

# Committee of the Whole

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January 12, 2016

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**Gordy Hulten**  
**Champaign County Clerk**  
 Champaign County, Illinois

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**MEMORANDUM**

**TO:** Policy, Personnel and Appointments Committee, Champaign County Board  
 James Quisenberry, Chairman  
 Deb Busey, Champaign County Administrator

**FROM:** Champaign County Clerk Gordy Hulten

**DATE:** January 7, 2016

**SUBJECT:** Plan for Polling Places for 2016

This memo accompanies a draft Resolution with a proposed complete listing of Places of Election. This is our proposed plan for Champaign County's polling places beginning with 2016's elections and for future years. We consider a number of factors when identifying prospective polling places:

- Location: preference is for a location within the precinct that is convenient for as many voters as possible. Related factors include available parking and visibility.
- Capacity: preference is for a building that will be able to efficiently handle the number of anticipated voters at our busiest election. Building capacity, room capacity and parking availability are considered.
- Compliance with the Americans with Disabilities Act, and any temporary measures necessary to bring a facility into compliance.
- Logistics: electricity, restrooms, phones, storage for election equipment and supplies, comfort and convenience of Election Judges, and room setup and ability to restrict access when polls are not open.
- Efficiency and expense.

For 2016, we are proposing polling place locations that will remain unchanged for the vast majority of precincts and voters. The precincts with unchanged polling places are:

Precinct	Unchanged Polling Place for 2016
Brown - Fisher	Fisher Community Building
Brown - Foosland	Fisher Community Building
Champaign 1	Jericho Missionary Baptist Church
Champaign 2	Alan G. Ryle Companies
Champaign 3	Bible Baptist Church
Champaign 4	Savoy Recreation Center (Gymnasium)
Champaign 5	Curtis Road Church of God

Precinct	Unchanged Polling Place for 2016
Champaign 6	First Baptist Church of Champaign
City of Champaign 1	Douglass Center Annex
City of Champaign 2	McKinley Foundation
City of Champaign 3	McKinley Foundation
City of Champaign 4	University YMCA
City of Champaign 5	Student Dining & Residential Programs (SDRP)
City of Champaign 7	Skelton Place Community Room
City of Champaign 8	Activities & Recreation Center
City of Champaign 9	IL Employment and Training Center
City of Champaign 11	Holy Cross Parish Center
City of Champaign 12	Holy Cross Parish Center
City of Champaign 13	E.H. Mellon Administration Center
City of Champaign 14	E.H. Mellon Administration Center
City of Champaign 15	Faith Methodist Church
City of Champaign 16	Good Shepherd Lutheran Church
City of Champaign 17	Jericho Missionary Baptist Church
City of Champaign 18	Champaign County Farm Bureau
City of Champaign 19	Salvation Army Corps
City of Champaign 20	Grace Lutheran Church
City of Champaign 21	St. Peter's United Church of Christ
City of Champaign 22	Hessel Park Christian Reformed Church
City of Champaign 23	Faith Methodist Church
City of Champaign 24	Good Shepherd Lutheran Church
City of Champaign 25	Hays Center
City of Champaign 26	St. John's Lutheran Church
City of Champaign 27	Champaign Church of Christ
City of Champaign 28	Champaign Church of Christ
City of Champaign 29	Westminster Presbyterian Church
City of Champaign 30	St. John's Lutheran Church
City of Champaign 31	Leonhard Recreation Center
City of Champaign 32	Free Methodist Church
City of Champaign 33	Meadowbrook Community Church
City of Champaign 34	Tony Noel Ag Center (Parkland)
City of Champaign 35	Bresnan Meeting Center
City of Champaign 36	Stratford Park Bible Chapel
City of Champaign 37	Carpenter's Local 44
City of Champaign 38	Windsor Road Christian Church
City of Champaign 39	First Christian Church
Compromise - Gifford	Gifford Community Building
Compromise - Penfield	I&I Antique Tractor Club
Condit	River Valley Church of Christ

Precinct	Unchanged Poiling Place for 2016
Crittenden	Pesotum Community Building
Cunningham 1	Mt. Olive Baptist Church
Cunningham 2	Daniels Graduate Hall
Cunningham 3	Illinois Street Residence Hall
Cunningham 4	Lincoln Ave. Residence Hall
Cunningham 5	Pennsylvania Avenue Residence Hall
Cunningham 6	Vineyard Church
Cunningham 7	First Presbyterian Church
Cunningham 8	First Presbyterian Church
Cunningham 9	Twin City Bible Church
Cunningham 10	Urbana Free Library
Cunningham 11	Urbana City Building
Cunningham 12	Urbana City Building
Cunningham 13	Pennsylvania Avenue Baptist Church
Cunningham 14	Clark-Lindsey Village
Cunningham 15	Church of Christ
Cunningham 16	Pennsylvania Avenue Baptist Church
Cunningham 17	Urbana Civic Center
Cunningham 19	Gymnasium, Brookens Administrative Center
Cunningham 20	Sunnycrest Mall
Cunningham 21	Steer Place Community Building
Cunningham 22	Grace Methodist Church
Cunningham 23	St. Matthew's Lutheran Church
East Bend	Dewey Community Building
Harwood	Gifford Community Building
Hensley	Hensley Town Hall
Kerr	I&I Antique Tractor Club
Ludlow 2	St. Christopher Episcopal Church
Ludlow 3	Bethany Park Christian Church
Mahomet 1	Mahomet Area Community Center
Mahomet 2	Grace Church of Mahomet
Mahomet 3	Lake of the Woods Pavilion
Mahomet 4	Lake of the Woods Pavilion
Mahomet 5	Mahomet Nazarene Church
Newcomb	Newcomb Town Hall
Pesotum	Pesotum Community Building
Philo	Philo Town Hall
Rantoul 2	Prairie Village
Rantoul 3	American Lutheran Church
Rantoul 4	Thomasboro Fire Station
Rantoul 6	Rantoul Youth Center

Precinct	Unchanged Polling Place for 2016
Sadorus - Sadorus	Sadorus Village Hall
Sadorus - Ivesdale	Ivesdale Fire Station
Scott - Bondville	Bondville Village Hall
Scott - Seymour	Seymour Meeting Center
Sidney	Sidney United Church
Somer	Somer Township Building
South Homer	Homer City Building
Stanton	Stanton Township Building & Town Hall
St. Joseph 1	St. Joseph Township Building
St. Joseph 2	Living Word Fellowship Church
St. Joseph 3	Prince of Peace Lutheran Church
Tolono 2	Savoy Municipal Building
Tolono 3	Tolono West Fire Station
Urbana 1	Church of Christ
Urbana 2	Carroll Fire Protection District Building
Urbana 4	Edge-Scott Fire Department

## Proposed Changes to Polling Places

In addition to the unchanged precincts above, we are proposing changes to polling places for a number of precincts. We do not propose any of these changes without careful consideration. A polling place location change is a disruption for our office, election judges and most importantly voters. Changes create a significant need for voter education and awareness and are only proposed in those instances where the benefits of the change outweigh the disruptions caused by it.

The changes we propose are outlined below, along with some explanation of the considerations behind the proposal.

**Ayers:** This precinct's 286 voters have voted at the Longview-Broadlands Firehouse. The Fire Protection District replaced that facility with a new Fire Station in Broadlands, and this new facility is ADA compliant, and has a spacious meeting room appropriate for use as a polling place, and is our recommended new polling place for this precinct.

**City of Champaign 6 and City of Champaign 10:** The 3,211 registered voters of these precincts have voted at Spalding Recreation Center in Spalding Park. The Champaign Park District asked us to find a new voting location. The Church of the Living God recently opened a new building at 1109 North Fourth Street, Champaign. This facility is just east of both of these precincts, but it is highly visible, accessible and also serves as

a regional Early Voting location. We recommend it as the new polling place for both City of Champaign 6 and 10.

**Colfax:** The small number of registered voters in this precinct (174) has made it very difficult to find enough Election Judges for all elections to keep this polling place open. We are recommending this precinct vote at the Ivesdale Fire Station, along with voters from Sadorus – Ivesdale.

**Cunningham 18:** The 1,010 voters in this precinct have voted at the Urbana-Champaign Friends Meeting House, but that facility is no longer available for use as a polling place. We recommend this precinct vote at the Brookens Administrative Center Gymnasium, along with voters from Cunningham 19.

**Ludlow 1:** This precinct's 389 voters used to vote at the Ludlow Community Center, which was destroyed in a fire in April 2015. Ludlow Township has nearly completed construction on a new Township Building, which has a room appropriate for use as a polling place. The facility will be ready for use by the March 15, 2016 General Primary Election and we are recommending it for use as this precinct's polling place.

**Ogden 1:** The Masonic Lodge in Ogden has significant ADA compliance issues. The Ogden Rose Library is centrally located, highly visible and more accessible. We're recommending it as the new polling place for the 692 voters in this precinct.

**Ogden 2:** The Royal Town Hall in Royal has significant ADA compliance issues. The Royal Community Building is centrally located, highly visible and more accessible. We're recommending it as the new polling place for the 382 voters in this precinct.

**Rantoul 1 and Rantoul 5:** The previous polling place for Rantoul 1's 878 registered voters was the Rantoul Fire Station, which has significant ADA compliance issues. The previous polling place for Rantoul 5's 1,363 registered voters was the Presbyterian Church, which is no longer available to us as a polling place. The Gathering Place, affiliated with the First United Methodist Church, is just outside the boundaries of each of these precincts, but it is centrally located, highly visible, accessible and will serve as a regional Early Voting location. We recommend making The Gathering Place the permanent polling place for both Rantoul 1 and Rantoul 5.

**Raymond:** The Raymond Township Town Hall in Longview has significant ADA compliance issues. The new Longview Fire Station is centrally located, highly visible and more accessible. We're recommending it as the new polling place for the 276 voters in this precinct.

**Tolono 1:** The 1,250 registered voters of Tolono 1 have previously voted at the Tolono Town Hall, which has significant ADA compliance issues. The Tolono Public Library is located in this precinct, is highly visible, accessible and serves as the Early Voting location for this area. We are recommending this precinct's permanent polling place be changed to the Tolono Public Library.

**Urbana 3:** The 1,026 voters in this precinct voted for years at the Carroll Community Center, which became unavailable to us in late 2014. These voters were moved to Kesler Hall, on the Champaign County Fairgrounds, for the 2015 election, but this location proved to be unsuitable for use as a voting location. Vineyard Church is located in close proximity to many voters in Urbana 3, is highly visible, accessible and has served for many years as the polling place for the 819 voters of Cunningham 6. We're recommending Vineyard Church as the permanent polling place for both Cunningham 6 and Urbana 3.

## **Conclusion**

Under this proposed plan for polling places, the overwhelming majority of voters in Champaign County will experience no change. In those instances where we are recommending a change, we can minimize the disruption through voter education, and the disruption is more than offset by the increased convenience in proximity, efficiency, and accessibility.

Thank you for your consideration. Please let me know if you have any concerns or questions.

RESOLUTION NO. \_\_\_\_

A RESOLUTION TO ESTABLISH PLACES OF ELECTION

WHEREAS, Pursuant to 10 ILCS 5/11-2, the County Board shall fix and establish the places for holding elections in its respective county and all elections shall be held at the places so fixed; and

WHEREAS, The County Board of Champaign County seeks to ensure that voters can easily identify the location of established polling places;

NOW, THEREFORE, BE IT RESOLVED, by the Champaign County Board, Champaign County, Illinois, that the places for holding elections in Champaign County are established as indicated on the attached listing; and

BE IT FURTHER RESOLVED that, to ensure the ease of identification of polling places, except as specifically prohibited by Section 5/17-29 of the Illinois Election Code, no polling place shall restrict any person's right to engage in electioneering, political discussion or greeting of voters, and there shall be no restrictions on the placement of signs unless specifically prohibited by Section 5/17-29 of the Election Code; and

BE IT FURTHER RESOLVED that all such signs shall be removed not later than 7:00pm, and may be removed at any time thereafter by the property owner or the election authority.

PRESENTED, PASSED, APPROVED, AND RECORDED this 21st day of January, A.D. 2016.

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Patti Petrie, Chair  
Champaign County Board

ATTEST:

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Gordy Hulten, County Clerk and  
Ex-Officio Clerk of the County Board

# Polling Places

<b>Ayers</b>		<b>Broadlands Fire Station</b>	102 State Street	Broadlands, IL 61816
<b>Brown</b>	<b>Fisher</b>	Fisher Community Building	100 E School St.	Fisher, IL 61843
<b>Brown</b>	<b>Foosland</b>	Fisher Community Building	100 E School St	Fisher, IL 61843
<b>Champaign</b>	<b>1</b>	Jericho Missionary Baptist Church	1601 Bloomington Rd	Champaign IL 61821
<b>Champaign</b>	<b>2</b>	Alan G. Ryle Companies	4102 Belmont Point	Champaign IL 61822
<b>Champaign</b>	<b>3</b>	Bible Baptist Church	4001 W Kirby Ave	Champaign, IL 61822
<b>Champaign</b>	<b>4</b>	Savoy Recreation Center	402 W Graham	Savoy, IL 61874
<b>Champaign</b>	<b>5</b>	Curtis Road Church of God	2604 Curtis Rd	Champaign, IL 61822
<b>Champaign</b>	<b>6</b>	First Baptist Church at Savoy	1602 S. Prospect Avenue	Savoy IL 61874
<b>City of Champaign</b>	<b>1</b>	Douglass Center Annex	804 N Fifth St	Champaign, IL 61820
<b>City of Champaign</b>	<b>2</b>	McKinley Foundation	809 S Fifth St	Champaign, IL 61821
<b>City of Champaign</b>	<b>3</b>	McKinley Foundation	809 S Fifth St	Champaign, IL 61821
<b>City of Champaign</b>	<b>4</b>	University YMCA	1001 S Wright St	Champaign, IL 61820
<b>City of Champaign</b>	<b>5</b>	Student Dining and Residential Programs (SDRP)	301 E Gregory Dr	Champaign, IL 61820
<b>City of Champaign</b>	<b>6</b>	The Church of the Living God	1109 N Fourth Street	Champaign, IL 61820
<b>City of Champaign</b>	<b>7</b>	Skelton Place Community Room	302 S 2nd St	Champaign, IL 61821
<b>City of Champaign</b>	<b>8</b>	Activities and Recreation Center (ARC)	201 E Peabody Dr	Champaign IL 61820
<b>City of Champaign</b>	<b>9</b>	IL Employment and Training Ctr.	1307 N Mattis	Champaign, IL 61821
<b>City of Champaign</b>	<b>10</b>	The Church of the Living God	1109 N Fourth Street	Champaign IL 61820
<b>City of Champaign</b>	<b>11</b>	Holy Cross Parish Center	405 W Clark	Champaign IL 61820
<b>City of Champaign</b>	<b>12</b>	Holy Cross Parish Center	405 W Clark	Champaign IL 61820
<b>City of Champaign</b>	<b>13</b>	E.H. Mellon Adm. Ctr.	703 S New	Champaign IL 61820
<b>City of Champaign</b>	<b>14</b>	E.H. Mellon Adm. Ctr.	703 S New	Champaign IL 61820

