR Departments to assess the current Infor structure for HR/Payroll, plan and then implement Manager Self-Service, workflow to automate several Human Resources/Payroll documents and online enrollment for employee benefits.

---

**Strategic Impact**

By doing this, we will reduce some of the manual processes which impact Human Resources and other County Departments and Offices. It will allow employees to move towards a more automated option to complete tasks which will streamline processes, reduce paper documents, and collect and retain this data within the Infor system.

---

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

An RFP was issued; the proposals were evaluated and scored. Reference checks were performed and found to be satisfactory. Within the Infor products, TeamAbsolute concentrates on providing services for the HR modules.

---

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

Staff recommends that we contract with TeamAbsolute to assist with set up with system upgrades for automated workflows, Manager Self Service and online open enrollment.

The other option would be to continue processes manually; seek additional assistance through IT Department.

---

**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.

FY18 & FY19 - $62,200.00 with funding 6000-1235-53020.
Project Understanding

Describe your firm’s interest, understanding and approach to provide consulting for the engagement, including a schedule for accomplishing the project.

TEAMabsolute is extremely interested in this project, primarily because it is an excellent match for our skill set and experience. TEAMabsolute is able, upon request, to cite numerous instances where we have been asked to complete (or, in some cases, correct) Infor Lawson implementation work that was initially managed by other firms. Our understanding of the project is limited to the information shared in the RFP, but our experience helps us understand what we know will need to happen to make this a successful effort.

TEAMabsolute recommends that the County attend relevant Infor-provided training prior to project start. This preparation will allow you to be familiar with the new tools and technology to ensure you have a solid foundation to build upon as we progress. Once the Infor training is complete, TEAMabsolute will work with the County to kick off the planning process. We will identify key information regarding current applications in relation to Open Enrollment and Manager Self Service. Then, we will assemble the project charter and the necessary components for planning and initiation. The planning session will wrap up with identifying key County project resources and their level of participation required to drive the project to success.

TEAMabsolute will utilize the following well-tested and successful implementation methodology for DuPage County:

**Project Planning and Design Phase**

A detailed Implementation Plan will be collaboratively developed for after evaluating and reviewing specific factors such as:

- County Business Objective and Drivers
- Module(s) being implemented
- County department structures and sizes
- Resource availability
- Other system and project dependencies
• County direction and critical dates

**Scope Definition**
We will focus on defining and validating the objectives of the project. The initial development of the project plan will include the evaluation and definition of the roles and responsibilities. As part of the Scope Definition phase, we will complete a Business Process Review and Technical Review and define deliverables. Milestones and Check Points will be established, and goals will be prioritized. With Project Sponsor Approval, we will move forward to a more detailed Planning Phase.

The detailed project plan will be completed with work breakdown structure, division of responsibility, and definitive scheduling. This phase will involve resourcing, communication planning and definition of Quality Control. Alongside DuPage County, we will examine the process and technology to be used and define requirements of the project with the requisite project architecture. A solution and plan will be developed that comprises the required specifications for the proposed project architecture, integration and management requirements.

**Project Planning:**
- Kick-Off Meeting
- Scope Definition

    **Deliverable: Project Plan**

**Design:**
- Training (Core Team)
- Application Exploration/Design Planning
- Documentation – Design Docs & MoSCoW Matrix
- Lawson Security Overview Sessions
- Security Needs Analysis

    **Deliverable: Training Documentation, Design Doc, Security Analysis**
Construction/Build/Upgrade Phase

This is the phase of the project where the solution will be upgraded, tested, and finalized. Also included are required technology related tasks.

Construction
This phase incorporates required activities for the deployment of the defined solution. During this phase the new system is built, tested, and finalized for the activation.

*Deliverable: Testing Strategy Documentation, Cloud Assessment*

Build
- Construct Prototype
- Functional Design and Setup
- Application and Technical Training and Mentoring
- Develop test cases/scripts
- Security Design
- Develop Security Structure
- Security Considerations and deployment

*Deliverable: Updated Design Documentation, Test Scripts, Security Design*

Unit Test
- Test Prototype – Transactions
- Test Prototype - Reports
- Test Prototype - Security
- Identify Workflows
- Evaluate Prototype Test Reports
- Gap Analysis

*Deliverable: Unit Test Sign Off, Gap Analysis*
Data Mapping
- Map Data to Convert to Infor HCM
- Conversion
- Evaluate Results
- Clean up Legacy Records
- Document Conversion Plan
- Review Conversion Plan with Project Sponsor (Signoff)

*Deliverable: Data Conversion Documentation*

Revise Prototype
- Detail/Spec out Interfaces (Functional Requirements, Technical Requirements)
- Detail Design Process Flows
- Build out Full Structure
- Test Conversions – Evaluate Results, repeat as necessary (Review/Revise mapping of conversion)
- ID Gap Solutions
- Build Interfaces
- Build of Process Flows
- Build Training Guides

*Deliverables: Design Doc for Interfaces, Design Doc for Process Flows, Gap Solutions Documentation, Test Conversion Documentation, Training Guides*

Activation/Testing Phase

This stage includes end user mentoring, technical mentoring, UAT (user acceptance testing). The goal of the mentoring is to prepare DuPage County with the expertise necessary to run the applications and related technologies. Also included within this phase is the testing of the designed prototypes and the evaluation of those results. Due to reoccurring testing, changes will be expected and applied throughout the course of the project. Final UAT testing is the validation of a complete and working solution.

System Test/User Acceptance Testing
- Application Testing
- Process Flow Testing
- Interface Testing
- Evaluate System Test Results

**Deliverables: System Test Documentation**

**Go-Live Phase**

TEAMabsolute will work with DuPage County to minimize the impact of the production cutover and document a detailed Go-Live plan. TEAMabsolute will execute a final pass to bring the current production data to the selected version, conduct a rapid validation and testing, and then prepare to release to the entire client organization.

Post Go-Live Support is provided as planned and needed to resolve critical system issues quickly with minimal business interruption. TEAMabsolute will provide functional system support and resolution of issues for 90 days beyond the go-live date.

Ongoing Support is available to ensure critical business system support of issues and response to questions during key business hour periods. This support is additional, but configurable to your needs. It can include the logging and management of all issues with Infor Support or other vendors and is managed with our Incident Management System. Each client receives a personal support contact. Go Live:

- User Refresh
- Final Data Migration and Conversion
- Go Live Configuration for Interfaces
- Go Live Data Validation
- Post Go Live Support

**Deliverables: Go Live plan with timings and tasks for project team members, Go Live Pass timings and verification documentation for the final cutover to the CloudSuite environment.**

TEAMabsolute Project Manager will deliver final issues log, final Project Plan and any other documentation created during the course of the project.
The below chart is a high-level, graphical representation of the anticipated timeline for the DuPage County project:

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<tr>
<th>Project Week</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<td>Security (Design and Build)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>User Guide Creation</td>
<td></td>
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<tr>
<td>Testing</td>
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</tr>
<tr>
<td>Production Rollout</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION 8 - MANDATORY FORMS

#### #18-150-JM PROPOSAL FORM

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

<table>
<thead>
<tr>
<th>Full Business Name of Proposer</th>
<th>Business Systems Consulting, Inc. dba TEAMabsolute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Business Address</td>
<td>2277 Highway 38 W Ste 180</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Roseville, MN 55113</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>(612) 746-4070</td>
</tr>
<tr>
<td>Fax Number</td>
<td>(612) 746-4071</td>
</tr>
<tr>
<td>Proposal Contact Person</td>
<td>Steve Brown (720) 454-8429</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:steve.brown@teamabsolute.com">steve.brown@teamabsolute.com</a></td>
</tr>
<tr>
<td>Federal Tax Identification Number</td>
<td>41-1770458</td>
</tr>
</tbody>
</table>

TO: The DuPage County Procurement Services Division

The undersigned certifies that he is the Owner/Sole Proprietor

- □ a Member of the Partnership
- □ a Member of the Joint Venture
- X an Officer of the Corporation

Herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

- Kent A. Jacobson (President or Partner)
- Kimberly M. Jacobson (Vice-President or Partner)
- N/A (Secretary or Partner)
- N/A (Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits,

including Addenda No. 1, 2, and _______ issued thereto;

Further, the undersigned proposes and agrees, if this proposal is accepted, to provide all necessary machinery, tools apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate. Further, the undersigned certifies that the Offeror is not barred from bidding on this contract because of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid-rotating or because of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The County of DuPage

iNFOR/Lawson Consulting Services for HR & Payroll Employee Self-Service Portal #18-150-JM

Page 18 of 27
The undersigned certifies that he has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

The undersigned, by submission of this Offer, hereby agrees to be obligated, if selected as the Contractor, to provide the stated goods and/or services to the County, for the term as stated herein, and to enter a Contract with the County, in accordance with the Conditions, Scope and Terms, as well as the Form of Contract, together with any written addendum as specified above.