<b>City of Champaign</b>	<b>15</b>	<b>Faith Methodist Church</b>	<b>1719 S Prospect Ave</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>16</b>	<b>Good Shepherd Lutheran Church</b>	<b>2101 S Prospect Ave</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>17</b>	<b>Jericho Missionary Baptist Church</b>	<b>1601 W Bloomington Rd</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>18</b>	<b>Farm Bureau</b>	<b>801 Country Fair Dr</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>19</b>	<b>Salvation Army Corps</b>	<b>502 N Prospect</b>	<b>Champaign IL 61820</b>
<b>City of Champaign</b>	<b>20</b>	<b>Grace Lutheran Church</b>	<b>313 S Prospect Ave</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>21</b>	<b>St. Peter's United Church of Christ</b>	<b>905 S Russell</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>22</b>	<b>Hessel Pk. Christian Reformed Church</b>	<b>700 W Kirby</b>	<b>Champaign IL 61820</b>
<b>City of Champaign</b>	<b>23</b>	<b>Faith Methodist Church</b>	<b>1719 S Prospect Ave</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>24</b>	<b>Good Shepherd Lutheran Church</b>	<b>2101 S Prospect Ave</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>25</b>	<b>Hays Center</b>	<b>1311 W Church</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>26</b>	<b>St. John's Lutheran Church</b>	<b>509 S Mattis Ave</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>27</b>	<b>Champaign Church of Christ</b>	<b>1509 W John</b>	<b>Champaign IL 61820</b>
<b>City of Champaign</b>	<b>28</b>	<b>Champaign Church of Christ</b>	<b>1509 W John</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>29</b>	<b>Westminster Presbyterian Church</b>	<b>1700 Crescent Dr</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>30</b>	<b>St. John's Lutheran Church</b>	<b>509 S Mattis Ave</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>31</b>	<b>Leonhard Recreation Center</b>	<b>2307 W Sangamon</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>32</b>	<b>Free Methodist Church</b>	<b>1913 S Mattis Ave</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>33</b>	<b>Meadowbrook Community Church</b>	<b>1902 S Duncan Rd</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>34</b>	<b>Parkland College Tony Noel Ag Center</b>	<b>2400 W Bradley Ave</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>35</b>	<b>Bresnan Meeting Center</b>	<b>706 Kenwood Rd</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>36</b>	<b>Stratford Park Bible Chapel</b>	<b>2801 W Kirby</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>37</b>	<b>Carpenters' Local No. 243</b>	<b>402 S Duncan Rd</b>	<b>Champaign IL 61821</b>
<b>City of Champaign</b>	<b>38</b>	<b>Windsor Rd. Christian Church</b>	<b>2501 W Windsor Rd</b>	<b>Champaign IL 61822</b>

<b>City of Champaign</b>	<b>39</b>	<b>First Christian Church</b>	<b>3601 S Staley Rd</b>	<b>Champaign</b>
<b>Colfax</b>		<b>Ivesdale Fire Station</b>	<b>406 Third</b>	<b>Ivesdale, IL 61851</b>
<b>Compromise</b>	<b>Gifford</b>	<b>Gifford Community Bldg</b>	<b>101 S Main</b>	<b>Gifford, IL 61847</b>
<b>Compromise</b>	<b>Penfield</b>	<b>I &amp; I Antique Tractor Club</b>	<b>401 Busey</b>	<b>Penfield IL 61862</b>
<b>Condit</b>		<b>River Valley Church of Christ</b>	<b>Rt 136 and Pickett</b>	<b>Fisher, IL 61843</b>
<b>Crittenden</b>		<b>Pesotum Community Building</b>	<b>103 E Lincoln</b>	<b>Pesotum, IL 61863</b>
<b>Cunningham</b>	<b>1</b>	<b>Mt. Olive Baptist Church</b>	<b>808 E Bradley Ave</b>	<b>Champaign, IL 61820</b>
<b>Cunningham</b>	<b>2</b>	<b>Daniels Graduate Hall</b>	<b>1010 W Green St</b>	<b>Urbana, IL 61801</b>
<b>Cunningham</b>	<b>3</b>	<b>Illinois St. Residence Hall</b>	<b>1010 W Illinois</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>4</b>	<b>Lincoln Ave. Residence Hall Lounge</b>	<b>1005 S Lincoln Ave</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>5</b>	<b>Pennsylvania Ave. Residence Hall</b>	<b>906 W College Ct</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>6</b>	<b>Vineyard Church</b>	<b>1500 N Lincoln Ave</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>7</b>	<b>First Presbyterian Church</b>	<b>602 W Green St</b>	<b>Urbana, IL 61801</b>
<b>Cunningham</b>	<b>8</b>	<b>First Presbyterian Church</b>	<b>602 W Green St</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>9</b>	<b>Twin City Bible Church</b>	<b>810 W Michigan</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>10</b>	<b>Urbana Free Library</b>	<b>210 W Green St</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>11</b>	<b>Urbana City Building</b>	<b>400 S Vine</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>12</b>	<b>Urbana City Building</b>	<b>400 S Vine</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>13</b>	<b>Pennsylvania Ave. Baptist Church</b>	<b>600 E Pennsylvania Ave</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>14</b>	<b>Clark-Lindsey Village</b>	<b>101 W Windsor Rd</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>15</b>	<b>Church of Christ</b>	<b>2601 S Philo Rd</b>	<b>Urbana IL 61802</b>
<b>Cunningham</b>	<b>16</b>	<b>Pennsylvania Ave. Baptist Church</b>	<b>600 E Pennsylvania Ave</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>17</b>	<b>Urbana Civic Center</b>	<b>108 E Water St</b>	<b>Urbana, IL 61801</b>
<b>Cunningham</b>	<b>18</b>	<b>Gymnasium, Brookens Administrative Center</b>	<b>1776 E Washington</b>	<b>Urbana IL 61802</b>
<b>Cunningham</b>	<b>19</b>	<b>Gymnasium, Brookens Administrative Center</b>	<b>1776 E Washington</b>	<b>Urbana IL 61802</b>
<b>Cunningham</b>	<b>20</b>	<b>Sunnycrest Center</b>	<b>1717 Philo Rd</b>	<b>Urbana, IL 61801</b>
<b>Cunningham</b>	<b>21</b>	<b>Steer Place Community Room</b>	<b>1202 E Harding</b>	<b>Urbana IL 61801</b>
<b>Cunningham</b>	<b>22</b>	<b>Grace Methodist Church</b>	<b>2004 Philo Rd</b>	<b>Urbana IL 61802</b>
<b>Cunningham</b>	<b>23</b>	<b>St. Matthew's Lutheran Church</b>	<b>2200 Philo Rd</b>	<b>Urbana IL 61802</b>
<b>East Bend</b>		<b>Dewey Community Building</b>	<b>9 Main</b>	<b>Dewey IL 61840</b>
<b>Harwood</b>		<b>Gifford Community Bldg</b>	<b>101 S Main St</b>	<b>Gifford IL 61847</b>

<b>Hensley</b>		Hensley Town Hall	SW Corner of Hensley Rd & 900E	Champaign IL 61822
<b>Kerr</b>		I & I Antique Tractor Club	401 Busey	Penfield IL 61862
<b>Ludlow</b>	1	Ludlow Township Building	102 W Thomas	Ludlow IL 60949
<b>Ludlow</b>	2	St. Christopher Episcopal Church	1501 E Grove	Rantoul IL 61866
<b>Ludlow</b>	3	Bethany Park Christian Church	1401 E Grove	Rantoul IL 61866
<b>Mahomet</b>	1	Mahomet Area Community Ctr.	510 E Main Street	Mahomet IL 61853
<b>Mahomet</b>	2	Grace Church of Mahomet	800 W Oak	Mahomet IL 61853
<b>Mahomet</b>	3	Lake of the Woods	Pavilion No 1	Mahomet IL 61853
<b>Mahomet</b>	4	Lake of the Woods	Pavilion No 1	Mahomet IL 61853
<b>Mahomet</b>	5	Mahomet Nazarene Church	702 Turkey Farm Road	Mahomet IL 61853
<b>Newcomb</b>		Newcomb Town Hall	355 Co Rd 2700N	Mahomet IL 61853
<b>Ogden</b>	1	Ogden Rose Library	301 E Main	Ogden IL 61859
<b>Ogden</b>	2	Royal Community Building	103 Park	Royal IL 61871
<b>Pesotum</b>		Pesotum Community Building	103 E Lincoln	Pesotum IL 61863
<b>Philo</b>		Philo Town Hall	104 Harrison	Philo IL 61864
<b>Rantoul</b>	1	The Gathering Place (First United Methodist Ch.)	200 S Century Blvd	Rantoul IL 61866
<b>Rantoul</b>	2	Prairie Village	200 W International	Rantoul IL 61866
<b>Rantoul</b>	3	American Lutheran Church	500 Church Dr	Rantoul IL 61866
<b>Rantoul</b>	4	Thomasboro Fire Station	101 N Church St	Thomasboro IL 61866
<b>Rantoul</b>	5	The Gathering Place (First United Methodist Ch.)	200 S Century Blvd	Rantoul IL 61866
<b>Rantoul</b>	6	Rantoul Youth Center	1306 Country Club Lane	Rantoul IL 61866
<b>Raymond</b>		Longview Fire Station	112 E Logan	Longview IL 61852
<b>Sadorus</b>	<b>Sadorus</b>	Sadorus Village Hall	115 E Market	Sadorus IL 61872
<b>Sadorus</b>	<b>Ivesdale</b>	Ivesdale Fire Station	406 Third	Ivesdale IL 61851
<b>Scott</b>	<b>Bondville</b>	Bondville Village Hall	102 S Walnut	Bondville IL 61815
<b>Scott</b>	<b>Seymour</b>	Seymour Meeting Center	112 N Main	Seymour IL 61875
<b>Sidney</b>		Sidney United Church	501 E Main	Sidney IL 61877
<b>Somer</b>		Somer Township Building	5406 NW Arrowhead Drive	Urbana IL 61802
<b>South Homer</b>		Homer City Building	500 E 2nd St	Homer IL 61849
<b>Stanton</b>		Stanton Township Building & Town Hall	NW Corner of Rds 2100N & 2100E	St. Joseph IL 61873
<b>St. Joseph</b>	1	St. Joseph Township Bldg.	400 W Sherman	St. Joseph IL 61873
<b>St. Joseph</b>	2	Living Word Fellowship Church	1000 Park Ave	St. Joseph IL 61873

<b>St. Joseph</b>	<b>3</b>	<b>Prince of Peace Lutheran Church</b>	<b>802 E Douglas</b>	<b>St Joseph, IL 61873</b>
<b>Tolono</b>	<b>1</b>	<b>Tolono Public Library</b>	<b>111 E Main</b>	<b>Tolono IL 61880</b>
<b>Tolono</b>	<b>2</b>	<b>Savoy Municipal Building</b>	<b>611 N. Dunlap</b>	<b>Savoy IL 61874</b>
<b>Tolono</b>	<b>3</b>	<b>Tolono West Fire Station</b>	<b>202 W Linden</b>	<b>Tolono IL 61880</b>
<b>Urbana</b>	<b>1</b>	<b>Church of Christ</b>	<b>2601 S Philo Rd</b>	<b>Urbana IL 61802</b>
<b>Urbana</b>	<b>2</b>	<b>Carroll Fire Protection Dist. Bldg.</b>	<b>1811 Brownfield Rd</b>	<b>Urbana IL 61802</b>
<b>Urbana</b>	<b>3</b>	<b>Vineyard Church</b>	<b>1500 N Lincoln</b>	<b>Urbana IL 61802</b>
<b>Urbana</b>	<b>4</b>	<b>Edge-Scott Fire Department</b>	<b>201 Smith Rd</b>	<b>Urbana IL 61802</b>



**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

Vital Records: (217)384-3720  
Elections: (217)384-3724  
Fax: (217)384-1241  
TTY: (217)384-8601

**MEMORANDUM**

**TO:** Policy, Personnel and Appointments Committee, Champaign County Board  
James Quisenberry, Chairman  
Deb Busey, Champaign County Administrator

**FROM:** Champaign County Clerk Gordy Hulten

**DATE:** January 7, 2016

**SUBJECT:** INFORMATION ONLY: Expansion and Changes to Early Voting for 2016

Unlike Election Day polling places, Early Voting locations do not require County Board approval. However, historically, early voting locations and procedures have been of great interest to the County Board and Champaign County's citizens, and we are pleased to offer you this update on our plans for expansion and other changes in early voting.

In 2012, in a bi-partisan collaboration with State, County and local officials, our office introduced seven new early voting locations, each serving limited geographic areas, to better serve the needs of Champaign County's voters. In 2014, we deployed new optical scan tabulator equipment and ballot-on-demand printing technology to allow, for the first time, any registered voter in Champaign County to vote at any early voting location.

Now, in preparation for the increased turnout of 2016's elections, and to take better advantage of changes in Illinois' Election Code, we are further expanding our early voting locations and capabilities.

Please be aware that there are several important changes to our early voting procedures caused by recent changes in Illinois' Election Code. Previously, in-person absentee voting began 40 days before an election, and continued until the day before Election Day, with early voting beginning 15 days and ending three days before an election. Now, in-person absentee voting has been abolished, but early voting begins 40 days before an election and ends the day prior to Election Day. Our county must have one "permanent" early voting location (our office) subject to scheduling mandates, but an election authority can designate other "temporary" early voting locations with greater flexibility on scheduling. In addition, grace period voter registration and voting is now allowed at all early voting locations.

For 2016, we are expanding and changing several of our early voting locations:

**Champaign County Clerk's Office** (1776 E. Washington, Urbana): Our office is our only location designated as a "permanent" early voting location under state law, and is subject to specific scheduling mandates. Our office is traditionally our busiest early voting location, in part because for many years it was the only early voting location available in the County, and voters have had more time to become accustomed to early voting there. Despite the more recent availability of regional early voting locations, our office continues to attract early voters from across Champaign County. For the 2012 General Election, 5,180 people voted early at our office during the 13-day early voting period, and frequently voters filled all available voting booths in our office, and voters were forced to wait to vote.

Our office is currently undergoing renovations to improve our accessibility and greatly expand our early voting room, to allow more voting booths and therefore more voters to vote at the same time. We are hopeful this expansion will alleviate the congestion we experienced in 2012.