The undersigned hereby accepts all administrative requirements of the RFP and will follow such requirements.

Further, the Offeror certifies that he has provided equipment, supplies or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the agreement schedule.

The Contractor agrees to provide the equipment, service, and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

RFP MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this __th day of ___, 2018

(Notary Public)
## DUPAGE COUNTY PROCUREMENT SERVICES DIVISION

INFOR/LAWSON CONSULTING SERVICES FOR HR/PAYROLL EMPLOYEE SELF SERVICE #18-150-JM

RFP Open: 7/23/2018 @ 2:30 pm

RFP Evaluation Scorecard

### Criteria | Available Points | Team Absolute Technologies | RPI Consultants | Infor | Bails & Associates | Kinsey & Kinsey | HyBridge Solutions
---|---|---|---|---|---|---|---
Firm Qualifications | 15 | 12 | 15 | 15 | 15 | 10 | 5
Key Qualifications | 15 | 15 | 15 | 10 | 15 | 10 | 5
Project Understanding | 30 | 25 | 30 | 25 | 30 | 20 | 25
Price (scored by Procurement) | 40 | 40 | 14 | 22 | 8 | 17 | 13
Total | 100 | 92 | 74 | 72 | 68 | 62 | 51 | 48

### PRICE SCORING

| Task 1: Implement Open Enrollment for ESS | $20,000.00 | $70,000.00 | $42,550.00 | $163,341.00 | $57,024.00 | $89,600.00 | $74,900.00 |
| Task 2: Implement Manager Self Service MSS | $25,000.00 | $70,000.00 | $46,250.00 | $84,146.00 | $42,444.00 | $83,000.00 | $63,800.00 |
| Travel Costs (Estimated at 25% of Services) | $7,200.00 | $14,000.00 | $7,500.00 | Included in above pricing | $24,867.00 | $12,000.00 | $21,000.00 |
| Grand Total - Not to Exceed Price | $52,200.00 | $154,000.00 | $96,300.00 | $247,487.00 | $124,335.00 | $184,800.00 | $159,700.00 |

### Percentage of Points

- 100%
- 34%
- 54%
- 21%
- 42%
- 28%
- 33%

### Points awarded (wtd against lowest price)

- 40
- 14
- 22
- 8
- 17
- 11
- 13

### NOTES:

- PRICE SCORING
- 6.A.f
- Packet Pg. 20

<table>
<thead>
<tr>
<th>RFP Posted/Advertised</th>
<th>6/22/2018</th>
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<tbody>
<tr>
<td>Invitations Sent</td>
<td>102</td>
</tr>
<tr>
<td>Total Requesting Documents</td>
<td>14</td>
</tr>
<tr>
<td>Total RFP Responses Received</td>
<td>7</td>
</tr>
<tr>
<td>RFP Opening Attended by</td>
<td>JEM, CH</td>
</tr>
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</table>
Required Vendor Ethics Disclosure Statement

Date: 7-11-2018

<table>
<thead>
<tr>
<th>Company Name: TEAMabsolute</th>
<th>Company Contact: Kimberly M. Jacobson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone:</td>
<td>Contact Email: <a href="mailto:Kim.Jacobson@teamabsolute.com">Kim.Jacobson@teamabsolute.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 underwritings counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

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 officials or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

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.

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- 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: Kimberly M. Jacobson

Title: Vice President

Date: 7/11/2018

Packet Pg. 21
Requisition under 25k dollars

2018-217
## 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 TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29, 2018</td>
<td>10/01/18 - 09/30/19</td>
<td>$17,535.00</td>
<td>INFORMATION SYSTEMS</td>
</tr>
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</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Completed</td>
<td>08/29/2018 12:10 PM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>08/29/2018 12:18 PM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>08/29/2018 7:30 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/31/2018 8:01 AM</td>
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<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>08/31/2018 2:57 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>09/04/2018 2:03 PM</td>
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<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>09/05/2018 9:23 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>09/11/2018 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: Treehouse Software, Inc.  Vendor #: 13566
Dept: GIS  Contact: Tom Ricker
Phone: 630-407-5062
Description of Procurement/Scope of Work/Background:
Annual software maintenance and service for utility software that transfers parcel records between the business class server and SQL database.

Reason for Procurement:
This software is required for maintaining the DuPage County real estate system.

FUNDING SOURCE
☐ Procurement budgeted for (FY and budget code(s)): FY18 - 1100-2900-53807
☐ 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:

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)
S/JG  Aug 29, 2018  DAF  8-29-18
Prepared By  Date  Recommended for Approval  Date  IT Approval, if required  Date

REVIEWED BY (Initials Only)
Buyer  8/31/18  9m  8-31-18
Date  Procurement Officer  Date
Date  Chairman's Office  Date
Chief Financial Officer  (Decision Memos Over $25,000)
(Decision Memos Over $25,000)

**Purchase Requisition**

**Procurement Services Division**

**Date:** Aug 29, 2018

**MinuteTraq (IQM2) ID #:** 13372

<table>
<thead>
<tr>
<th>Send Purchase Order To:</th>
<th>Send Invoices To:</th>
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<tbody>
<tr>
<td><strong>Vendor:</strong> Treehouse Software, Inc.</td>
<td><strong>Vendor #:</strong> 13566</td>
</tr>
<tr>
<td><strong>Attn:</strong> Terri Hammerschmitt</td>
<td><strong>Email:</strong> <a href="mailto:thammerschmitt@treehouse.com">thammerschmitt@treehouse.com</a></td>
</tr>
<tr>
<td><strong>Address:</strong> 2605 Nicholson Road, Suite 1230</td>
<td><strong>City:</strong> Wheaton</td>
</tr>
<tr>
<td><strong>City:</strong> Sewickley</td>
<td><strong>State:</strong> PA</td>
</tr>
<tr>
<td><strong>Zip:</strong> 15143</td>
<td><strong>Zip:</strong> 60187</td>
</tr>
<tr>
<td><strong>Phone:</strong> 724-759-7070 x112</td>
<td><strong>City:</strong> Wheaton</td>
</tr>
<tr>
<td><strong>State:</strong> PA</td>
<td><strong>Zip:</strong> 60187</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td><strong>Phone:</strong> 630-407-5037</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Send Payments To:</strong></th>
<th><strong>Ship To:</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>Vendor:</strong> SAME AS ABOVE</td>
<td><strong>Vendor #:</strong></td>
</tr>
<tr>
<td><strong>Attn:</strong></td>
<td><strong>Email:</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td><strong>City:</strong> Wheaton</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td><strong>State:</strong> IL</td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
<td><strong>Zip:</strong> 60187</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td><strong>City:</strong> Wheaton</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td><strong>State:</strong> IL</td>
</tr>
</tbody>
</table>

- **Payment Terms:** F.O.B.
- **PO 20 Delivery Date:** Oct 1, 2018
- **Requisitioner:** Sarah Godzicki

<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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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Annual tcACCESS Software Maintenance for the period of October 1, 2018 through September 30, 2019</td>
<td></td>
<td>18</td>
<td>1100</td>
<td>2900</td>
<td>53807</td>
<td></td>
<td>17,535.00</td>
<td>17,535</td>
</tr>
</tbody>
</table>

**Requisition Total:** $17,535

**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)

REQUISITION # | DEPARTMENT | IT - GIS Division
MANUFACTURER | Infor (US) Inc. | PRODUCT #

DESCRIBE ITEM BEING JUSTIFIED AND ITS FUNCTION:

This tcAccess software system is a package that converts property record data from the county mainframe systems to county's SQL databases. This data is utilized by GIS for daily production and web services. The converted data from the systems is also used by the County Clerk's office.

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 | Treehouse Software, Inc. | CONTACT | Terri Hammerschmitt
PHONE | 724-759-7070 x112 | WEBSITE | www.treehouse.com

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

Software maintenance for this product is only available through this vendor.