**Campus** (Illini Union Federal Room (Basement), 1401 West Green Street, Urbana): there is no change to this early voting location, and our operations satisfy all state mandates for conducting early voting on the University of Illinois campus.

**North Champaign** (The Church of the Living God, 1109 North Fourth Street, Champaign): Since 2012, this early voting location has been the Spalding Recreation Center. The Champaign Park District asked us to find a new location, and the Church of the Living God is new, highly visible, centrally located, more accessible and has greater capacity. The Church of the Living God is also an Election Day polling place.

**Southwest Champaign** (Meadowbrook Community Church, 1902 South Duncan Road, Champaign): Since we began using this location for early voting in 2012, it has been the most highly utilized other than our office. In April 2015, this location for the first time exceeded the votes cast at our office, and was our busiest location overall. In 2012, the traffic was heavy enough to cause lines, and because of space limitations, we are unable to add more booths or otherwise add capacity to this location. Adding a new early voting location in west Champaign should alleviate some of this traffic and reduce wait times. Meadowbrook Community Church is also an Election Day polling place.

**West Champaign** (Leonhard Recreation Center, 2307 Sangamon Drive, Champaign): This is a new early voting location starting in 2016. It is centrally located in west Champaign, highly visible and accessible, and will relieve some overcrowding that has occurred at our early voting location in Southwest Champaign. Leonhard Recreation Center is also an Election Day polling place.

**Mahomet** (Lake of the Woods Pavilion, Lake of the Woods Road, Mahomet): Since 2012, this early voting location has been Grace Church of Mahomet. Lake of the Woods Pavilion is centrally located, highly visible, more accessible and has greater capacity. Lake of the Woods Pavilion is also our most highly trafficked Election Day polling place.

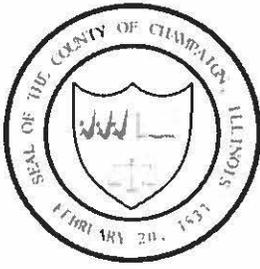
**Rantoul** (The Gathering Place, 200 South Century Boulevard, Rantoul): Since 2012, this early voting location has been the Rantoul Recreation Center, which has not been an Election Day polling place. The Gathering Place, affiliated with First United Methodist Church, is centrally located, highly visible, more accessible, has greater capacity and will serve as an Election Day polling place beginning in 2016.

**St. Joseph** (Prince of Peace Lutheran Church, 802 East Douglas Street, St. Joseph): Since 2012, this early voting location has been the St. Joseph Village Annex. Prince of Peace Lutheran Church is highly visible, more accessible and has greater capacity. Prince of Peace Lutheran Church is also an Election Day polling place.

**Tolono** (Tolono Public Library, 111 East Main Street, Tolono): Since 2012, this has been our Tolono early voting location. It is centrally located, highly visible, accessible and beginning in 2016 will serve as an Election Day polling place.

This expansion of early voting gives Champaign County voters greater flexibility in determining when and where to cast their ballot, and maintains Champaign County's leadership in promoting and making accessible multiple early voting options for its voters. The expansion also will accommodate the increased demand for early voting anticipated in 2016. This increased demand will occur because voters are becoming more familiar with and more habituated to early voting, and because of concerns about Election Day voting lines caused by new Election Day registration procedures and the higher turnout of a Presidential General Election. To take advantage of this expansion, we intend to heavily promote early voting in 2016, especially for the General Election, with a goal of one-third of Champaign County's total votes being cast prior to Election Day.

Thank you for your time and attention, and please contact me any time at 217-384-3724 or [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com) if you have any questions or concerns, and if I can ever be of service.



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES*

**Deb Busey, County Administrator**

### MEMORANDUM

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments;  
Christopher Alix, Deputy Chair of Finance;  
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee**

**DATE: January 12, 2016**

**RE: REVIEW and RECOMMENDATION for CIRCUIT CLERK  
DIRECTOR OF OPERATIONS**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on December 8, 2015, the Job Content Evaluation Committee has met to review the request of the Circuit Clerk to create the position of Director of Operations.

***REPORT:***

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Circuit Clerk Katie Blakeman. The Committee was also provided with the proposed job description for the new Director of Operations position. Ms. Blakeman met with the Committee and explained the parameters and scope of responsibility for the new position in terms of the staff oversight responsibilities which encompass all aspects of personnel management: hiring, training, evaluation and discipline of the 37 employee work force of the Circuit Clerk; and in making recommendations for policy and operational procedures to enhance the overall operation of several divisions of the Circuit Clerk's Office. Pursuant to this review and evaluation, the Committee recommends the classification of the Circuit Clerk Director of Operations position in Salary Grade Range J, and the adoption of the job description as documented in the attachment to this Memo. This is documented as a non-bargaining, FLSA Exempt position within the Champaign County Staffing Plan.

***REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:***

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the Circuit Clerk Director of Operations position to Grade Range J.***

**REQUESTED ACTION for FINANCE:**

***The Finance Committee recommends to the County Board approval of the addition of Director of Operations position in Grade Range J to the Circuit Clerk staffing budget, effective upon approval by the County Board.***

Thank you for your consideration of this recommendation

cc: Katie Blakeman, Circuit Clerk

*attachments*

## **Champaign County Job Description**

**Job Title:** Director of Operations  
**Department:** Circuit Clerk  
**Reports To:** Circuit Clerk  
**FLSA Status:** Exempt  
**Grade/Range:** J  
**Prepared Date:** January 2016

**SUMMARY** Performs work of considerable difficulty in supervising the operations of various divisions within the Circuit Clerk's Office; performs related work as required.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Other duties may be assigned.

Assigns and supervises division supervisors;

Implements policies and procedures; provides initial stages of disciplinary process and counsels Circuit Clerk and Chief Deputy on additional stages of disciplinary process;

Oversees the efficient utilization of staff, facilities and equipment;

Directs and coordinates the functions and organizational structure of divisions;

Develops programs, systems and reports to assist in carrying out the goals and duties of the Circuit Clerk's Office;

Assists the Chief Deputy in liaising with various groups and county departments;

Administers and analyzes plans of responsibility for multiple divisions;

Implements practices and ensures that policies and procedures are being followed by divisions;

Directs and recommends long-term planning for various divisions;

Recommends hires and promotions; directs, evaluates and manages appeals of employment decisions for all assigned positions;

Establishes and maintains division training procedures;

Establishes and maintains proper communication between all division supervisors and staff.

Prepares bi-weekly payroll.

**SUPERVISORY RESPONSIBILITIES** Provides direction and supervision of at least 25

employees. Carries out supervisory responsibilities in accordance with the collective bargaining agreement, the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; establishing and maintaining a high-level of efficiency; providing direction to department supervisors to ensure ultimate efficiency and implementation of office's policies and procedures.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Completion of at least a Bachelor's Degree preferably in business or public administration and two (2) years of experience in administrative or managerial work in government, including experience in a supervisory capacity; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LANGUAGE SKILLS** Ability to write reports, business correspondence and policy and procedure's and recommendations. Ability to effectively present information and respond to questions from individuals, groups and the general public and staff.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and wage rates.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** As required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is quiet to moderate.

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB EVALUATION COMMITTEE REPORT

Date of Request:

December 8, 2015

EVALUATION OF NEW POSITION

Department Requesting: Circuit Clerk  
Recommended Position Title: Director of Operations  
Job Points: 738  
FLSA Status: Exempt  
Recommended Salary Range: Grade Range J  
Bargaining Unit Status: Non-Bargaining

FY2016 Salary Range - Grade J

	<u>Hourly</u>	<u>Annual</u>
Minimum	\$25.19	\$49,120.50
Mid-Point	\$31.49	\$61,405.50
Maximum	\$37.79	\$73,690.50

Date of Job Evaluation Committee Recommendation:

January 7, 2016

To: Nursing Home Board of Directors  
Champaign County Nursing Home

From: Scott Gima  
Manager

Date: January 7, 2015

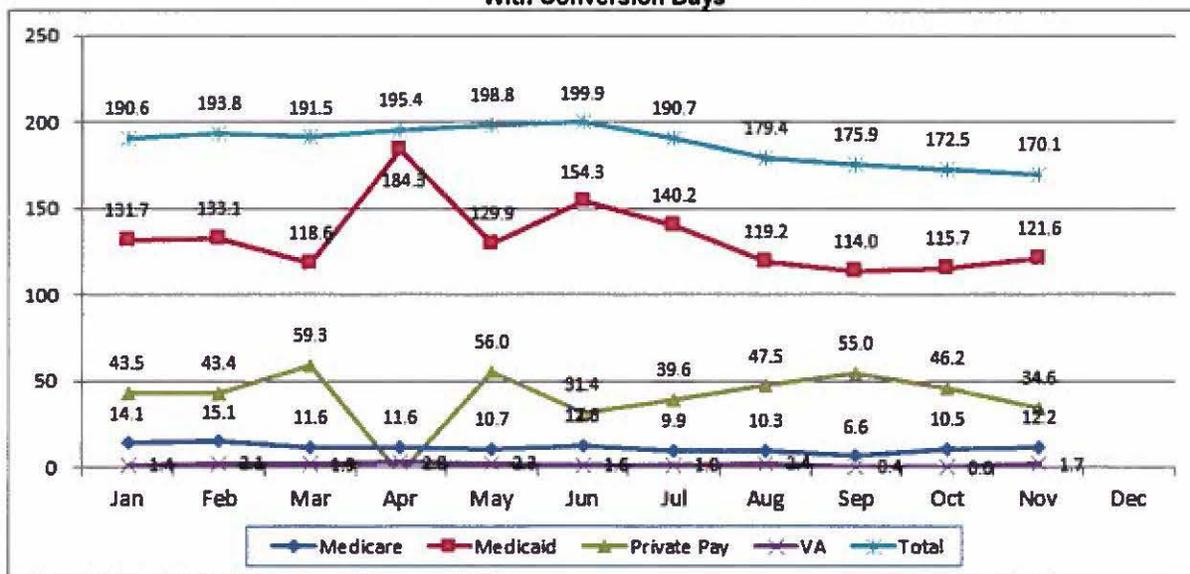
Re: November 2015 Financial Management Report

### Statistics

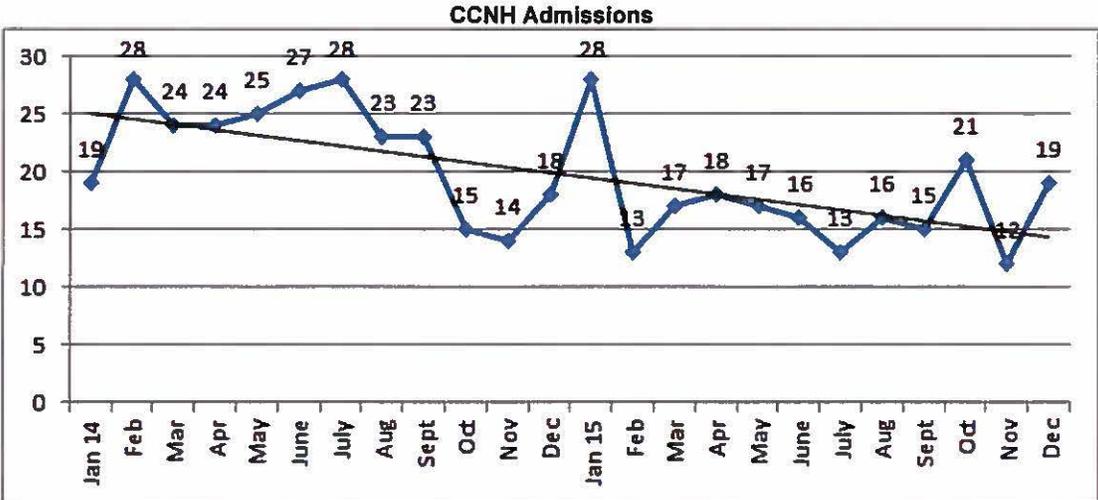
November's census was 170.1 with 12.2 Medicare. In November, there were 578 Medicaid conversion days. The census with conversions was 121.7 Medicaid and 34.6 Private pay. Medicare averaged 12.2, which was up from 10.5 in September. The YTD census is 187.1 with the following payor breakdown: Medicaid – 132.8, Medicare – 11.4, Private pay – 41.3 and VA – 1.6.

The December census is expected to average 174.8 with 11.5 Medicare.

Average Daily Census by Payor – FY2015  
With Conversion Days

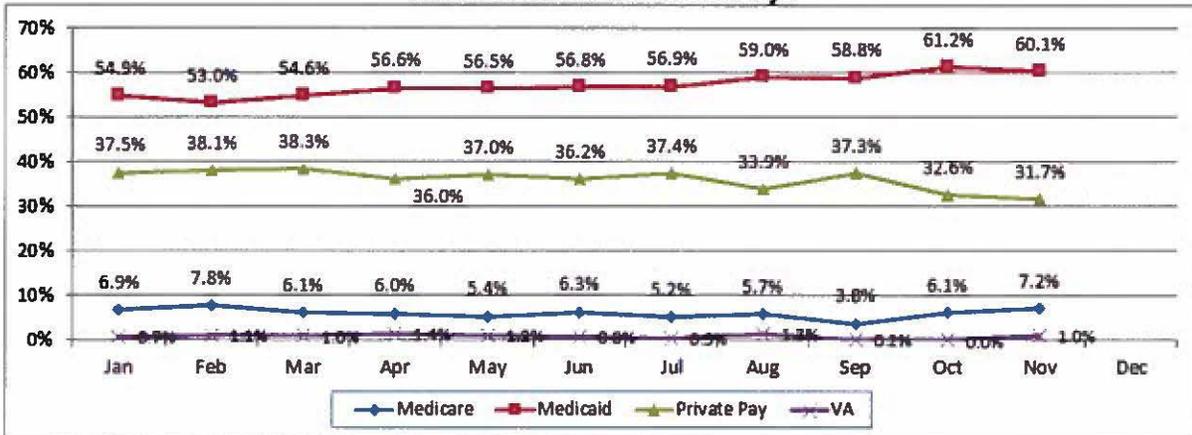


The chart below summarizes the monthly admissions. In FY2012, monthly admissions averaged 22.2 per month. FY2013 admissions averaged 25.5. The monthly average for 2014 was 22.9. The 2015 YTD average is 16.4.



The payor mix without conversion days is Medicare -5.9%, Medicaid – 56.8%, Private pay – 36.5% and VA – 0.8%.