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

N/A

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 8-29-18
DEPARTMENT APPROVAL DATE

Signature on File 8-31-18
PURCHASING REVIEW DATE
August 21, 2018

Sarah Godzicki
Administrative Assistant
Information Technology
County of DuPage
421 North County Farm Road
Wheaton, IL 60187

Sarah:

Per your request, we are quoting tcACCESS software maintenance renewal. For the period October 1, 2018 to September 30, 2019 tcACCESS maintenance will be $17,535.

Our records indicate that the County of DuPage is licensed for the following components:

- tcACCESS Basic System, 2 ODBC server, 1 administrator, 5 single clients
- 2 administrators
- 1 ODBC server
- 2 ODBC server

Let me know if you need anything else.

Sincerely,

Terri Hammerschmitt
Controller
724-759-7070 x112
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 21, 2018

Bid/Contract/PO #: __________________________

<table>
<thead>
<tr>
<th>Company Name: Treehouse Software Inc.</th>
<th>Company Contact: Terri Hammerschmitt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 724-759-7070 x112</td>
<td>Contact Email: <a href="mailto:thammerschmitt@treehouse.com">thammerschmitt@treehouse.com</a></td>
</tr>
</tbody>
</table>

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☐ 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:

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- 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: Terri Hammerschmitt

Title: Controller

Date: Aug 21, 2018

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

2018-218
**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 29, 2018</td>
</tr>
<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
</tr>
<tr>
<td>$7,500.00</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Godzicki</td>
<td>Completed</td>
<td>08/29/2018 2:47 PM</td>
</tr>
<tr>
<td>Deborah Hanson</td>
<td>Completed</td>
<td>08/29/2018 2:55 PM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>08/29/2018 7:29 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/30/2018 4:08 PM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>08/31/2018 3:01 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>09/04/2018 2:04 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>09/05/2018 9:16 AM</td>
</tr>
<tr>
<td>Technology Committee</td>
<td>Pending</td>
<td>09/11/2018 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: MHC Software, Inc.</th>
<th>Vendor #: 13554</th>
<th>Contract Term:</th>
<th>Contract Total: $7,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: IT</td>
<td>Contact: Deborah Hanson</td>
<td>Phone: 630-407-5036</td>
<td>Assigned Committee: Technology</td>
</tr>
</tbody>
</table>

### Description of Procurement/Scope of Work/Background

Document Self-Service Add-On MHC Knowledge-Based Authentication

### Reason for Procurement

Document management software was purchased in 2015 to integrate with the County’s ERP system. This add-on will allow members of the organization to access their pay stubs and tax documents through a self-service portal.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): FY18 - 6000-1235-53806
- Budget Transfer (Date) Add'l Information

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or Bid # __________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid # ________________________________ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification Form)
- PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00 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>SIG</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></td>
<td>Aug 29, 2018</td>
<td></td>
<td>8-29-18</td>
<td></td>
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</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/31/18</td>
<td></td>
<td>8-31-18</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>
<td></td>
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### Purchase Requisition

**Procurement Services Division**

<table>
<thead>
<tr>
<th>Send Purchase Order To:</th>
<th>Send Invoices To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: MHC Software, Inc.</td>
<td>Dept: Information Technology</td>
</tr>
<tr>
<td>Vendor #: 13554</td>
<td>Division:</td>
</tr>
<tr>
<td>Attn: Teresa Myers</td>
<td>Attn: Sarah Godzicki</td>
</tr>
<tr>
<td>Email: <a href="mailto:TeresaM@mhccom.com">TeresaM@mhccom.com</a></td>
<td>Email: <a href="mailto:Sarah.Godzicki@dupageco.org">Sarah.Godzicki@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 12000 Portland Avenue South, Suite 230</td>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Burnsville</td>
<td>Room:</td>
</tr>
<tr>
<td>State: MN</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Zip: 55337</td>
<td>Phone: 630-407-5037</td>
</tr>
<tr>
<td>Phone: 800-588-3676 x269</td>
<td>Fax: 630-407-5001</td>
</tr>
<tr>
<td>Fax: 952-882-0484</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Send Payments To:</th>
<th>Ship To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: MHC Software, Inc.</td>
<td>Dept: Information Technology</td>
</tr>
<tr>
<td>Vendor #: 13554</td>
<td>Division:</td>
</tr>
<tr>
<td>Attn:</td>
<td>Attn: Deborah Hanson</td>
</tr>
<tr>
<td>Email:</td>
<td>Email: <a href="mailto:Deborah.Hanson@dupageco.org">Deborah.Hanson@dupageco.org</a></td>
</tr>
<tr>
<td>Address: P. O. Box 1749</td>
<td>Address: 421 N. County Farm Road</td>
</tr>
<tr>
<td>City: Burnsville</td>
<td>Room:</td>
</tr>
<tr>
<td>State: MN</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Zip: 55337</td>
<td>Phone: 630-407-5036</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax: 630-407-5001</td>
</tr>
<tr>
<td>Fax:</td>
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<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
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<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>
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<tbody>
<tr>
<td>PO25 only</td>
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<td></td>
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<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>1</td>
<td>EA</td>
<td>Document Self-Service Add-on: mhcKBA Authentication</td>
<td>18</td>
<td>6000</td>
<td>1235</td>
<td>53806</td>
<td>7,500.00</td>
<td>7,500.00</td>
<td></td>
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</tr>
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</table>

**Requisition Total** $ 7,500.00

**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):
Addendum Nine (9) to the Software License Agreement between MHC Software, LLC, 12000 Portland Avenue South, Suite 230, Burnsville, MN 55337 ("MHC") and DuPage County, Jack T. Knuepfer Bldg, 421 N. County Farm Road, Wheaton, IL, 601847 dated as of November 14, 2012. License and Maintenance Fee for Additional Software Purchases.

<table>
<thead>
<tr>
<th>Software</th>
<th>Key Standard Features</th>
<th>Inclusions</th>
<th>Price</th>
</tr>
</thead>
</table>
| Document Self-Service Add-on: mhcKBA Authentication | • MHC Knowledge-Based Authentication (mhcKBA) is an extension to the Document Self-Service Release 5.x+ core functionality. It allows organizations without an authentication data source to utilize a series of personal security questions as the user authentication method. Users authenticated via mhcKBA will gain access to their documents via MHC Document Self-Service delivery methods  
• Security questions configured by a customer must include a combination of one or more questions such as: Social Security Number, birth date, home address zip code, employee number, etc.  
• The answers to the configured security questions must represent a unique combination for each user  
• Customer assumes responsibility for providing MHC with the “answers” to the user security questions and determining that the selected combination of security questions meets the customer’s security standards to allow its users to gain access to personal documents  
• Users register their accounts the first time they log in using mhcKBA authentication. Users enter an email for their username (or a field is mapped as the username from the available user profile attributes), validate that email address, choose a password, and optionally add a secondary email address  
• Users who forget their password will need to answer the same security questions and have access to an email account already on file for the user profile to regain access to the website (2-factor authentication for forgotten passwords)  
• Requires the customer to procure and implement a certificate for the website | • Unlimited number of active, inactive or terminated users can use mhcKBA authentication method to gain access to the system  
• mhcKBA can be used as a secondary authentication mode for inactive resources in organizations with a primary authentication mode (such as LSF9, AD, ADFS) already in use for active resources; it is still the customer’s responsibility to provide personal data for inactive resources in order to support the authentication  
• Implementation services, training, and documentation | $7,500  |

Software Total Price – Payroll/Human Resources $7,500

Payment Terms: Invoice due upon receipt.