**Payor Mix by Resident Days – FY2015  
Without Medicaid Conversion Days**

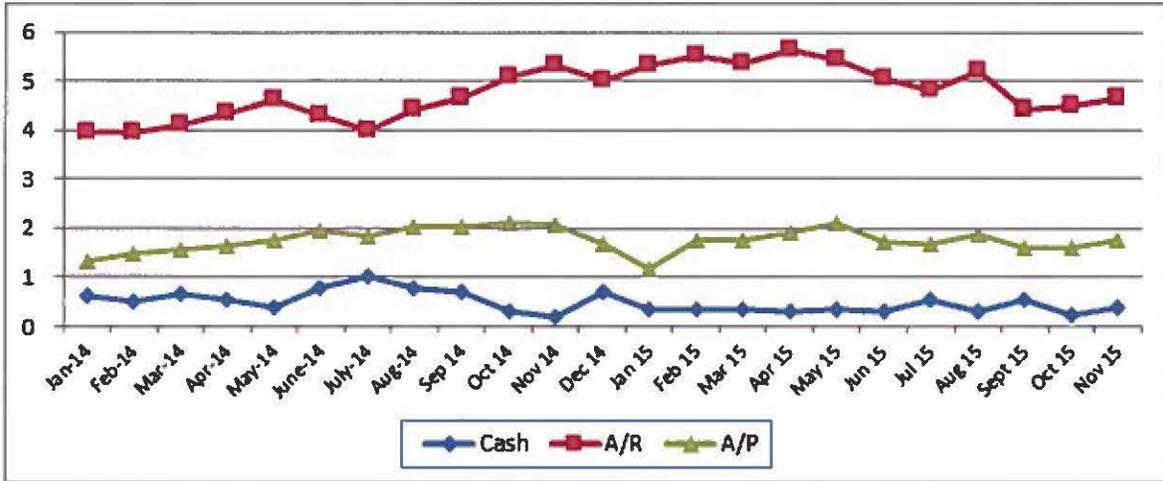


**Cash Position**

November's ending cash balance was \$373,836. Accounts receivable increased from \$4.510 million in October to \$4.649 million in November. Accounts payable increased from \$1.589 million in October to \$1.750 million in November.

Medicaid payments continue to be paid monthly.

**Cash, Accounts Receivable & Accounts Payable  
As of November 2015**



**General Corporate Fund FY2015 Revenue Projection Report**

<b>December</b>	<b>FY2014 - YTD 12-31-14</b>	<b>FY2014 Total (13 month budget)</b>	<b>FY2015 - YTD 12-31-15</b>	<b>FY2015 Budget</b>	<b>Projected % to be Received</b>	<b>Projected \$\$ to be Received</b>	<b>\$ Difference to Original Budget</b>
Property Taxes	\$8,969,425	\$8,969,425	\$9,597,983	\$9,641,093	99.55%	\$9,597,983	-\$43,110
Back Taxes	\$3,628	\$3,628	\$6,662	\$8,000	83.28%	\$6,662	-\$1,338
Mobile Home Tax	\$8,697	\$8,697	\$9,316	\$9,000	103.51%	\$9,316	\$316
Payment in Lieu of Tax	\$1,587	\$6,415	\$1,720	\$5,000	34.40%	\$1,720	-\$3,280
Hotel Motel Tax	\$32,531	\$33,742	\$28,709	\$28,500	104.48%	\$29,778	\$1,278
Auto Rental Tax	\$30,144	\$34,849	\$27,798	\$32,000	100.43%	\$32,137	\$137
Penalties on Taxes	\$568,055	\$572,623	\$635,466	\$671,000	95.47%	\$640,577	-\$30,423
Business Licenses & Permits	\$41,699	\$41,699	\$34,468	\$36,500	94.43%	\$34,468	-\$2,032
Non-Business Licenses & Permits	\$1,415,673	\$1,434,482	\$1,414,770	\$1,700,960	84.28%	\$1,433,568	-\$267,392
Federal Grants	\$321,377	\$373,965	\$291,667	\$394,570	100.00%	\$394,570	\$0
State Grants	\$168,094	\$187,777	\$157,929	\$186,211	100.00%	\$186,211	\$0
Corporate Personal Property Replacement Tax	\$860,306	\$860,306	\$925,605	\$1,019,530	104.13%	\$1,061,644	\$42,114
1% Sales Tax	\$1,231,994	\$1,445,354	\$932,679	\$1,519,211	74.36%	\$1,129,679	-\$389,532
1/4% Sales Tax	\$4,990,190	\$5,914,534	\$4,506,838	\$5,522,911	98.53%	\$5,441,738	-\$81,173
Use Tax	\$552,690	\$665,573	\$525,200	\$594,618	107.22%	\$637,570	\$42,952
State Reimbursement	\$1,431,257	\$1,592,133	\$1,917,191	\$2,302,998	91.25%	\$2,101,560	-\$201,438
ILETSB Police Training Reimbursement	\$6,091	\$6,091	\$9,701	\$0	0.00%	\$9,701	\$9,701
State Salary Reimbursement	\$322,081	\$336,790	\$151,317	\$315,139	48.02%	\$151,317	-\$163,822
State Revenue Salary Stipends	\$45,500	\$45,500	\$53,358	\$45,929	116.17%	\$53,358	\$7,429
Income Tax	\$2,726,904	\$3,088,217	\$3,045,330	\$3,271,228	104.49%	\$3,418,079	\$146,851
Charitable Games License/Tax	\$49,686	\$55,277	\$58,136	\$45,000	129.19%	\$58,136	\$13,136
Off-Track Betting	\$36,228	\$36,814	\$27,241	\$44,500	61.83%	\$27,513	-\$16,987
Local Government Revenue	\$572,015	\$629,452	\$606,291	\$602,061	100.70%	\$606,291	\$4,230
Local Government Reimbursement	\$571,285	\$617,996	\$540,668	\$620,561	94.25%	\$584,876.05	-\$35,685
General Government - Fees	\$3,864,854	\$4,281,394	\$3,789,536	\$4,358,156	96.32%	\$4,197,958	-\$160,198
Fines	\$1,006,035	\$1,079,320	\$865,390	\$1,019,075	91.11%	\$928,429	-\$90,646
Forfeitures	\$23,140	\$23,140	\$12,962	\$18,000	72.01%	\$12,962	-\$5,038
Interest Earnings	\$6,072	\$8,140	\$4,809	\$9,150	70.46%	\$6,447	-\$2,703
Rents & Royalties	\$1,139,361	\$1,234,197	\$1,066,930	\$1,020,078	113.30%	\$1,155,736	\$135,658
Gifts & Donations	\$34,164	\$34,164	\$100,056	\$98,150	101.94%	\$100,056	\$1,906
Sale of Fixed Assets	\$8,535	\$8,535	\$4,913	\$0	0.00%	\$4,913	\$4,913
Miscellaneous Revenue	\$314,831	\$323,569	\$160,086	\$121,052	132.25%	\$160,086	\$39,034
Interfund Transfers	\$531,557	\$871,906	\$481,361	\$801,669	100.00%	\$801,669	\$0
Interfund Reimbursements	\$331,192	\$374,511	\$376,281	\$424,823	100.00%	\$424,823	\$0
Other Financing Sources	\$0	\$0	\$2,535,000	\$2,535,000	100.00%	\$2,535,000	\$0
<b>TOTAL</b>	<b>\$32,216,878</b>	<b>\$35,200,215</b>	<b>\$34,903,368</b>	<b>\$39,021,673</b>	<b>97.32%</b>	<b>\$37,976,532</b>	<b>-\$1,045,141</b>

**General Corporate Fund FY2015 Expenditure Projection Report**

<b>December</b>	<b>FY2014 YTD 12-31-14</b>	<b>FY2014 Total - 13 Month Budget</b>	<b>FY2015 - YTD 12-31-15</b>	<b>FY2015 Budget</b>	<b>Projected % to be Spent</b>	<b>Projected \$\$ to be Spent</b>	<b>\$ Difference to Original Budget</b>
<b>PERSONNEL</b>							
Regular Salaries & Wages	\$12,870,985	\$15,167,038	\$14,179,735	\$14,907,240	98.52%	\$14,686,154	-\$221,086
SLEP Salaries	\$6,944,052	\$7,145,960	\$6,243,541	\$6,529,988	99.03%	\$6,466,524	-\$63,464
SLEP Overtime	\$540,238	\$571,914	\$399,887	\$449,141	92.21%	\$414,169	-\$34,972
Fringe Benefits	\$3,035,617	\$3,042,708	\$2,828,437	\$2,963,804	95.43%	\$2,828,437	-\$135,367
<b>COMMODITIES</b>							
Postage	\$241,291	\$241,637	\$172,706	\$248,384	67.33%	\$167,226	-\$81,158
Purchase Document Stamps	\$920,000	\$920,000	\$925,000	\$1,065,000	86.85%	\$925,000	-\$140,000
Gasoline & Oil	\$233,633	\$246,266	\$144,910	\$188,798	80.90%	\$152,745	-\$36,053
All Other Commodities	\$729,834	\$785,924.89	\$732,647	\$867,536	90.94%	\$788,954	-\$78,582
<b>SERVICES</b>							
Gas Service	\$423,068	\$469,933.48	\$252,671	\$386,011	83.09%	\$320,755	-\$65,256
Electric Service	\$750,543	\$814,835	\$759,970	\$830,000	99.41%	\$825,070	-\$4,930
Medical Services	\$820,058	\$850,078.72	\$732,909	\$838,633	90.59%	\$759,739	-\$78,894
All Other Services	\$4,171,791	\$4,514,182	\$4,444,293	\$5,180,502	91.42%	\$4,735,812	-\$444,690
<b>CAPITAL</b>							
Vehicles	\$222,475	\$248,960	\$299,952	\$299,953	100.00%	\$299,953	\$0
All Other Capital	\$24,903	\$24,903	\$40,544	\$77,768	100.00%	\$77,768	\$0
<b>TRANSFERS</b>							
To Capital Improvement Fund	\$0	\$778,662	\$0	\$765,305	100.00%	\$765,305	\$0
To All Other Funds	\$93,927	\$191,356	\$95,139	\$177,644	100.00%	\$177,644	\$0
<b>DEBT REPAYMENT</b>							
	\$550,993	\$961,245	\$2,698,618	\$3,057,225	100.00%	\$3,057,225	\$0
<b>TOTAL</b>	<b>\$32,573,408</b>	<b>\$36,975,602</b>	<b>\$34,950,958</b>	<b>\$38,832,932</b>	<b>96.43%</b>	<b>\$37,448,481</b>	<b>-\$1,384,451</b>

**General Corporate Fund FY2015 Summary Projection Report**

FUND BALANCE 12/31/14	\$4,342,769	
BEGINNING FUND BALANCE % OF BUDGET -	11.18%	
	<i><b>Budgeted</b></i>	<i><b>Projected</b></i>
ADD FY2015 REVENUE	\$39,021,673	\$37,976,532
LESS FY2015 EXPENDITURE	\$38,832,932	\$37,448,481
<b>Revenue to Expenditure Difference</b>	<b>\$188,741</b>	<b>\$528,051</b>
<b>FUND BALANCE PROJECTION - End FY2015</b>	<b>\$4,531,510</b>	<b>\$4,870,820</b>
<b>% OF 2015 Expenditure Budget</b>	<b>11.67%</b>	<b>13.01%</b>

**GENERAL CORPORATE FUND - FY2014 BUDGET CHANGE REPORT**

<b>General Corporate Fund Original Budget As Of:</b>		<b>1/1/2015</b>
Expenditure		\$35,588,094
Revenue		\$35,588,094
Revenue/Expenditure Difference		\$0

<b>General Corporate Fund Budget As Of:</b>		<b>1/12/2016</b>		
Expenditure	\$38,832,932	% Inc/Dec	9.12%	<b>Revenue/Exp. \$188,741</b>
Revenue	\$39,021,673	% Inc/Dec	9.65%	

**EXPENDITURE CHANGES**

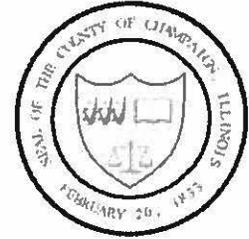
Department	Description	Expenditure Change	Revenue Change	Difference
Coroner	Creation of new position - Deputy County Coroner	\$31,545	\$0	(\$31,545)
Circuit Court	Increase in Contract Attorney Compensation	\$12,000	\$0	(\$12,000)
County Clerk	Re-Encumber funds for computer purchase ordered but not received in FY2014	\$6,780	\$0	(\$6,780)
Administrative Services	Budget Error in Personnel Staffing Budget for FY2015	\$6,596	\$0	(\$6,596)
Planning & Zoning	Increase to cover engineering & appraisal services for property demolition project	\$2,950	\$0	(\$2,950)
Physical Plant	Re-encumber funds for projects initiated but not completed in FY2014 at Satellite Jail	\$19,808	\$0	(\$19,808)
Physical Plant	Re-encumber funds for equipment ordered in 2014 but not received until 2015	\$1,318	\$0	(\$1,318)
Plannint & Zoning	Reappropriate funds unspent in 2014 on Planning contracts to cover completion of Contracts in 2015	\$1,428	\$0	(\$1,428)
County Board	Appropriate funds required for Amendment to IGA regarding Clinton Landfill Permit Application	\$25,600	\$0	(\$25,600)
Sheriff	Howard Buffet Foundation Grant for K-9 Program	\$78,856	\$78,856	\$0
EMA	Grant for Tracking System for Volunteers/Professionals	\$3,747	\$3,747	\$0
Circuit Court	Increase in Juror Fees	\$87,514	\$0	(\$87,514)
Treasurer	Back Pay of Stipend	\$3,929	\$3,929	\$0
Planning & Zoning	Engineering Inspection	\$3,000	\$0	(\$3,000)
Planning & Zoning	Demolition Project	\$28,200	\$0	(\$28,200)
Juvenile Detention Center	Increase Staffing Reimbursement & Staffing	\$34,120	\$185,000	\$150,880
Probation/Court Services	Increase Staffing Reimbursement & Staffing	\$35,400	\$150,000	\$114,600
Recorder	Increase in Purchase Document Stamps	\$300,000	\$450,000	\$150,000
General County	Receipt of BOJ Mental Health Collaboration Program Grant	\$25,000	\$25,000	\$0
Sheriff	Journey Foundation Grant	\$1,047	\$1,047	\$0
VAC	Additional Donations	\$1,000	\$1,000	\$0
Debt Service	2015 Bond Refunding	\$2,535,000	\$2,535,000	\$0
		\$0	\$0	\$0
<b>TOTAL</b>		<b>\$3,244,838</b>	<b>\$3,433,579</b>	<b>\$188,741</b>

**Changes Attributable to Recurring Costs**     **\$510,125**      **\$785,000**      **\$274,875**

**Changes Attributable to 1-Time Expenses**     **\$2,734,713**      **\$2,648,579**      **(\$86,134)**

# CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581



## Andy Rhodes, Information Technology Director

TO: Christopher Alix, Deputy Chair of Finance and Members of the Committee of the Whole

FROM: Andy Rhodes, Information Technology Director

DATE: January 12, 2016

RE: Renewal of Enterprise Licensing Agreement with the Microsoft Corporation for Microsoft products and changes to that Agreement

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### ISSUE:

The three year Enterprise Licensing Agreement with the Microsoft Corporation for licensing of Microsoft products is up for renewal.