12000 Portland Avenue South, Suite 230 • Burnsville, Minnesota 55337  
800.588.3676 • Main: 952.882.0884 • Fax 952.882.0484  
www.mhcsoftwareinc.com
## Software Implementation and Maintenance Services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Implementation</td>
<td>• Remote Implementation Services (web meeting/VPN/phone)</td>
<td>Included</td>
</tr>
<tr>
<td></td>
<td>o Planning &amp; Analysis*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Design &amp; Development (if applicable)**</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Installation &amp; Configuration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Deployment &amp; Customer Support</td>
<td></td>
</tr>
<tr>
<td>Software Maintenance</td>
<td>Software maintenance entitles the customer to:</td>
<td>18% of proposed software list price, annually (software maintenance goes into effect ninety (90) calendar days after software delivery)</td>
</tr>
<tr>
<td></td>
<td>(1) Software upgrades for licensed application components sold and licensed by MHC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Software support and training via toll-free phone number and web meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) Continuing compatibility with Infor applications for MHC licensed components (i.e., as customers upgrade Infor functionality from one release to the next, they can work with MHC Software to plan and maintain compatible MHC Software functionality; maintenance does not include support for additions to ERP applications, a change of ERP nor technological platform changes, only upgrades to existing ERP software functionality)</td>
<td></td>
</tr>
</tbody>
</table>

## Post-Implementation Support:

For customers who choose to make technological platform changes or resource support changes post-implementation (i.e., after 30 days of MHC software use in a production environment), MHC will support the additional effort required to complete the changes on a time and materials basis, based on a to-be-estimated amount of hours at the current MHC billable rate.

## Payment Terms:

Implementation Services, if required will be invoiced upon work completion; payment is due 30 days after receipt of invoice.

## Software Maintenance:

The annual maintenance fee is 18% of the current list price as listed below:

| Document Self-Service Add-on: mhcKBA Authentication | $7,500.00 |
| Annual Maintenance Fee 18% of Current List Price   | $1,350.00 |

Accepted for Customer:

By: ____________________________
(Signature)

Name: ____________________________
(Please type or print name)

Title: ____________________________
(MHC Software)

Date: ____________________________

Accepted for MHC Software LLC:

By: ____________________________
(Signature)

Name: ____________________________
(Please type or print name)

Title: ____________________________
(MHC Software)

Date: ____________________________
**REMIT TO:**
MHC Software
P. O. Box 1749
Burnsville, MN  55337

**INVOICE DATE** | **INVOICE NUMBER**
---|---
8/22/2018 | 4265591

**CUSTOMER NO.** | **CUSTOMER PO**
---|---
215275 | 

<table>
<thead>
<tr>
<th>OUR ORDER NO</th>
<th>DATE SHIPPED</th>
<th>SHIPPED VIA</th>
<th>SALES PERSON</th>
<th>TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>426559</td>
<td></td>
<td></td>
<td>Chris Rademacher</td>
<td>Upon Receipt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY ORDERED</th>
<th>QTY SHIPPED</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>UNIT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>DSS mhKBA Authentication</td>
<td>7,500.00</td>
<td>EA</td>
<td>7,500.00</td>
</tr>
</tbody>
</table>

Addendum Nine

Please pay this invoice in full upon receipt.

**SUBTOTAL** | **7,500.00**
---|---

**FREIGHT**

**SALES TAX**

**TOTAL** | **7,500.00**
---|---

Please pay from this invoice. No statement will be rendered. We sincerely appreciate your business.

**Packet Pg. 35**

Attachment: MHC Invoice #4265591 (Addendum #9) (2018-218 : MHC Software - DSS Add-On)
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.

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 bids and shall update such disclosure with any changes that may occur.

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

Printed Name: Catherine Beattie
Title: Vice President, Finance
Date: Aug 31, 2018

Approval is requested to have the Chief Information Officer attend the Illinois Counties Information Management Association (ICIMA) 2018 Fall Conference in Utica, Illinois from October 4, 2018 through October 5, 2018 for an approximate cost of $400.00.

<table>
<thead>
<tr>
<th>Name: [Redacted]</th>
<th>Title: Chief Information Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Information Systems</td>
</tr>
<tr>
<td>Request Date:</td>
<td>08/23/18</td>
</tr>
<tr>
<td>Account Code:</td>
<td>See Below</td>
</tr>
<tr>
<td>Purpose of Trip: (explain fully the necessity of making the trip)</td>
<td>To attend the Illinois Counties Information Management Association (ICIMA) 2018 Fall Conference.</td>
</tr>
<tr>
<td>**To be paid out of 1000-1110-53500, -53510, &amp; -53610</td>
<td></td>
</tr>
<tr>
<td>Destination:</td>
<td>Utica, IL</td>
</tr>
<tr>
<td>Date of Departure:</td>
<td>10/04/2018</td>
</tr>
<tr>
<td>Date of Return Arrival:</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>(Please include a detailed explanation if different from official business dates)</td>
<td></td>
</tr>
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</table>

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>50</td>
</tr>
<tr>
<td>Transportation</td>
<td>100</td>
</tr>
<tr>
<td>Lodging</td>
<td>150</td>
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<tr>
<td>Rental Car</td>
<td>0</td>
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<tr>
<td>Reference Materials</td>
<td>0</td>
</tr>
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<td>Meals: (Per Diems)</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>$ 400.00</td>
</tr>
</tbody>
</table>

Reviewed by and Date Approved

- Sarah Godzicki: Completed 09/06/2018 10:04 AM
- Deborah Hanson: Completed 09/06/2018 10:06 AM
- Donald Carlsen: Completed 09/06/2018 12:03 PM
- Technology Committee: Pending 09/11/2018 9:00 AM
- County Board: Completed 09/11/2018 10:00 AM
### Thursday October 4th

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 to 11:30</td>
<td>Conference Registration in the Starved Rock Room</td>
</tr>
<tr>
<td>11:30 to 12:30</td>
<td>Lunch (Provided) &amp; Round Table 1: Election Security IL Cyber Navigator, MS-ISAC SOC, Albert</td>
</tr>
<tr>
<td>12:30 to 1:15</td>
<td>Round Table 2: Implement an Effective Mandatory IT Training Program Strategies, Formats, Implementation Techniques &amp; Tools</td>
</tr>
<tr>
<td>1:15 to 1:30</td>
<td>Break</td>
</tr>
<tr>
<td>1:30 to 2:00</td>
<td>LRS: NIST Cyber Security Framework</td>
</tr>
<tr>
<td>2:00 to 2:45</td>
<td>Round Table 3: State of IL DoIT Security Coordination Kirk Lonbom &amp; Chris Hill</td>
</tr>
<tr>
<td>2:45 to 3:00</td>
<td>Break</td>
</tr>
<tr>
<td>3:00 to 3:30</td>
<td>Insight: Leveraging AWS</td>
</tr>
<tr>
<td>3:30 to 4:30</td>
<td>Round Table 4: Information &amp; Resource Sharing RFPs, Policies &amp; Procedures, Systems, Applications, Position Descriptions</td>
</tr>
<tr>
<td>4:30 to 5:00</td>
<td>Intradyn: Social Media Archival</td>
</tr>
<tr>
<td>5:00 to 6:30</td>
<td>Social Networking</td>
</tr>
<tr>
<td>6:30</td>
<td>Dinner in the Starved Rock Lodge Dining Room</td>
</tr>
</tbody>
</table>

### Friday October 5th

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 to 9:00</td>
<td>Breakfast and ICIMA Business Meeting (Election, Bylaws, Other)</td>
</tr>
<tr>
<td>9:00 to 9:15</td>
<td>Break</td>
</tr>
<tr>
<td>9:15 to 9:45</td>
<td>ICIMA Spring Venue &amp; Agenda</td>
</tr>
<tr>
<td>9:45 to 10:45</td>
<td>Round Table 5: CJIS Audits How to Navigate a Successful CJIS Audit</td>
</tr>
<tr>
<td>10:45 to 11:00</td>
<td>Break</td>
</tr>
<tr>
<td>11:00 to 12:00</td>
<td>Conference Wrap Up</td>
</tr>
</tbody>
</table>

--- Adjourn ---
Other Action Item

17-18-912

Request Date: 9/6/18  Account Code: 1000-1115

Purpose of Trip: (explain fully the necessity of making the trip)
To attend the Hexagon User Group Conference.

Destination: Westminster, CO

Date of Departure: 11/04/18  Date of Return Arrival: 11/07/18
(Please include a detailed explanation if different from official business dates)

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
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<th>Amount</th>
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<tbody>
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<td>Lodging:</td>
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<tr>
<td>Rental Car:</td>
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<tr>
<td></td>
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<td>Reference Materials:</td>
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<td>Meals: (Per Diems)</td>
<td>200</td>
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<tr>
<td>Total:</td>
<td>$1,460.00</td>
</tr>
</tbody>
</table>

Enacted and approved this 11th day of September, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: ________________________________
PAUL HINDS, COUNTY CLERK
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOVEMBER 4 • SUNDAY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00pm – 6:00pm</td>
<td>Registration Open</td>
<td>Westcliff A Ballroom</td>
</tr>
<tr>
<td>6:30pm – 10:00pm</td>
<td>Welcome Reception - Conference Kickoff</td>
<td>Ballroom</td>
</tr>
<tr>
<td><strong>NOVEMBER 5 • MONDAY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30am – 8:30am</td>
<td>Breakfast</td>
<td>Tiller's Restaurant</td>
</tr>
<tr>
<td>8:00am – 3:00pm</td>
<td>Registration Open</td>
<td>Westcliff A Ballroom</td>
</tr>
<tr>
<td>8:30am – 8:45am</td>
<td>USDD Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>8:45am – 9:00am</td>
<td>Platinum Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>9:00am – 9:45am</td>
<td>GIS/Mapping: Map Roll and GIS Speakers: Rose Abbors</td>
<td>Salon A</td>
</tr>
<tr>
<td>9:00am – 5:00pm</td>
<td>Vendor Hall Open</td>
<td>Hallway</td>
</tr>
<tr>
<td>10:00am – 11:00am</td>
<td>Hexagon Roadmap</td>
<td>Ballroom</td>
</tr>
<tr>
<td>11:15am – 12:00pm</td>
<td>ASAP Program Speakers: Bill Hotgood</td>
<td>Salon A</td>
</tr>
<tr>
<td>12:00pm – 1:00pm</td>
<td>Lunch Break</td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:10pm – 12:20pm</td>
<td>NICE Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:20pm – 12:30pm</td>
<td>Deccan Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:30pm – 12:40pm</td>
<td>Emergency Reporting Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:40pm – 12:50pm</td>
<td>FATPOT Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:50pm – 1:00pm</td>
<td>NetMotion Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>1:00pm – 2:00pm</td>
<td>RMS: Breakout Roundtable</td>
<td>Ballroom</td>
</tr>
<tr>
<td>2:00pm – 4:00pm</td>
<td>CAD: CAD SysAdmin Training Speakers: Hxgn Trainer</td>
<td>Salon A</td>
</tr>
<tr>
<td>4:00pm – 5:00pm</td>
<td>RMS: Quiz the RMS Wizards Speakers: Hxgn Trainer</td>
<td>Ballroom</td>
</tr>
<tr>
<td>6:00pm – 8:00pm</td>
<td>Evening Reception</td>
<td>Ballroom</td>
</tr>
<tr>
<td><strong>NOVEMBER 6 • TUESDAY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30am – 8:30am</td>
<td>Breakfast</td>
<td>Tiller's Restaurant</td>
</tr>
<tr>
<td>8:30am – 8:45am</td>
<td>Rapid SOS Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>8:45am – 9:00am</td>
<td>Platinum Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>9:00am – 5:00pm</td>
<td>Vendor Hall Open</td>
<td>Hallway</td>
</tr>
<tr>
<td>9:15am – 10:00am</td>
<td>CAD: CAD Reporting Speakers: Ken Reese</td>
<td>Salon A</td>
</tr>
<tr>
<td>10:00am – 11:00am</td>
<td>EdgeFrontier: Breakout Roundtable</td>
<td>Ballroom</td>
</tr>
<tr>
<td>10:00am – 12:00pm</td>
<td>MPS: MPS SysAdmin Training Speakers: Hxgn Trainer</td>
<td>Salon E</td>
</tr>
<tr>
<td>12:00pm – 1:00pm</td>
<td>Lunch Break</td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:10pm – 12:20pm</td>
<td>Panasonic Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:20pm – 12:30pm</td>
<td>ARC Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>Time</td>
<td>Session</td>
<td>Venue</td>
</tr>
<tr>
<td>------------------</td>
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</tr>
<tr>
<td>12:30pm – 12:40pm</td>
<td>Purvis Systems Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:40pm – 12:50pm</td>
<td>MCM Technology Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:50pm – 1:00pm</td>
<td>Priority Dispatch Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>1:30pm – 2:30pm</td>
<td>CAD: Breakout Roundtable</td>
<td>Ballroom</td>
</tr>
<tr>
<td>1:30pm – 3:00pm</td>
<td>RMS: WebRMS</td>
<td>Salon A</td>
</tr>
<tr>
<td>2:30pm – 3:30pm</td>
<td>MPS: Breakout Roundtable</td>
<td>Ballroom</td>
</tr>
<tr>
<td>3:00pm – 5:00pm</td>
<td>MAP: Mapping SysAdmin Training</td>
<td>Church Ranch A</td>
</tr>
<tr>
<td>3:00pm – 5:00pm</td>
<td>RMS: RMS SysAdmin Training</td>
<td>Salon A</td>
</tr>
<tr>
<td>4:00pm – 5:00pm</td>
<td>MOBILE: Mobile Responder Implementation</td>
<td>Salon E</td>
</tr>
</tbody>
</table>

**NOVEMBER 7 • WEDNESDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am – 8:30am</td>
<td>Breakfast</td>
<td>Tiller's Restaurant</td>
</tr>
<tr>
<td>9:00am – 10:00am</td>
<td>CAD: Quiz the CAD Wizards</td>
<td>Ballroom</td>
</tr>
<tr>
<td>10:00am – 11:00am</td>
<td>MPS: MPS Customizations</td>
<td>Salon A</td>
</tr>
<tr>
<td>11:00am – 12:00pm</td>
<td>Conference Closing Session</td>
<td>Ballroom</td>
</tr>
</tbody>
</table>

Other Action Item
17-18-911

| Request Date: | Account Code: | 9/6/18 | 1000-1115 |
| Purpose of Trip: (explain fully the necessity of making the trip) |  |
| To attend the Hexagon User Group Conference. |  |
| Destination: | Westminster, CO |  |
| Date of Departure: | Date of Return Arrival: | 11/04/18 | 11/07/18 |
| (Please include a detailed explanation if different from official business dates) |  |

**Please indicate the estimated amount for each applicable expense.**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
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<td>Registration</td>
<td>110</td>
</tr>
<tr>
<td>Transportation</td>
<td>550</td>
</tr>
<tr>
<td>Lodging</td>
<td>600</td>
</tr>
<tr>
<td>Rental Car</td>
<td>0</td>
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<tr>
<td>Reference Materials</td>
<td>0</td>
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<td>200</td>
</tr>
<tr>
<td>Total</td>
<td>$1,460.00</td>
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</table>

Enacted and approved this 11th day of September, 2018 at Wheaton, Illinois.

______________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
### Hexagon Public Safety Users Group Conference 2018

**NOVEMBER 4 • SUNDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>4:00pm – 6:00pm</td>
<td>Registration Open</td>
<td>Westcliff A Ballroom</td>
</tr>
<tr>
<td>6:30pm – 10:00pm</td>
<td>Welcome Reception - Conference Kickoff</td>
<td>Ballroom</td>
</tr>
</tbody>
</table>