### BACKGROUND:

Microsoft products serve an integral role in the daily operations of Champaign County Government such as providing desktop and server operating systems (Windows), application software (Microsoft Office), email services (Microsoft Exchange), and database operations (SQL).

In order to ensure that the Microsoft products used by the County are properly licensed and supported by Microsoft the County maintains an Enterprise Licensing Agreement which includes Software Assurance.

The County has historically licensed using a per seat (device) structure and not a per user structure for licensing Microsoft Office. This licensing methodology has enabled savings for those departments that have multiple shifts sharing computers.

With the introduction of browser-based email for employees using Microsoft Outlook Web App and delivery of email to smartphones using Microsoft Exchange ActiveSync the number of seats (devices) that need to be licensed for Microsoft Office applications has increased to the point where it is almost equal to the number of user accounts.

Because of this, Microsoft has recommended switching to per user pricing and adding Microsoft Office 365 to the County's product licensing.

In addition, because County IT has virtualized Windows servers, Microsoft recommends that the County change Windows Server licensing from Microsoft Standard Server licensing to Microsoft Datacenter licensing.

## **RECOMMENDATION:**

### **Per User Pricing for Office Applications –**

Switching to per user pricing for Microsoft Office products and adding Office 365 with OneDrive for Business will enhance the capabilities of the County's workforce by allowing employees in various offices to have access to Microsoft Office products and shared documents on multiple devices including smartphones, laptops and tablets.

Adding Office 365 moves the County to Exchange Online for email services, which in the long run will reduce costs and make the email system more resilient and highly available by moving it to the Microsoft cloud. Office 365 and Exchange Online offer improved HIPAA security for the Nursing Home.

At the Sheriff's Office, the County's most "untethered" office – where tablets and laptops are the norm, Office 365 with OneDrive for Business will allow command, investigators and deputies to work collaboratively from any location where they have an internet connection, instead of having to utilize a VPN connection to the County's network and remote desktop to access their files. Instead of using Outlook Web App to access email via a browser, Exchange Online will work directly with Microsoft Outlook. These features will allow each deputy's MDC to become a one stop shop.

At the Coroner's Office, where iPads are utilized extensively in the field, access to Office 365 with OneDrive for Business will replace the cumbersome process used to move death investigation files from the iPads to network storage.

SharePoint Online will facilitate sharing documents for all offices, possibly eliminating some third party solutions currently in use.

Office 365 also includes Skype for Business, which could potentially be used in a future replacement of the County's phone system.

Partner assistance, including email migration services through the Microsoft Onboarding Center and FastTrack, is currently available as well.

Moving commodity information services such as email and document storage to cloud services is a goal of the County Board's Strategic Plan.

### **Datacenter licensing for Servers and System Center 2012R2 –**

Moving to Windows Datacenter licensing for Servers, along with System Center 2012 R2, gives County IT more flexibility in utilizing virtual server technologies, which is an important part of the County's

business continuity planning. System Center 2012 R2 allows County IT to automate Microsoft patch management and expedites software deployments.

**RECOMMENDED ACTION:**

**The Finance Committee recommends to the County Board approval of renewal of the County's Enterprise Licensing Agreement with the Microsoft Corporation pursuant to the terms of State of Illinois CMS Master Contract CMS6926470.**

Thank you for your consideration of this recommendation.



CDW Government, LLC  
Microsoft Enterprise 6.6 Agreement Pricing

Enterprise Quote  
for

Champaign County

Date 1/11/16  
Account Manager

VBL Specialist Dan Field  
Channel Price Sheet Month

Unless otherwise noted, All Quotes expire upon current month's end

Annual Payment

Customer to make three annual payments to CDW-G

Microsoft Part #	Description	Level	Quantity	Year 1		Year 2		Year 3	
				Price	Extended	Price	Extended	Price	Extended
AAA-12436	ECALBrdgO365FSA Alng MonthlySub Platform Per User	D	526	\$ 30.96	\$ 16,284.96	\$ 30.96	\$ 16,284.96	\$ 30.96	\$ 16,284.96
AAA-10758	Of365PlanE3FromSA SubsVL MVL PerUsr	D	526	\$ 168.12	\$ 88,431.12	\$ 168.12	\$ 88,431.12	\$ 168.12	\$ 88,431.12
AAA-12428	ECALBrdgO365 Alng MonthlySub Platform Per User	D	101	\$ 35.28	\$ 3,563.28	\$ 35.28	\$ 3,563.28	\$ 35.28	\$ 3,563.28
AAA-10842	Of365PE3 ShrdSvr ALNG SubsVL MVL PerUsr	D	101	\$ 204.72	\$ 20,676.72	\$ 204.72	\$ 20,676.72	\$ 204.72	\$ 20,676.72
KV3-00353	WINENT ALNG SA MVL Pltfrm	D	600	\$ 38.74	\$ 23,244.00	\$ 38.74	\$ 23,244.00	\$ 38.74	\$ 23,244.00
312-02257	ExchgSvrStd ALNG SA MVL	D	3	\$ 114.56	\$ 343.68	\$ 114.56	\$ 343.68	\$ 114.56	\$ 343.68
H04-00268	SharePointSvr ALNG SA MVL	D	1	\$ 1,099.48	\$ 1,099.48	\$ 1,099.48	\$ 1,099.48	\$ 1,099.48	\$ 1,099.48
7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic	D	17	\$ 580.24	\$ 9,864.08	\$ 580.24	\$ 9,864.08	\$ 580.24	\$ 9,864.08
P73-05898	WinSvrStd ALNG SA MVL 2Proc	D	17	\$ 143.41	\$ 2,437.97	\$ 143.41	\$ 2,437.97	\$ 143.41	\$ 2,437.97
P71-07281	WinSvrDataCtr ALNG SASU MVL WinSvrStd 2Proc	D	14	\$ 1,990.44	\$ 27,866.16	\$ 1,990.44	\$ 27,866.16	\$ 1,990.44	\$ 27,866.16
T6L-00237	SysCtrDatactr ALNG LicSAPk MVL 2Proc	D	14	\$ 907.44	\$ 12,704.16	\$ 907.44	\$ 12,704.16	\$ 907.44	\$ 12,704.16
7NQ-00302	SQLSvrStdCore ALNG LicSAPk MVL 2Lic CoreLic	D	5	\$ 1,353.34	\$ 6,766.70	\$ 1,353.34	\$ 6,766.70	\$ 1,353.34	\$ 6,766.70
				<b>Total</b>	<b>\$ 213,282.31</b>	<b>Total</b>	<b>\$ 213,282.31</b>	<b>Total</b>	<b>\$ 213,282.31</b>
				<b>Three Year Total</b>	<b>\$ 639,846.93</b>				

Notes

Terms and conditions of sales and services projects are governed by the terms at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>

STATE OF ILLINOIS

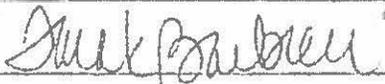
CONTRACT

Illinois Department of Central Management Services (CMS)

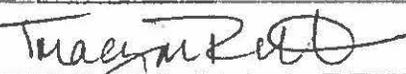
Microsoft Large Account Reseller

CMS6945110

VENDOR

Vendor Name: CDW Government, LLC	Address: 230 N. Milwaukee Avenue, Vernon Hills, IL 60061
Signature: 	Phone: 312.547.2993
Printed Name: Tara K Barbieri	Fax: 312.752.3910
Title: Director, Program Sales	Email: tarabar@cdwg.com
Date: 29 September, 2015	

STATE OF ILLINOIS

Procuring Agency or University: Central Management Services	Phone: 312-814-5655
Street Address: 100 W. Randolph	Fax: 312-814-6086
City, State ZIP: Chicago, IL 60601	
Official Signature: 	Date: 10/21/15
Printed Name: Tom Tyrrell	
Official's Title: Director	
By: Signature: 	Date: 10/21/15
By: Printed Name: Tracy Rutter	
By: Title: BOSS - COO	

AGENCY/UNIVERSITY USE ONLY		NOT PART OF CONTRACTUAL PROVISIONS	
Agency or University Reference # 16-94511		Project Title: Microsoft Large Account Reseller	
Contract #	CMS6945110	Procurement Method (IFB, RFP, Small, etc):	IFB
IPB Ref. #	22036892	IPB Publication Date:	Award Code: A
Subcontractor Utilization? <input type="checkbox"/> Yes <input type="checkbox"/> No		Subcontractor Disclosure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source		Obligation #	
Small Business Set-Aside? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Minority Owned Business? <input type="checkbox"/> Yes <input type="checkbox"/> No Percentage			
Female-Owned Business? <input type="checkbox"/> Yes <input type="checkbox"/> No Percentage			
Persons With Disabilities Owned Business? <input type="checkbox"/> Yes <input type="checkbox"/> No Percentage			
Other Preferences?			

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## **1. DESCRIPTION OF SUPPLIES AND SERVICES**

**1.1. GOAL:** The Illinois Department of Central Management Services (CMS) requires the services of a Microsoft certified Large Account Reseller (LAR) to provide products and services available under the Microsoft Select Plus, Enterprise, and Premier Support Agreements. Additionally, the State requires value added services such as reporting, on-line tracking, etc.

**1.2. SUPPLIES AND/OR SERVICES REQUIRED:** The Illinois Department of Central Management (CMS) is executing a statewide master contract with a single Microsoft certified reseller for the purchase of software products, software assurance, support and premier services available via the State's Microsoft Select Plus, Enterprise, and Premier Support Agreements. This contract is available to all state agencies, boards, commissions and educational institutions to purchase software products, software assurance, support and premier services on an as needed, if needed basis. In addition, all State and other governmental units (including not-for-profit entities) authorized by law to participate in the Joint Purchasing Program may utilize this contract. This authority is governed by the State's Procurement Code and Rules and the Governmental Joint Purchasing Act [30 ILCS 525].

The State of Illinois has entered into a Select Plus Agreement, a Master Services Agreement, a Premier Support Agreement, and an Enterprise Agreement with Microsoft.

Vendor shall act as agent of record during the term of this contract and shall maintain and update the licensing records of each eligible agency that purchases from this contract. Vendor shall be responsible for fulfilling orders placed against the Premier, Select Plus and Enterprise Agreements.

Vendor shall be responsible for the preparation and submission of applicable reports in proper format to Microsoft to ensure the Buyer receives proper credit for all purchases of Microsoft software products against the Microsoft Select Plus and Enterprise Agreements. Vendor shall be responsible for the resolution of any report discrepancies with Microsoft to ensure the Buyer receives appropriate credit for all Microsoft Select Plus and Enterprise software product purchases.

The State shall have no minimum purchase obligation or minimum order requirement under this contract. Orders against this contract will be made by the State using a State approved form (e.g. Basic Ordering Agreement (BOA)) on an as needed, if needed basis. Other governmental units of the State will submit their own purchase forms. Orders written through and including the last day of the resulting contract shall be honored. Each individual order will have its own ship to/bill to information.

All products furnished shall be new, unused, or most recent manufacture and not discontinued. If an item becomes discontinued or otherwise not available during the term, the vendor may propose to substitute an equivalent or better product at no additional cost, subject to approval by the Department of Central Management Services.

The State recognizes that the manufacturer may make changes to service offerings at any time during the contract term (including optional renewals). Vendor is responsible for notifying buyer of such changes. Discount levels/pricing structure shall remain consistent. Vendor shall pass on any price decreases that take effect during the term of the contract, including optional renewals, to the customer.

**1.2.1** The Vendor, at no cost, must have in place a purchase tracking system, which will include an accurate inventory record of all purchases under this Contract, and must also have the capability of

keeping track of maintenance renewal and other significant due dates. At a minimum, this system must be able to provide this information by each State of Illinois agency, board, commission, county and municipality. Vendor shall work with the State of Illinois, Microsoft, subsequent software vendors and hardware computer vendors to ensure the most comprehensive record of licenses is created, maintained, and the information transferrable. Details on how licenses are to be tracked and managed under the contract will be determined by the State of Illinois. The foregoing information shall be made available upon request and at no cost.

**1.2.2** Vendor shall, within 60 days of the execution of the contract, make available an Internet website dedicated to the State of Illinois for this contract. Vendor shall post current State of Illinois Contract pricing to the website and shall ensure posted pricing is current for the duration of the contract. Throughout the contract period, Vendor shall be responsible for updating website pricing and product content within two weeks of receipt of updated product pricing information from Microsoft.

**1.2.3** Vendor shall be responsible for providing training, at purchasing entity's request and at no cost to the purchasing entity, on the use of the Microsoft Volume Licensing System website, as well as the overall structure of the State's Select Plus, Premier and Enterprise Agreements.

**1.2.4** Vendor must be authorized by Microsoft to resell and deliver Microsoft brand software products, software assurance, support and premier services throughout the term of this Contract.

**1.3 MILESTONES AND DELIVERABLES:** N/A

**1.4 VENDOR / STAFF SPECIFICATIONS:** Vendor shall be authorized by Microsoft to resell Microsoft brand software products, software assurance, support and premier services and must have the ability to resell and deliver products and services to the customer on behalf of the manufacturer.

**1.5 TRANSPORTATION AND DELIVERY:** Transportation and delivery shall be as stated on each individual order. The State prefers electronic delivery of licenses. Vendor shall not charge for shipping/handling.

**1.6. SUBCONTRACTING**

Subcontractors are allowed.

1.6.1. Will subcontractors be utilized?  Yes  No

┌

A subcontractor is a person or entity that enters into a contractual agreement with a total value of \$50,000 or more with a person or entity who has a contract subject to the Illinois Procurement Code pursuant to which the person or entity provides some or all of the goods, services, real property, remuneration, or other monetary forms of consideration that are the subject of the primary State contract, including subleases from a lessee of a State contract.

All contracts with subcontractors must include Standard Certifications completed and signed by the subcontractor.

1.6.2. Please identify below subcontracts with an annual value of \$50,000 or more that will be utilized in the performance of the contract, the names and addresses of the subcontractors, and a description of the work to be performed by each.

- Subcontractor Name: N/A

Amount to Be Paid: N/A

Address: N/A

Description of Work: N/A

If additional space is necessary to provide subcontractor information, please attach an additional page.

1.6.3. For the subcontractors identified above, the Vendor must provide each subcontractor's Financial Disclosures and Conflicts of Interest to the State.

1.6.4. If the subcontractor is registered in the Illinois Procurement Gateway (IPG) and the Vendor is using the subcontractor's Standard Certifications or Financial Disclosures and Conflicts of Interest from the IPG, then the Vendor must also provide to the State a completed Forms B for the subcontractor.

1.6.5. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor is required to promptly notify, in writing, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to this Contract. Any subcontracts entered into prior to award of this Contract are done at the sole risk of the Vendor and subcontractor(s).

1.7. **WHERE SERVICES ARE TO BE PERFORMED:** Unless otherwise disclosed in this section all services shall be performed in the United States. If the Vendor performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the State as a breach of the contract by Vendor.

Vendor shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the Vendor received additional consideration in the evaluation based on work being performed in the United States, it shall be a breach of contract if the Vendor shifts any such work outside the United States.

- Location where services will be performed: United States

Value of services performed at this location: The values of services to be performed on location will be determined on a project-by-project basis and accompanied with a Statement of Work (SOW) detailing the location and effort of services.

- Location where services will be performed: United States

Value of services performed at this location: The values of services to be performed on location will be determined on a project-by-project basis and accompanied with a Statement of Work (SOW) detailing the location and effort of services.

**2. PRICING**

**2.1 FORMAT OF PRICING:**

2.1.1 Vendor's pricing in the format shown below, is based on the terms and conditions set forth in section 1 of this Contract.

Percentage discount to be applied to the Microsoft published ERP pricing level D for purchases placed against both the Select Plus and Enterprise Agreements.

Software/Software Assurance Purchases		
Description	Discount	
Select Plus Agreement	21.19%	
Enterprise Agreement	17.58%	

Percentage mark up to be applied to purchases of premier Support Services.

Premier Support		
Description		Mark Up
Premier Support		3.5%

2.2 **TYPE OF PRICING:** The Illinois Office of the Comptroller requires the State to indicate whether the contract value is firm or estimated at the time it is submitted for obligation. The total value of this contract is firm.

2.3 **EXPENSES ALLOWED:** Expenses are not allowed.

2.4 **DISCOUNT:** The State may receive a N/A % discount for payment within N/A days of receipt of correct invoice. This discount will not be a factor in making the award.

2.5 **VENDOR'S PRICING:** Attach additional pages if necessary or if the format of pricing specified above in Section 2.1 requires additional pages.

2.5.1. Vendor's Price for the Initial Term: Pricing/Discount Percentage/Mark Up Percentage as shown in Tables in Section 2.1.1.

2.5.2. Renewal Compensation: If the contract is renewed, the price shall be at the same rate as for the initial term unless a different compensation or formula for determining the renewal compensation is stated in this section.

2.5.2.1. Agency/University Formula for Determining Renewal Compensation: N/A.

2.5.2.2. Vendor's Price for Renewal(s): N/A

**2.6 MAXIMUM AMOUNT:** The total payments under this contract shall not exceed \$N/A without a formal amendment. The maximum amount will be entered by the State prior to execution of the contract.

### 3. TERM AND TERMINATION

**3.1 TERM OF THIS CONTRACT:** The initial term of this contract shall begin upon execution by the State or October 1, 2015 (whichever is later), and expire on September 30, 2019.

3.1.1 In no event will the total term of the contract, including the initial term, any renewal terms and any extensions, exceed ten (10) years.

3.1.2 Vendor shall not commence billable work in furtherance of the contract prior to final execution of the contract except when permitted pursuant to 30 ILCS 500/20-80.

**3.2 RENEWAL:** None

**3.3 TERMINATION FOR CAUSE:** The State may terminate this contract, in whole or in part, immediately upon notice to the Vendor if: (a) the State determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the Vendor has notified the State that it is unable or unwilling to perform the contract.

If Vendor fails to perform to the State's satisfaction any material requirement of this contract, is in violation of a material provision of this contract, or the State determines that the Vendor lacks the financial resources to perform the contract, the State shall provide written notice to the Vendor to cure the problem identified within the period of time specified in the State's written notice. If not cured by that date the State may either: (a) immediately terminate the contract without additional written notice or (b) enforce the terms and conditions of the contract.

For termination due to any of the causes contained in this Section, the State retains its rights to seek any available legal or equitable remedies and damages.

**3.4 TERMINATION FOR CONVENIENCE:** The State may, for its convenience and with thirty (30) days prior written notice to Vendor, terminate this contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor.

Upon submission of invoices and proof of claim, the Vendor shall be entitled to compensation for supplies and services provided in compliance with this contract up to and including the date of termination.

**3.5 AVAILABILITY OF APPROPRIATION:** This contract is contingent upon and subject to the availability of funds. The State, at its sole option, may terminate or suspend this contract, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases the Agency's funding by reserving some or all of the Agency's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) the Agency determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. Contractor will be notified in writing of the failure of appropriation or of a reduction or decrease.

#### 4. STANDARD BUSINESS TERMS AND CONDITIONS

##### 4.1 PAYMENT TERMS AND CONDITIONS:

- 4.1.1 **Late Payment:** Payments, including late payment charges, will be paid in accordance with the State Prompt Payment Act and rules when applicable. 30 ILCS 540; 74 Ill. Adm. Code 900. This shall be Vendor's sole remedy for late payments by the State. Payment terms contained in Vendor's invoices shall have no force or effect.
- 4.1.2 **Minority Contractor Initiative:** Any Vendor awarded a contract of \$1,000 or more under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund. 15 ILCS 405/23.9.
- 4.1.3 **Expenses:** The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.
- 4.1.4 **Prevailing Wage:** As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Illinois Department of Labor (DOL) and are available on DOL's official website, which shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for contacting DOL at 217-782-6206 or (<http://www.state.il.us/agency/idol/index.htm>) to ensure understanding of prevailing wage requirements.
- 4.1.5 **Federal Funding:** This contract may be partially or totally funded with Federal funds. If Federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided to the awarded Vendor in the notice of intent to award.
- 4.1.6 **Invoicing:** By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of this contract, and the amount billed and expenses incurred are as allowed in this contract. Invoices for supplies purchased, services performed and expenses incurred through June 30 of any year must be submitted to the State no later than July 31 of that year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.
- 4.1.6.1 Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable Agency's/University's Illinois tax exemption number and Federal tax exemption information.
- 4.1.6.2 Vendor shall invoice upon delivery of each order.

Send invoices to:

Agency/University:	Per Order
Attn:	Per Order
Address:	Per Order
City, State Zip	Per Order

- 4.2 **ASSIGNMENT:** This contract may not be assigned or transferred in whole or in part by Vendor without the prior written consent of the State.
- 4.3 **SUBCONTRACTING:** For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by this contract. Vendor must receive prior written approval before use of any subcontractors in the performance of this contract. Vendor shall describe, in an attachment if not already provided, the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of this contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this contract. If required, Vendor shall provide a copy of any subcontracts within fifteen (15) days after execution of this contract. All subcontracts must include the same certifications that Vendor must make as a condition of this contract. Vendor shall include in each subcontract the subcontractor certifications as shown on the Standard Certification form available from the State. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, then Vendor must promptly notify, by written amendment to the Contract, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract.
- 4.4 **AUDIT/RETENTION OF RECORDS:** Vendor and its subcontractors shall maintain books and records relating to the performance of this contract and any subcontract necessary to support amounts charged to the State pursuant this contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of three (3) years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor for a period of three (3) years from the later of final payment under the term or completion of the subcontract. If Federal funds are used to pay contract costs, the Vendor and its subcontractors must retain their respective records for five (5) years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency/University, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this contract or any subcontract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's or subcontractor's books and records. 30 ILCS 500/20-65.
- 4.5 **TIME IS OF THE ESSENCE:** Time is of the essence with respect to Vendor's performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning this contract is being resolved unless otherwise directed by the State.

- 4.6 **NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.
- 4.7 **FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel this contract without penalty if performance does not resume within thirty (30) days of the declaration.
- 4.8 **CONFIDENTIAL INFORMATION:** Each Party to this contract, including its agents and subcontractors, may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall presume all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of this contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of this contract or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of this contract, in whatever form it is maintained, promptly at the end of this contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third Party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or that is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.
- 4.9 **USE AND OWNERSHIP:** No work for hire is contemplated as of the date this contract is executed. Provided, however, to the extent work for hire is contemplated during the term of this contract, an agreement with regard to work for hire will be negotiated and set forth in the SOW giving rise to such work for hire.
- 4.10 **INDEMNIFICATION AND LIABILITY:** The Vendor shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any real or personal property, or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; (c) any negligent act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents; or (d) the services or goods provided under the contract infringing, misappropriating, or otherwise violating any intellectual property (patent, copyright, trade secret, or trademark) rights of a third party. Neither Party shall be liable for incidental, special, consequential, or punitive damages. Further, except for Vendor's indemnification obligations and any damage to person (including death) or property, Vendor's liability for any other damages shall not exceed \$1 million.
- 4.11 **INSURANCE:** Vendor shall, at all times during the term and any renewals maintain and provide a Certificate of Insurance. The State shall be included as additionally insured under general liability insurance and evidenced on the Certificate. Insurance may not be modified or canceled until Vendor provides at least 30 days' notice to the State. Vendor shall provide (a) General Commercial Liability occurrence form in amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-

owned Auto, (Combined Single Limit Bodily Injury and Property Damage ) in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in amount required by law. Insurance shall not limit Vendor's obligation to indemnify, defend, or settle any claims.

- 4.12 INDEPENDENT CONTRACTOR:** Vendor shall act as an independent contractor and not an agent or employee of, or joint venturer with the State. All payments by the State shall be made on that basis.
- 4.13 SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency's director if Vendor solicits or intends to solicit State employees to perform any work under this contract.
- 4.14 COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable Federal, State, and local laws, rules, ordinances, regulations, orders, Federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.
- 4.15 BACKGROUND CHECK:** Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor's and subcontractors officers, employees or agents. Vendor or subcontractor shall immediately reassign any individual who, in the opinion of the State, does not pass the background check.
- 4.16 APPLICABLE LAW:**
- 4.16.1 PREVAILING LAW:** This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois.
- 4.16.2 EQUAL OPPORTUNITY:** The Department of Human Rights' Equal Opportunity requirements are incorporated by reference. 44 ILL. ADM. CODE 750.
- 4.16.3 COURT OF CLAIMS; ARBITRATION; SOVEREIGN IMMUNITY:** Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1. The State shall not enter into binding arbitration to resolve any dispute arising out of this contract. The State of Illinois does not waive sovereign immunity by entering into this contract.
- 4.16.4 OFFICIAL TEXT:** The official text of the statutes cited herein is incorporated by reference. An unofficial version can be viewed at ([www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)).
- 4.17 ANTI-TRUST ASSIGNMENT:** If Vendor does not pursue any claim or cause of action it has arising under Federal or State antitrust laws relating to the subject matter of this contract, then upon request of the Illinois Attorney General, Vendor shall assign to the State all of Vendor's rights, title and interest to the claim or cause of action.
- 4.18 CONTRACTUAL AUTHORITY:** The Agency that signs this contract on behalf of the State of Illinois shall be the only State entity responsible for performance and payment under this contract. When the Chief Procurement Officer or authorized designee or State Purchasing Officer signs in addition to an Agency, he/she does so as approving officer and shall have no liability to Vendor. When the Chief Procurement Officer or authorized designee or State Purchasing Officer signs a master contract on behalf of State agencies, only the Agency that places an order or orders with the Vendor shall have any liability to the Vendor for that order or orders.

- 4.19 NOTICES:** Notices and other communications provided for herein shall be given in writing via electronic mail whenever possible. If transmission via electronic mail is not possible, then notices and other communications shall be given in writing via registered or certified mail with return receipt requested, via receipted hand delivery, via courier (UPS, Federal Express or other similar and reliable carrier), or via facsimile showing the date and time of successful receipt. Notices shall be sent to the individuals who signed this contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change its contact information.
- 4.20 MODIFICATIONS AND SURVIVAL:** Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Vendor's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.
- 4.21 PERFORMANCE RECORD / SUSPENSION:** Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of this contract. The State may consider Vendor's performance under this contract and compliance with law and rule to determine whether to continue this contract, suspend Vendor from doing future business with the State for a specified period of time, or whether Vendor can be considered responsible on specific future contract opportunities.
- 4.22 FREEDOM OF INFORMATION ACT:** This contract and all related public records maintained by, provided to, or required to be provided to the State are subject to the Illinois Freedom of Information Act (FOIA) notwithstanding any provision to the contrary that may be found in this contract. 5 ILCS 140.
- 4.23 SCHEDULE OF WORK:** Any work performed on State premises shall be performed during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel.
- 4.24 WARRANTIES FOR SUPPLIES AND SERVICES:**
- 4.24.1. Vendor warrants that the supplies furnished under this contract will: (a) conform to the standards, specifications, drawing, samples or descriptions furnished by the State or furnished by the Vendor and agreed to by the State, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good quality and workmanship, and free from defects for a period of twelve months or longer if so specified in writing, and fit and sufficient for the intended use; (c) comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the supplies; (d) be of good title and be free and clear of all liens. Vendor agrees to reimburse the State for any losses, costs, damages or expenses, including without limitations, reasonable attorney's fees and expenses, arising from failure of the supplies to meet such warranties.
- 4.24.2. Vendor shall ensure that all manufacturers' warranties are transferred to the State and shall provide to the State copies of such warranties. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the State's payment, acceptance, inspection or failure to inspect the supplies.
- 4.24.3. Vendor warrants that all services will be performed to meet the requirements of this contract in an efficient and effective manner by trained and competent personnel. Vendor shall monitor

performances of each individual and shall immediately reassign any individual who does not perform in accordance with this contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

**4.25 REPORTING, STATUS AND MONITORING SPECIFICATIONS:** Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform this contract.

**4.26 EMPLOYMENT TAX CREDIT:** Vendors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 35 ILCS 5/216, 5/217. Please contact the Illinois Department of Revenue (telephone #: 217-524-4772) for information about tax credits.

**4.27 SUPPLEMENTAL TERMS:** Notwithstanding any provision to the contrary in the Vendor's supplemental terms and conditions, or in any licensing agreement attached hereto:

4.27.1 The procuring Agency and the State do not waive sovereign immunity;

4.27.2 The procuring Agency and the State do not consent to be governed by the laws of any state other than Illinois;

4.27.3 The procuring Agency and the State do not consent to be represented in any legal proceeding by any person or entity other than the Illinois Attorney General or his or her designee;

4.27.4 The procuring Agency and the State shall not be bound by the terms and conditions contained in any click-wrap agreement, click-wrap license, click-through agreement, click-through license, end user license agreement or any other agreement or license contained or referenced in the software or any quote provided by Vendor, except as attached to this Contract.