**NOVEMBER 5 • MONDAY**

<table>
<thead>
<tr>
<th>Time</th>
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<td>Tiller's Restaurant</td>
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<tr>
<td>8:00am – 3:00pm</td>
<td>Registration Open</td>
<td>Westcliff A Ballroom</td>
</tr>
<tr>
<td>8:30am – 8:45am</td>
<td>USDD Sponsor Presentation</td>
<td>Westcliff A Ballroom</td>
</tr>
<tr>
<td>8:45am – 9:00am</td>
<td>Platinum Sponsor Presentation</td>
<td>Westcliff A Ballroom</td>
</tr>
<tr>
<td>9:00am – 9:45am</td>
<td>GIS/Mapping: Map Roll and GIS</td>
<td>Salon A</td>
</tr>
<tr>
<td>9:00am – 5:00pm</td>
<td>Vendor Hall Open</td>
<td>zHallway</td>
</tr>
<tr>
<td>10:00am – 11:00am</td>
<td>Hexagon Roadmap</td>
<td>Ballroom</td>
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<tr>
<td>11:15am – 12:00pm</td>
<td>ASAP Program</td>
<td>Salon A</td>
</tr>
<tr>
<td>12:00pm – 1:00pm</td>
<td>Lunch Break</td>
<td>Ballroom</td>
</tr>
<tr>
<td>12:10pm – 12:20pm</td>
<td>NICE Sponsor Presentation</td>
<td>Ballroom</td>
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<tr>
<td>12:20pm – 12:30pm</td>
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<td>FATPOT Sponsor Presentation</td>
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<td>12:50pm – 1:00pm</td>
<td>NetMotion Sponsor Presentation</td>
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<tr>
<td>1:00pm – 2:00pm</td>
<td>RMS: Breakout Roundtable</td>
<td>Ballroom</td>
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<td>2:00pm – 4:00pm</td>
<td>CAD: CAD SysAdmin Training</td>
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<td>4:00pm – 5:00pm</td>
<td>RMS: Quiz the RMS Wizards</td>
<td>Ballroom</td>
</tr>
<tr>
<td>6:00pm – 8:00pm</td>
<td>Evening Reception</td>
<td>Ballroom</td>
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**NOVEMBER 6 • TUESDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>7:30am – 8:30am</td>
<td>Breakfast</td>
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<td>Rapid SOS Sponsor Presentation</td>
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<td>9:00am – 5:00pm</td>
<td>Vendor Hall Open</td>
<td>zHallway</td>
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<tr>
<td>9:15am – 10:00am</td>
<td>CAD: CAD Reporting</td>
<td>Salon A</td>
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<tr>
<td>10:00am – 11:00am</td>
<td>EdgeFrontier: Breakout Roundtable</td>
<td>Ballroom</td>
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<tr>
<td>10:00am – 12:00pm</td>
<td>MPS: MPS SysAdmin Training</td>
<td>Salon E</td>
</tr>
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<td>12:00pm – 1:00pm</td>
<td>Lunch Break</td>
<td>Ballroom</td>
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<tr>
<td>12:10pm – 12:20pm</td>
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<td>Ballroom</td>
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<td>ARC Sponsor Presentation</td>
<td>Ballroom</td>
</tr>
<tr>
<td>Time</td>
<td>Session</td>
<td>Location</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>12:30pm – 12:40pm</td>
<td>Purvis Systems Sponsor Presentation</td>
<td>Ballroom</td>
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<tr>
<td>12:40pm – 12:50pm</td>
<td>MCM Technology Sponsor Presentation</td>
<td>Ballroom</td>
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<td>Priority Dispatch Sponsor Presentation</td>
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<td>MOBILE: Mobile Responder Implementation</td>
<td>Salon E</td>
</tr>
</tbody>
</table>

**NOVEMBER 7 • WEDNESDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>9:00am – 10:00am</td>
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<td>Ballroom</td>
</tr>
<tr>
<td>10:00am – 11:00am</td>
<td>MPS: MPS Customizations</td>
<td>Salon A</td>
</tr>
<tr>
<td>11:00am – 12:00pm</td>
<td>Conference Closing Session</td>
<td>Ballroom</td>
</tr>
</tbody>
</table>
AWARDING RESOLUTION TO
KRONOS INCORPORATED FOR
SOFTWARE SUPPORT SERVICES FOR THE
KRONOS AUTOMATED TIME AND ATTENDANCE SYSTEM
(CONTRACT TOTAL AMOUNT: $28,187.44)

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

WHEREAS, the Health and Human Services Committee recommends County Board approval for issuance of a contract purchase order to Kronos Incorporated, for software support services for the Automated Time and Attendance System and Knowledge Pass (educational services subscription) for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that County Requisition, covering said, for software support services for the Automated Time and Attendance System and Knowledge Pass (educational services subscription) for the DuPage Care Center, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Kronos Incorporated, 900 Chelmsford Street, Lowell, MA 01851, for a contract total amount of $28,187.44, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.00.

Enacted and approved this 11th day of September, 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>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
<td><strong>CONTRACT TERM</strong></td>
</tr>
<tr>
<td>August 21, 2018</td>
<td>$28,187.44</td>
<td>SEPTEMBER 28, 2018 - SEPTEMBER 27, 2019</td>
</tr>
</tbody>
</table>

| REQUESTING DEPT. |
| DUPAGE CARE CENTER |

### SOLICITATION METHOD FOR SOURCE SELECTION

- **Karen Graczyk**  
  Completed 08/21/2018 4:22 PM
- **Janelle Chadwick**  
  Completed 08/23/2018 10:48 AM
- **Kathy Ostrowski**  
  Completed 08/24/2018 10:14 AM
- **Donald Carlsen**  
  Completed 08/24/2018 11:39 AM
- **Wendi Wagner**  
  Completed 08/24/2018 11:40 AM
- **James McGuire**  
  Completed 08/27/2018 4:42 PM
- **Paul Rafac**  
  Completed 08/28/2018 4:26 PM
- **Kathy Ostrowski**  
  Completed 08/29/2018 12:34 PM
- **Health & Human Services**  
  Completed 09/04/2018 10:15 AM
- **Finance Committee**  
  Pending 09/11/2018 8:00 AM
- **Technology Committee**  
  Pending 09/11/2018 9:00 AM
- **County Board**  
  Completed 09/11/2018 10:00 AM
# Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Kronos, Inc.</th>
<th>Vendor #: 11850</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: DuPage Care Center</td>
<td>Contact: Shauna Berman</td>
</tr>
<tr>
<td>Phone: 630-784-4261</td>
<td>Assigned: Health and Human Committee: Services</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**: Software support services for the Kronos automated time and attendance system and Knowledge Pas (educational services subscription) for the DuPage Care Center, for the period 09/28/18 through 09/27/19, per 55 ILCS 5/5-1022 (d) IT/Telecom purchases under $35,000.00.

**Reason for Procurement**: Support Services for Kronos Automated Time and Attendance System for the DuPage Care Center

## FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1200-2000-53807
- 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:

## DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCSS25)
- 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>Aug 21, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Recommended for Approval Date</td>
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## REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Aug 21, 2018</th>
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<tbody>
<tr>
<td>Date</td>
<td>Procurement Officer Date</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Aug 21, 2018</th>
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<tbody>
<tr>
<td>Date</td>
<td>Chairman's Office (Decision Memos Over $25,000) Date</td>
</tr>
</tbody>
</table>
## Purchase Requisition

**Procurement Services Division**

### Send Purchase Order To:
- **Vendor:** Kronos, Inc.
  - **Vendor #:** 11850
- **Attn:** Dionne Jones
  - **Email:** dionne.jones@kronos.com
- **Address:** 297 Billerica Road
  - **City:** Chelmsford
  - **State:** MA
  - **Zip:** 01824
- **Phone:** 713-802-6844
  - **Fax:** 713-802-6830

### Send Invoices To:
- **Vendor:** Kronos, Inc.
  - **Vendor #:** 11850
- **Attn:** Dionne Jones
  - **Email:** dionne.jones@kronos.com
- **Address:** 297 Billerica Road
  - **City:** Chelmsford
  - **State:** MA
  - **Zip:** 01824
- **Phone:** 713-802-6844
  - **Fax:** 713-802-6830

### Send Payments To:
- **Vendor:** Kronos, Inc.
  - **Vendor #:** 11850
- **Attn:** Dionne Jones
  - **Email:** dionne.jones@kronos.com
- **Address:** 297 Billerica Road
  - **City:** Chelmsford
  - **State:** MA
  - **Zip:** 01824
- **Phone:** 713-802-6844
  - **Fax:** 713-802-6830

### Ship To:
- **Vendor:** Kronos, Inc.
  - **Vendor #:** 11850
- **Attn:** Shauna Berman
  - **Email:** shauna.berman@dupageco.org
- **Address:** 400 N. County Farm Road
  - **City:** Wheaton
  - **State:** IL
  - **Zip:** 60187
- **Phone:** 630-784-4261
  - **Fax:**

### Payment Terms
- **F.O.B.:** PO 20 Delivery Date
- **Destination:** Contract Administrator
- **PO 20 Delivery Date:** September 28, 2018
- **Requisitioner:** Christine Kliebhan

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acct # | Sub-Accts and/or Activity # | Unit Price | Extender |
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<tbody>
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<td>Software support services for the Kronos automated time and attendance system and Knowledge Pass (educational services subscription)</td>
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<td>2000</td>
<td>53807</td>
<td>$28,187.44</td>
<td>$28,187.44</td>
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<tr>
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<td></td>
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</tbody>
</table>

**Requisition Total:** $28,187.44

### Header Comments
**Software support services for the Kronos automated time and attendance system and Knowledge Pass (educational services subscription) for the DuPage Care Center, for the period 09/28/18 through 09/27/19, per 55 ILCS 5/5-1022 Competitive Bids (d) IT/telecom purchases under $35,000.00**

### Special Instructions/Comments to Buyer or Approver
**User Department Internal Notes**

**09/04/18 Health and Human Services Committee 09/11/18 County Board**
Required Vendor Ethics Disclosure Statement

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

Bid/Contract/PO #: ____________________________

Company Name: Kronos Incorporated

Contact Phone: 978-947-7756

Company Contact: Jason Roy

Contact Email: JASON.ROY@KRONOS.COM

Date: Jan 18, 2018

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 vendors 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.