4.27.5 The procuring Agency and the State shall not indemnify Vendor or its subcontractors (including any equipment manufacturers or software companies);

4.27.6 Vendor shall indemnify the procuring Agency and State pursuant to the terms and conditions of Section 4.10 of the Contract; and

4.27.7 Vendor's liability shall be governed by the terms and conditions contained in Section 4.10 of the Contract.

## 5. STATE SUPPLEMENTAL PROVISIONS

- Agency/University Definitions

Click here to enter text.

- Required Federal Clauses, Certifications and Assurances

Vendor certifies that during the last five (5) years no order, judgment or decree of any Federal authority has been issued barring, suspending, or otherwise limiting its right to contract with any governmental entity, including school districts, or to engage in any business practice or activity. Vendor further certifies that it will include this certification within every subcontract related to performance of this contract.

- Public Works Requirements (construction and maintenance of a public work) 820 ILCS 130/4.

Click here to enter text.

- Prevailing Wage (janitorial cleaning, window cleaning, building and grounds, site technician, natural resources, food services, security services, and printing, if valued at more than \$200 per month or \$2,000 per year) 30 ILCS 500/25-60.

Click here to enter text.

- Agency/University Specific Terms and Conditions

Click here to enter text.

- Other (describe)

## 6. STATE OF ILLINOIS STANDARD CERTIFICATIONS

Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of the contract and any renewals is a material requirement and condition of this contract. By executing this contract Vendor certifies compliance with this subsection in its entirety, and is under a continuing obligation to remain in compliance and report any non-compliance.

This subsection, in its entirety, applies to subcontractors used on this contract. Vendor shall include these Standard Certifications in any subcontract used in the performance of the contract using the Standard Certification form provided by the State.

If this contract extends over multiple fiscal years, including the initial term and all renewals, Vendor and its subcontractors shall confirm compliance with this section in the manner and format determined by the State by the date specified by the State and in no event later than July 1 of each year that this contract remains in effect.

If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections.

6.1 As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

- the contract may be void by operation of law,
- the State may void the contract, and
- the Vendor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

6.2 Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.

6.3 Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3.

6.4 Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies it he/she has not received (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133.

6.5 Vendor certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal. 30 ILCS 500/1-15.80, 20-43.

- 6.6 To the extent there was a current Vendor providing the services covered by this contract and the employees of that Vendor who provided those services are covered by a collective bargaining agreement, Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer; and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit who perform substantially similar work to the work that will be performed pursuant to this contract. This does not apply to heating, air conditioning, plumbing and electrical service contracts. 30 ILCS 500/25-80.
- 6.7 Vendor certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.
- 6.8 If Vendor has been convicted of a felony, Vendor certifies at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business. 30 ILCS 500/50-10.
- 6.9 If Vendor or any officer, director, partner, or other managerial agent of Vendor has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Vendor certifies at least five years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the State shall declare the contract void if this certification is false. 30 ILCS 500/50-10.5.
- 6.10 Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), amended by Pub. Act No. 97-0895 (August 3, 2012).
- 6.11 Vendor certifies that it and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and Vendor and its affiliates acknowledge the State may declare the contract void if this certification is false or if Vendor or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt. 30 ILCS 500/50-11, 50-60.
- 6.12 Vendor certifies that it and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act and acknowledges that failure to comply may result in the contract being declared void. 30 ILCS 500/50-12.
- 6.13 Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.
- 6.14 Vendor certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract. 30 ILCS 500/50-25.

- 6.15 Vendor certifies it is not in violation of the "Revolving Door" provisions of the Illinois Procurement Code. 30 ILCS 500/50-30.
- 6.16 Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.
- 6.17 Vendor certifies that if it has hired a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist's costs, fees, compensation, reimbursements, or other remuneration were billed to the State. 30 ILCS 500\50-38.
- 6.18 Vendor certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers, or employees of the State. 30 ILCS 500/50-40, 50-45, 50-50.
- 6.19 Vendor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565.
- 6.20 Drug Free Workplace
- 6.20.1 If Vendor employs 25 or more employees and this contract is worth more than \$5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
- 6.20.2 If Vendor is an individual and this contract is worth more than \$5000, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.
- 6.21 Vendor certifies that neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the United States. Department of Commerce. 30 ILCS 582.
- 6.22 Vendor certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States. 720 ILCS 5/33 E-3, E-4.
- 6.23 Vendor certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.
- 6.24 Vendor certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club." 775 ILCS 25/2.
- 6.25 Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor or indentured labor under penal sanction. 30 ILCS 583.
- 6.26 Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12. 30 ILCS 584.

- 6.27 Vendor certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45.
- 6.28 Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.
- 6.29 Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at ([www.dhs.state.il.us/iitaa](http://www.dhs.state.il.us/iitaa)) 30 ILCS 587.
- 6.30 Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. Vendor will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:

Vendor is not required to register as a business entity with the State Board of Elections.

or

Vendor has registered with the State Board of Elections. As a registered business entity, Vendor acknowledges a continuing duty to update the registration as required by the Act.

- 6.31 Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in the United States. 30 ILCS 517.
- 6.32 A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity and authorized to do business in Illinois prior to submitting a bid or offer. 30 ILCS 500/20-43. If you do not meet these criteria, then your bid or offer will be disqualified.

Vendor must make one of the following four certifications by checking the appropriate box. If C or D is checked, then Vendor must attach to this form the requested documentation.

- A.  Vendor certifies it is an individual acting as a sole proprietor and is therefore not subject to the requirements of section 20-43 of the Procurement Code.
- B.  Vendor certifies that it is a legal entity, and was authorized to do business in Illinois as of the date for submitting this bid or offer. The State may require Vendor to provide evidence of compliance before award.
- C.  Vendor certifies it is a legal entity, and is a foreign corporation performing activities that do not constitute transacting business in Illinois as defined by Illinois Business Corporations Act (805 ILCS 5/13.75). A vendor claiming exemption under the Act must include a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as

being non-responsive or not responsible and may disqualify the Vendor.

- D.  Vendor certifies it is a legal entity, and is an entity otherwise recognized under Illinois law as eligible for a specific form of exemption similar to those found in the Illinois Business Corporation Act (805 ILCS 5/13.75). A vendor claiming exemption under a specific law must provide a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

6.33 Vendor certifies that, for the duration of this contract it will:

- post its employment vacancies in Illinois and border states on the Department of Employment Security's IllinoisJobLink.com website or its successor system; or
- will provide an online link to these employment vacancies so that this link is accessible through the IllinoisJobLink.com website or its successor system; or is exempt from 20 ILCS 1005/1005-47 because the contract is for construction-related services as that term is defined in section 1-15.20 of the Procurement Code; or the contract is for construction and vendor is a party to a contract with a bona fide labor organization and performs construction. (20 ILCS 1005/1005-47).

### Vendor Registration: View Form



Business Name: CDW GOVERNMENT LLC

Main General Info Public Profile Users Commodity Codes Contacts & Owners

Comments Reviews Certifications Site Visits Registrations

[Return to Main Form](#)

### Vendor Registration

Form Name	I. Financial Disclosure & Conflicts of Interest
Description	Complete the Financial Disclosure & Conflicts of Interest form
Date Submitted	9/14/2015
Status	Accepted
Business Name	CDW GOVERNMENT LLC
Point of Contact	<u>YOLANDA BLOMQUIST</u>
Flag Form	<a href="#">Add Flag</a>

### I. Financial Disclosures & Conflicts of Interest

A. Identify the applicable entity type.

Other Privately Held Entity (i.e. LLC, partnership, privately held corporation with 100 or fewer shareholders, or other entity type not clearly identified in another option)

B. Is there a parent entity that owns 100% of the business?

Yes

Document	Status
Parent Form <a href="#">10K (PDF, 1.17 MB)</a>	Attached by YOLANDA BLOMQUIST on 9/14/2015
<a href="#">Parent Form (PDF, 787.19 KB)</a>	

C. Instrument of Ownership or Beneficial Interest

Limited Liability Company Membership Agreement (Series LLC, Low-Profit Limited Liability Partnership)

1. Is there any individual or entity who meets ANY of the following thresholds: (a) Owns more than 5% of the business, (b) Holds ownership share of the business valued in excess of \$106,447.20, (c) Is entitled to more than 5% of the business' distributive income, or (d) Is entitled to more than \$106,447.20 of the business' distributive income?

Yes, the information is not publicly available (If any individuals are listed, answer Yes or No to questions 5-8 and 11-20.)

Document	Status
List of individuals or entities meeting one or more of the listed thresholds. <a href="#">IPG Percentage of Ownership and Distributive Income Form (DOCX, 146.59 KB)</a>	Attached by YOLANDA BLOMQUIST on 9/14/2015

2. Please certify that the following statement is true: all individuals or entities that hold an ownership interest in the business of greater than 5% or valued greater than \$106,447.20 have been disclosed in Question 1.

Yes

3. Please certify that the following statement is true: all individuals or entities that were entitled to receive distributive income in an amount greater than \$106,447.20 or greater than 5% of the total distributive income of the business have been disclosed in Question 1.

Yes

4. Disclosure of Board of Directors for Not-for-Profit entities.

Not applicable - For-Profit Entity

5. For the individuals disclosed above in question 1 and for sole proprietors, are any of them a person who holds an elective office in the State of Illinois or holds a seat in the General Assembly, or are they the spouse or minor child of such person?

No

6. For the individuals disclosed above in question 1 and for sole proprietors, are any of them appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% (\$106,447.20) of the salary of the Governor, or are any of them the spouse or minor child of such person?

No

7. For the individuals disclosed above in question 1 and for sole proprietors, are any of them an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority, or are any of them the spouse or minor child of such person?

No

8. For the individuals disclosed above in question 1 and for sole proprietors, are any of them appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor, or are they the spouse or an immediate family member who currently resides or resided with such person within the last 12 months?

No

9. If any question in 5-8 above is answered yes, please answer the following: Do any of the individuals identified, their spouse, or minor child receive from the entity more than 7.5% of the entity's total distributable income or an amount of distributable income in excess of the salary of the Governor (\$177,412.00)?

No

10. If any question in 5-8 above is answered yes, please answer the following: Is there a combined interest of any individual identified along with their spouse or minor child of more than 15% in the aggregate of the entity's distributable income or an amount of distributable income in excess of two times the salary of the Governor (\$354,824.00)?

No

11. For the individuals disclosed above in question 1 and for sole proprietors, do any of them currently have, or in the previous 3 years had State employment, including contractual employment of services? This does not include contracts to provide goods or services to the State as a vendor.

No

12. For the individuals disclosed above in question 1 and for sole proprietors, have their spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years? This does not include contracts to provide goods or services to the State as a vendor.

No

13. For the individuals disclosed above in question 1 and for sole proprietors, do any of them currently hold or have held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois?

No

14. For the individuals disclosed above in question 1 and for sole proprietors, do any of them have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years?

No

15. For the individuals disclosed above in question 1 and for sole proprietors, do any of them hold or have held in the previous 3 years any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that?

No

16. For the individuals disclosed above in question 1 and for sole proprietors, do any of them have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years?

No

17. For the individuals disclosed above in question 1 and for sole proprietors, do any of them currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government?

No

18. For the individuals disclosed above in question 1 and for sole proprietors, do any of them currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist?

No

19. For the individuals disclosed above in question 1 and for sole proprietors, do any of them currently have or in the previous 3 years had compensated employment by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?

No

20. For the individuals disclosed above in question 1 and for sole proprietors, do any of them currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?

No

21. Has there been any debarment from contracting with any governmental entity within the previous ten years? This applies to all sole proprietors, for-profit entities, not-for-profit entities, and for the individuals disclosed in question 1 above.

No

22. Has there been any professional licensure discipline within the previous ten years? This applies to all sole proprietors, for-profit entities, not-for-profit entities, and for the individuals disclosed in question 1 above.

No

23. Has there been any bankruptcy within the previous ten years? This applies to all sole proprietors, for-profit entities, not-for-profit entities, and for the individuals disclosed in question 1 above.

No

24. Have there been any adverse civil judgments and/or administrative findings within the previous ten years? This applies to all sole proprietors, for-profit entities, not-for-profit entities, and for the individuals disclosed in question 1 above.

No

25. Have there been any criminal felony convictions within the previous ten years? This applies to all sole proprietors, for-profit entities, not-for-profit entities, and for the individuals disclosed in question 1 above.

No

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**ILLINOIS PROCUREMENT GATEWAY  
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

This disclosure is submitted for : CDW LLC (parent to CDW Government LLC)

This Financial Disclosures and Conflicts of Interest Form must be accurately completed and submitted by the Parent Entity with 100% ownership of the Vendor applying for or holding registration within the Illinois Procurement Gateway. If Parent Entity is 100% owned by another entity ("Parent's Parent Entity"), then the Parent's Parent Entity must complete this disclosure form. This disclosure requirement continues for each successive parent until the level where the parent entity does not have 100% ownership. Parent entities with less than 100% ownership do not need to complete this form.

There are seven steps to this form and each must be completed as instructed. The Agency/University will consider this form when evaluating the vendor's bid, offer, or proposal or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

<b>Vendor Name</b>	CDW Government LLC
<b>Doing Business As (DBA)</b>	N/A
<b>Disclosing Entity</b>	CDW LLC (parent to CDW Government LLC)
<b>Disclosing Entity's Parent Entity</b>	CDW Corporation
<b>Instrument of Ownership or Beneficial Interest</b>	Other <input checked="" type="checkbox"/> If you selected Other, please describe: Limited Liability Company

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

**STEP 1  
SUPPORTING DOCUMENTATION SUBMITTAL**

You must select one of the six options below and select the documentation you are submitting. You must provide the documentation the applicable section requires with this form.

**Option 1 – Publicly Traded Entities**

1.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

1.B.  Attach a copy of the Federal 10-K or provide a web address of an electronic copy of the Federal 10-K, and skip to Step 3.

**Option 2 – Privately Held Entities with more than 200 Shareholders**

2.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

2.B.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership share in excess of 5% and attach the information Federal 10-K reporting companies are required to report under 17 CFR 229.401.

**Option 3 – All other Privately Held Entities, not including Sole Proprietorships**

3.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

**Option 4 – Foreign Entities**

4.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

4.B.  Attach a copy of the Securities Exchange Commission Form 20-F or 40-F and skip to Step 3.

**Option 5 – Not-for-Profit Entities**

Complete Step 2, Option B.

**Option 6 – Sole Proprietorships**

Skip to Step 3.

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

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- Option 5 – Not-for-Profit Entities
  - Complete Step 2, Option B.
- Option 6 – Sole Proprietorships
  - Skip to Step 3.

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

**STEP 2  
DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS**

Complete either Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

**OPTION A – Ownership Share and Distributive Income**

**Ownership Share** – If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds \$106,447.20.

Check here if including an attachment with requested information in a format substantially similar to the format below.