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 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>

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

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<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>Jason Roy</td>
<td>978-947-7756</td>
<td><a href="mailto:JASON.ROY@KRONOS.COM">JASON.ROY@KRONOS.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/CountyBoardPolicies/

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

Authorized Signature

Printed Name: John O'Brien

Title: Sr. Vice President, Global Sales

Date: Jan 18, 2018

Signature on File

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

Payment Terms: Net 30 Days
Currency: USD
Customer PO Number:

Bill To: DUPAGE COUNTY C/O CONVALESCENT CENTER
Ship To: DUPAGE COUNTY C/O CONVALESCENT CENTER
400 N COUNTY FARM RD
WHEATON IL 60187
UNITED STATES

Contact: CHRISTINE KLIEBAN
Email: CHRISTINE.KLIEBAN@DUPAGECO.ORG

CONTRACT SUMMARY


<table>
<thead>
<tr>
<th>Description</th>
<th>Support Services</th>
<th>Estimated Tax</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Support Services</td>
<td>25,769.44</td>
<td>0.00</td>
<td>25,769.44</td>
</tr>
<tr>
<td>Educational Services</td>
<td>2,418.00</td>
<td>0.00</td>
<td>2,418.00</td>
</tr>
<tr>
<td>Total</td>
<td>28,187.44</td>
<td>0.00</td>
<td>28,187.44</td>
</tr>
</tbody>
</table>

Annualized Contract Value: 28,187.44
The Annualized Contract Value is the value of the contract if all services are priced for 365 days. The Annualized Contract Value does not include estimated tax. Please note that this quote may include services priced for prorated periods.

IMPORTANT NOTES

Support Services are subject to applicable taxes. The tax amount shown on this quote is only an estimate. The actual tax due will be reflected on the invoice.

DUPAGE COUNTY C/O CONVALESCENT CENTER
Signature: ____________________________
Name: ________________________________
Title: ________________________________
Date: ________________________________

KRONOS INCORPORATED
Signature: ____________________________
Name: ________________________________
Title: ________________________________
Date: ________________________________
Requisition under 25k dollars

2018-210
**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>August 21, 2018</td>
<td>$13,820.00</td>
<td>OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019</td>
<td>PUBLIC WORKS</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

- Angela Bendinelli: Completed 08/21/2018 12:20 PM
- Nick Kottmeyer: Completed 08/21/2018 3:59 PM
- Sarah Hunn: Completed 08/23/2018 9:49 AM
- Tony Charlton: Completed 08/23/2018 10:20 AM
- Deborah Hanson: Completed 08/23/2018 10:28 AM
- Donald Carlsen: Completed 08/23/2018 10:29 AM
- Kathy Ostrowski: Completed 08/23/2018 2:58 PM
- James McGuire: Completed 08/27/2018 4:45 PM
- Paul Rafac: Completed 08/28/2018 4:25 PM
- Kathy Ostrowski: Completed 08/29/2018 12:41 PM
- Stormwater Management Committee: Completed 09/04/2018 7:30 AM
- Public Works Committee: Completed 09/04/2018 9:15 AM
- Technology Committee: Pending 09/11/2018 9:00 AM
### Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Azteca Systems, LLC.</th>
<th>Vendor #: 27385</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept:</strong> Public Works</td>
<td><strong>Contract:</strong> October 1, 2018 through September 30, 2019</td>
</tr>
<tr>
<td><strong>Contact:</strong> Robert Liljegren</td>
<td><strong>Phone:</strong> 630-407-6806</td>
</tr>
<tr>
<td><strong>Contract Total:</strong> $13,820.00</td>
<td><strong>Assigned Committee:</strong> PW</td>
</tr>
</tbody>
</table>

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

Renewal of software and maintenance for Cityworks for a one-year period from 10/1/18 through 9/30/19 in the amount of $13,820. This renewal is required for technical support and software updates for the asset management software.

**Reason for Procurement**

Public Works, Drainage and Stormwater Management have been using Cityworks for asset and work management since 2004. Renewal pays for unlimited technical support, all software updates and new releases.

**FUNDING SOURCE**

- [x] Procurement budgeted for (FY and budget code(s)): 2000-2665-53807 / 1600-3000-53807 / 1000-3200-53807
- [ ] 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(5) (attach Sole Source Justification form)
- [x] 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)**

**Prepared By** Mark 8-21-18 Recommended for Approval Mark 8-21-18 IT Approval, if required Mark 8-21-18

**REVIEWED BY (Initials Only)**

Buyer Mark 8/27/18 Procurement Officer Mark 8-27-18

Chief Financial Officer (Decision Memos Over $25,000) 8-28-18

Chairman's Office (Decision Memos Over $25,000) Date
Cityworks

Contact Information

Contact Name: Bob Liljegren
Prepared By Name: Marianne Haslam
Organization: DuPage County (IL)
Prepared By Phone: (801) 523-2751
Contact Address: 421 N County Farm Rd
Wheaton, IL 60187
Prepared By Email: marianne@cityworks.com

Quote Lines

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity</th>
<th>Net Unit Price</th>
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<tbody>
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<td>AMS License</td>
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<tr>
<td>AMS License</td>
<td>18</td>
<td>$13,093</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>$13,820.00</strong></td>
</tr>
</tbody>
</table>

Maintenance Start Date: 10/1/2018   Maintenance End Date: 9/30/2019

Quote Notes:

Terms and Conditions

All quotations are valid for ninety-days (90) from the date above, unless otherwise stated in this quotation form. All prices quoted are in USD, unless specifically provided otherwise, above. These prices and terms are valid only for items purchased for use and delivery within the United States.

Unless otherwise referenced, this quotation is for the Cityworks software products referenced above only. Pricing for implementation services (installation, configuration, training, etc.), or other software applications is provided separately and upon request.

The procurement, installation and administration of the Esri software utilized in conjunction with Cityworks will be the responsibility of the customer.

The procurement, installation and administration of the RDBMS utilized in conjunction with Cityworks will be the responsibility of the customer. Currently, Cityworks supports Oracle and SQL Server. The procurement, installation and administration of the infrastructure (hardware and networking) utilized in conjunction with Cityworks will be the responsibility of the customer.

This quotation information is confidential and proprietary and may not be copied or released other than for the express purpose of the current system selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Azteca Systems, LLC.

Software Licensing

All Azteca Systems software offered in this quotation are commercial off-the-shelf (COTS) software developed at private expense, and is subject to the terms and conditions of the "Cityworks Software License Agreement" and any and all addendums or amendments.

Azteca Systems LLC 11075 | South State Street Suite 24, Sandy, UT 84070 | Corporate Main 801-523-2751 | Corporate Fax 801-523-3734
thereto. A fully executed copy of the Software License Agreement and any addendum(s) is required before delivery and installation and usage of the software is subject to the terms of the current license agreement.

Delivery method is by way of download through Azteca Systems, LLC. customer support web portal.

Payment Terms
Net thirty (30) days.

Taxes
Prices quoted do not include any applicable state, sales, local, or use taxes unless so stated. In preparing your budget and/or Purchase Order, please allow for any applicable taxes, including, sales, state, local or use taxes as necessary. Azteca Systems reserves the right to collect any applicable sales, use or other taxes tax assessed by or as required by law. Azteca Systems reserves the right to add any applicable tax to the invoice, unless proof with the order is shown that your organization or entity is tax exempt or if it pays any applicable tax directly.

International Customers
These items are controlled by the U.S. government and authorized for extort only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

AZTECA SYSTEMS, LLC. COPYRIGHT 1995 - 2018

Azteca Systems LLC 11075 | South State Street Suite 24, Sandy, UT 84070 | Corporate Main 801-523-2751 | Corporate Fax 801-523-3734
**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Azteca Systems, LLC</th>
<th>Vendor #:</th>
<th>Dept: DuPage County Public Works</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Marianne Haslam</td>
<td>Email: <a href="mailto:Marianne@cityworks.com">Marianne@cityworks.com</a></td>
<td>Attn: Accounts Payable</td>
<td>Email: <a href="mailto:pwaccountspayable@dupageco.org">pwaccountspayable@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 11075 South State Street #24</td>
<td>Address: 7900 S. Route 53</td>
<td>City: Woodridge</td>
<td>State: IL</td>
</tr>
<tr>
<td>City: Sandy</td>
<td>State: UT</td>
<td>Zip: 84070</td>
<td>Phone: 630-985-7400</td>
</tr>
<tr>
<td>Phone: 801-532-2751</td>
<td>Fax: 801-532-3734</td>
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**Send Invoices To:**

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</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
<td>State: IL</td>
<td>Zip:</td>
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<tr>
<td>Phone:</td>
<td>Phone:</td>
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</tr>
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<td>Fax:</td>
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**Send Payments To:**

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<td>Email:</td>
<td>Room:</td>
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<tr>
<td>Address:</td>
<td>Address:</td>
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<td>Zip:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
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<table>
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<tr>
<th>Payment Terms</th>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisition</th>
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<tbody>
<tr>
<td>PER 50 ILCS 505/1</td>
<td>PO 20 Delivery Date</td>
<td>Requisition</td>
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</table>

**Ship To:**

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Amy Arlowe/Sandra Martinez</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td>Amy Arlowe/Sandra Martinez</td>
<td>Oct 1, 2018</td>
<td>Sep 30, 2019</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 | Cityworks annual update and support software fee for the period 10/1/18 through 9/30/19 | 2000 | 2665 | 53807 | 4,606.67 | 4,606.67 |
| 2 | 1 | EA | | 1600 | 3000 | 53807 | 4,606.67 | 4,606.67 |
| 3 | 1 | EA | | 1000 | 3200 | 53807 | 4,606.66 | 4,606.66 |

**Requisition Total:** $13,820.00

**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):
Required Vendor Ethics Disclosure Statement

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

Company Name: Azteca Systems, LLC
Contact Phone: 801-523-2751
Company Contact: Pete Hristou
Contact Email: phristou@cityworks.com

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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 underwritten counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

\[\text{NONE (check here) - If no contributions have been made}\]

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\[\text{NONE (check here) - If no contacts have been made}\]

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

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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

Pete Hristou

Title

CFO

Date

8-20-18

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
## FY2018 STRATEGIC INITIATIVES:

### STRATEGIC INITIATIVE #2:  
(Provide a brief description of your strategic initiative.)

**Modernize the Information Technology Infrastructure**

### LINKAGE TO STRATEGIC PLAN:  
(Using the Strategic Plan, identify the strategic imperative and corresponding strategies to which your initiative is connected.)

- **Strategic Imperative:** (2) Comprehensive Financial Planning
- **High-Level Strategy:** (2.2) Optimize cost containment while maximizing service levels and quality
- **Operational Strategy:** (2.2.2) Control costs through cost-effective use of technology, updated policies and procedures, efficient organizational structures, and enhanced reporting

### BUDGETARY IMPACT:  
(Identify the resources that will be necessary during the fiscal year to support the strategic initiative.)

1. **Telecommunications System – Upgrade infrastructure**  
   - **FY2018 Impact:** $545,000  
   - **Anticipated Future Impact(s):** Costs to upgrade or replace the phone system with a Unified Communication System estimated to be $1.2 million

2. **Real Estate and Tax Billing System – Assessment and RFP development**  
   - **FY2018 Impact:** $300,000  
   - **Anticipated Future Impact(s):** Depending on the recommendation of the assessment and responses from the RFP, between $7 - $10 million

### ONE-YEAR OUTLOOK:  
(State what you expect to accomplish with the strategic initiative during the fiscal year.)

1. **Telecommunications System**  
   - With the assistance of Facilities Management, cabling throughout the campus continues to be updated to meet the future needs of data and voice transmittal throughout the County - in addition, network switches will be upgraded to support newer devices requiring power over Ethernet - finally, our legacy tape backup system will be replaced with a more current disk to disk system.

2. **Real Estate and Tax Billing System**  
   - Hire consulting firm to gather requirements and create RFP.
1. Telecommunications System
   Will continue to track installation of cabling throughout the campus.
   
   Q1 FY18
   - Complete procurement of network switches (Completed)
   - Research backup systems and make decision (In process)
   - Select consultant for unified communication system needs assessment (RFP to hire consultant is published and awaiting responses)
   
   Q2 FY18
   - Plan and procure new backup system (Procurement process begun 8/2018)
   - Begin needs assessment for unified communication system (Completed)
   - Begin installation of all network switches (Completed)
   
   Q3 FY18
   - Installation of backup system (Delayed – will begin Q4)
   - Complete network switch installation (Ongoing – will be completed Q4)

2. Real Estate and Tax Billing System
   
   Q1 FY18
   - Consulting Firm selection (Completed)
   
   Q2 & Q3 FY18
   - RFP is put on the street
   
   Q4 FY18
   - Vendor is selected
STRATEGIC INITIATIVE #1: GIS Shared Services

LINKAGE TO STRATEGIC PLAN:

Strategic Imperative: Excellence in customer service
High-Level Strategy: Provide GIS shared services to county taxing organizations where resources for Geo-Spatial services are limited
Operational Strategy: Listen to the needs of taxing organizations in DuPage County and provide them with needed resources through knowledge and experience of County GIS Staff

BUDGETARY IMPACT:

FY2018 Impact: None
Anticipated Future Impact(s): None

ONE-YEAR OUTLOOK:

- Provide GIS shared services for Village of Lisle, Bloomingdale Park District, and the Lisle & Woodridge Fire Protection District
- Provide GIS services to other taxing bodies at their request

KEY MILESTONES:

Q1 FY18
- Both the County and the Village of Lisle accepted and approved the IGA for GIS shared services, which began on January 30th, 2018
- Both the County and the Lisle Woodridge Fire Protection District accepted and approved the IGA for GIS shared services, which began in July 2018
- Obtain additional shared services from other organizations
- Continue communication with Bloomingdale Park District for GIS shared services
FY2018 STRATEGIC INITIATIVES:

<table>
<thead>
<tr>
<th>STRATEGIC INITIATIVE #3: (Provide a brief description of your strategic initiative.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin working in cooperation with NE Illinois Counties (DuPage, Cook, Lake, Kane, McHenry, Will) utilizing GIS to combat the opioid crisis and keep participants informed on the changes in the opioid crisis in and around the NE Illinois Region.</td>
</tr>
</tbody>
</table>

**LINKAGE TO STRATEGIC PLAN:** (Using the Strategic Plan, identify the strategic imperative and corresponding strategies to which your initiative is connected.)

- **Strategic Imperative:** (1) Quality of Life
- **High-Level Strategy:** (1.2) Maintain the countywide safety net to help people escape poverty, maximize independence, and achieve economic self-sufficiency
- **Operational Strategy:** (1.2.6) Continue combating the County’s heroin crisis by working with local officials and community partners

**BUDGETARY IMPACT:** (Identify the resources that will be necessary during the fiscal year to support the strategic initiative.)

- **FY2018 Impact:** $20,000
- **Anticipated Future Impact(s):** $10,000 to develop new datasets and applications

**ONE-YEAR OUTLOOK:** (State what you expect to accomplish with the strategic initiative during the fiscal year.)

- Round table meeting of participating counties
- Inventory existing opioid incidents, prevention data and applications
- Develop common data schemas/standards for sharing information concerning opioid abuse and prevention
- Develop an initial dataset and application for use by officials and community partners to inform the population within the NE Illinois Region of opioid abuse and prevention

**KEY MILESTONES:** (List key milestones or indicators which demonstrate the initiative is on track. Use target dates and metrics where appropriate.)

- Discussion between NE Illinois Counties on current and needed Spatial Data (Oct. 2018)
- Inventory and review of existing opioid incidents, prevention data and applications (Dec. 2018)
- Development of common data schemas/standards for sharing information concerning opioid abuse and prevention (January 2019)
- Development an initial dataset and application for use by officials and community partners to inform the population within the NE Illinois Region of opioid abuse and prevention (March 2019)
- Roll out of Application (May 2019)