**TABLE – X**

Name	Address	Percentage of Ownership	\$ Value of Ownership
CDW Corporation	230 N. Milwaukee Ave, Vernon Hills, IL 60061	100%	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Distributive Income** – If you selected Option 1.A., 2.A., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor’s total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds \$106,447.20.

Check here if including an attachment with requested information in a format substantially similar to the format below.

**TABLE – Y**

Name	Address	% of Distributive Income	\$ Value of Distributive Income
Click here to enter text.			
Click here to enter text.			
Click here to enter text.			
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Click here to enter text.			

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than \$106,447.20.

Yes  No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than \$106,447.20 or greater than 5% of the total distributive income of the disclosing entity.

Yes  No

**OPTION B – Disclosure of Board of Directors (Not-for-Profits)**

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

TABLE – Z	
Name	Address
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
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**STEP 3  
PROHIBITED CONFLICTS OF INTEREST**

Step 3 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. Please provide the name of the person for which responses are provided: N/A

1. Do you hold or are you the spouse or minor child who holds an elective office in the State of Illinois or hold a seat in the General Assembly?  Yes  No
2. Have you, your spouse, or minor child been appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% (\$106,447.20) of the salary of the Governor?  Yes  No
3. Are you or are you the spouse or minor child of an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority?  Yes  No

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

4. Have you, your spouse, or an immediate family member who lives in your residence currently or who lived in your residence within the last 12 months been appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor?  Yes  No
5. If you answered yes to any question in 1-4 above, please answer the following: Do you, your spouse, or minor child receive from the vendor more than 7.5% of the vendor's total distributable income or an amount of distributable income in excess of the salary of the Governor (\$177,412.00)?  Yes  No
6. If you answered yes to any question in 1-4 above, please answer the following: Is there a combined interest of self with spouse or minor child more than 15% (\$354,824.00) in the aggregate of the vendor's distributable income or an amount of distributable income in excess of two times the salary of the Governor?  Yes  No

**STEP 4  
POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS**

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above.

Please provide the name of the person for which responses are provided: N/A

1. Do you currently have, or in the previous 3 years have you had State employment, including contractual employment of services?  Yes  No
2. Has your spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years?  Yes  No
3. Do you hold currently or have you held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois?  Yes  No
4. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years?  Yes  No
5. Do you hold or have you held in the previous 3 years any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office?  Yes  No
6. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years?  Yes  No
7. Do you currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government?  Yes  No

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

8. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist?  Yes  No
9. Do you currently have or in the previous 3 years had compensated employment by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?  Yes  No
10. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?  Yes  No

**STEP 5  
EXPLANATION OF AFFIRMATIVE RESPONSES**

If you answered "Yes" in Step 3 or Step 4, please provide on an additional page a detailed explanation that includes, but is not limited to the name, salary, State agency or university, and position title of each individual.

N/A

**STEP 6  
POTENTIAL CONFLICTS OF INTEREST  
RELATING TO DEBARMENT & LEGAL PROCEEDINGS**

This step must be completed for each person disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided: N/A

1. Within the previous ten years, have you had debarment from contracting with any governmental entity?  Yes  No
2. Within the previous ten years, have you had any professional licensure discipline?  Yes  No
3. Within the previous ten years, have you had any bankruptcies?  Yes  No

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

4. Within the previous ten years, have you had any adverse civil judgments and administrative findings?  Yes  No
5. Within the previous ten years, have you had any criminal felony convictions?  Yes  No

If you answered "Yes", please provide a detailed explanation that includes, but is not limited to the name, State agency or university, and position title of each individual. N/A

**STEP 7  
SIGN THE DISCLOSURE**

This disclosure is signed, and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

Name of Disclosing Entity: CDW Corporation

Signature: \_\_\_\_\_

Date: Wednesday, September 2, 2015

Printed Name: Matt Flood

Title: Proposals Supervisor

Phone Number: 203-851-7229

Email Address: mattflo@cdw.com

**ILLINOIS PROCUREMENT GATEWAY  
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

This disclosure is submitted for : CDW Coporation (parent to CDW LLC, and ultimate parent to Vendor (CDW Government LLC))

This Financial Disclosures and Conflicts of Interest Form must be accurately completed and submitted by the Parent Entity with 100% ownership of the Vendor applying for or holding registration within the Illinois Procurement Gateway. If Parent Entity is 100% owned by another entity ("Parent's Parent Entity"), then the Parent's Parent Entity must complete this disclosure form. This disclosure requirement continues for each successive parent until the level where the parent entity does not have 100% ownership. Parent entities with less than 100% ownership do not need to complete this form.

There are seven steps to this form and each must be completed as instructed. The Agency/University will consider this form when evaluating the vendor's bid, offer, or proposal or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Vendor Name	CDW Government LLC
Doing Business As (DBA)	N/A
Disclosing Entity	CDW Corporation (parent to CDW LLC, and ultimate parent to Vendor (CDW Government LLC))
Disclosing Entity's Parent Entity	N/A
Instrument of Ownership or Beneficial Interest	Corporate Stock (C-Corporation, S-Corporation, Professional Corporation, Service Corporation) <input type="checkbox"/> If you selected Other, please describe: <a href="#">Click here to enter text.</a>

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

**STEP 1  
SUPPORTING DOCUMENTATION SUBMITTAL**

You must select one of the six options below and select the documentation you are submitting. You must provide the documentation the applicable section requires with this form.

**Option 1 – Publicly Traded Entities**

1.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

1.B.  Attach a copy of the Federal 10-K or provide a web address of an electronic copy of the Federal 10-K, and skip to Step 3.

**\*\*Please note that all revenue for CDW Government LLC and its affiliates is aggregated, and the reporting is done solely through CDW Government's ultimate parent company, CDW Corporation. The 10-K can be found here:**

<http://investor.cdw.com/financials.cfm>

**Option 2 – Privately Held Entities with more than 200 Shareholders**

2.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

2.B.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership share in excess of 5% and attach the information Federal 10-K reporting companies are required to report under 17 CFR 229.401.

**Option 3 – All other Privately Held Entities, not including Sole Proprietorships**

3.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

**Option 4 – Foreign Entities**

4.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

4.B.  Attach a copy of the Securities Exchange Commission Form 20-F or 40-F and skip to Step 3.

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

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- Option 5 – Not-for-Profit Entities
  - Complete Step 2, Option B.
  
- Option 6 – Sole Proprietorships
  - Skip to Step 3.

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

**STEP 2  
DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS**

Complete either Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

**OPTION A – Ownership Share and Distributive Income**

**Ownership Share** – If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. In Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds \$106,447.20.

Check here if including an attachment with requested information in a format substantially similar to the format below.

**TABLE – X**

Name	Address	Percentage of Ownership	\$ Value of Ownership
Click here to enter text.			
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**Distributive Income** – If you selected Option 1.A., 2.A., 3.A., or 4.A. In Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor's total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds \$106,447.20.

Check here if including an attachment with requested information in a format substantially similar to the format below.

**TABLE – Y**

Name	Address	% of Distributive Income	\$ Value of Distributive Income
Click here to enter text.			
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Click here to enter text.			

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than \$106,447.20.

Yes  No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than \$106,447.20 or greater than 5% of the total distributive income of the disclosing entity.

Yes  No

**OPTION B – Disclosure of Board of Directors (Not-for-Profits)**

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

TABLE – Z	
Name	Address
Click here to enter text.	Click here to enter text.
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**STEP 3  
PROHIBITED CONFLICTS OF INTEREST**

Step 3 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. Please provide the name of the person for which responses are provided: N/A

1. Do you hold or are you the spouse or minor child who holds an elective office in the State of Illinois or hold a seat in the General Assembly?  Yes  No
2. Have you, your spouse, or minor child been appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% (\$106,447.20) of the salary of the Governor?  Yes  No
3. Are you or are you the spouse or minor child of an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority?  Yes  No

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

4. Have you, your spouse, or an immediate family member who lives in your residence currently or who lived in your residence within the last 12 months been appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor?  Yes  No
5. If you answered yes to any question in 1-4 above, please answer the following: Do you, your spouse, or minor child receive from the vendor more than 7.5% of the vendor's total distributable income or an amount of distributable income in excess of the salary of the Governor (\$177,412.00)?  Yes  No
6. If you answered yes to any question in 1-4 above, please answer the following: Is there a combined interest of self with spouse or minor child more than 15% (\$354,824.00) in the aggregate of the vendor's distributable income or an amount of distributable income in excess of two times the salary of the Governor?  Yes  No

**STEP 4  
POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS**

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option B above.

Please provide the name of the person for which responses are provided: N/A

1. Do you currently have, or in the previous 3 years have you had State employment, including contractual employment of services?  Yes  No
2. Has your spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years?  Yes  No
3. Do you hold currently or have you held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois?  Yes  No
4. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years?  Yes  No
5. Do you hold or have you held in the previous 3 years any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office?  Yes  No
6. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years?  Yes  No
7. Do you currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government?  Yes  No

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

8. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist?  Yes  No
9. Do you currently have or in the previous 3 years had compensated employment by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?  Yes  No
10. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?  Yes  No

**STEP 5  
EXPLANATION OF AFFIRMATIVE RESPONSES**

If you answered "Yes" in Step 3 or Step 4, please provide on an additional page a detailed explanation that includes, but is not limited to the name, salary, State agency or university, and position title of each individual.

N/A

**STEP 6  
POTENTIAL CONFLICTS OF INTEREST  
RELATING TO DEBARMENT & LEGAL PROCEEDINGS**

This step must be completed for each person disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided: N/A

1. Within the previous ten years, have you had debarment from contracting with any governmental entity?  Yes  No
2. Within the previous ten years, have you had any professional licensure discipline?  Yes  No
3. Within the previous ten years, have you had any bankruptcies?  Yes  No

**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST FORM  
FOR PARENT ENTITY**

4. Within the previous ten years, have you had any adverse civil judgments and administrative findings?  Yes  No

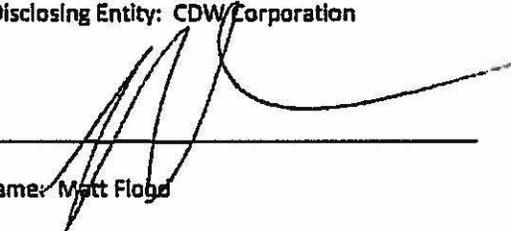
5. Within the previous ten years, have you had any criminal felony convictions?  Yes  No

If you answered "Yes", please provide a detailed explanation that includes, but is not limited to the name, State agency or university, and position title of each individual. N/A

**STEP 7  
SIGN THE DISCLOSURE**

This disclosure is signed, and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

Name of Disclosing Entity: CDW Corporation

Signature:  \_\_\_\_\_

Date: Wednesday, September 2, 2015

Printed Name: Matt Flood

Title: Proposals Supervisor

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# STATE OF ILLINOIS

## CONTRACT APPROVAL SHEET

Request ID: 15-00000092647	Relevant Category: IT
Agency: CMS-Central Management Services	Contract Type: Master Contract
Requester: Sharon L Bausch	Initial Term: 07/01/2015 thru 06/30/2018
Proc. Approach: Terms and Conditions	Initial Est. Value: \$0.00
Master Contract:	Total Award Value: \$0.00
Project Title: Microsoft Enterprise Agreement (EA)	

Funding Source	Fiscal Year	Value
9999 - MASTER CONTRACT	2016	\$0.00
9999 - MASTER CONTRACT	2017	\$0.00
9999 - MASTER CONTRACT	2018	\$0.00

Vendor	Vendor Award	Contract Number	Contract Value
Microsoft Corporation	Yes	CMS6926470	\$0.00

**Objective:**

The proposed Microsoft Enterprise Agreement (EA) will assist the State in establishing a consistent desktop/laptop baseline by locking in the prices for three years. These prices are used by the Large Area Reseller agreement to provide our discounted pricing. The EA covers only a select group of products: Windows Pro, Office Pro, and the Core CALs (Client Access Licenses). In addition to the EA, a corresponding Microsoft Select Plus Agreement has been established to cover the remaining Microsoft products and provide an alternate purchase vehicle for the agencies via contract CIC4809700.

Microsoft requires a minimum of three years for an EA. An enterprise agreement is a pricing plan that can only be procured through Microsoft. Microsoft products must be purchased through a reseller, but the pricing agreements may only be procured through Microsoft.

Microsoft provides volume pricing levels on all product pricing to the State if we establish Select Plus and/or Enterprise agreements with Microsoft, which we have done. The agreements provide a deep discount determined by the cumulative volume of procurements by all State and local government entities in Illinois. In order to receive the level discount negotiated with MS, a Large Account Reseller (LAR) must manage the account under a master agreement/contract in an indirect channel model so that all orders are combined under one contract umbrella. Microsoft cannot sell the software and support directly to government entities.

The advantages the Microsoft EA has over the Select Plus include:

- Significantly lower per seat cost
- Ability to obtain all new versions and updates at a lower cost
- Ability to spread initial license cost over multiple years
- Important component of overall desktop strategy for the State.

**GOMB #4:**

The Microsoft Enterprise Agreement (EA) allows State, county, and local government agencies to procure the base desktop/laptop operating platform as a purchase against a Master Contract. With a Master Contract, agencies are not required to bid these procurements. This reduces the time and administrative costs associated with the procurement of products available under the contract.

\* Electronic approval (i.e. PBC/e-mail) may be used in lieu of signature.

\*\* Signature Required if > or = to \$250K.





### Program Signature Form

MBA/MBSA number		000-dbeale-S-303
Agreement number		

**Note:** Enter the applicable active numbers associated with the documents below. Microsoft requires the associated active number be indicated here, or listed below as new.

For the purposes of this form, "Customer" can mean the signing entity, Enrolled Affiliate, Government Partner, Institution, or other party entering into a volume licensing program agreement.

This signature form and all contract documents identified in the table below are entered into between the Customer and the Microsoft Affiliate signing, as of the effective date identified below.

Contract Document	Number or Code
Enterprise Agreement	CTM 000-dbeale-S-303 (new)
<Choose Agreement>	
<Choose Enrollment/Registration>	

By signing below, Customer and the Microsoft Affiliate agree that both parties (1) have received, read and understand the above contract documents, including any websites or documents incorporated by reference and any amendments and (2) agree to be bound by the terms of all such documents.

Customer	
Name of Entity (must be legal entity name)*	State of Illinois - Central Management Services
Signature*	<i>[Signature]</i>
Printed First and Last Name*	Tom Farrell by James Ellenberg
Printed Title	Director by BCCS PM
Signature Date*	6/30/15
Tax ID	

\* indicates required field

<b>Microsoft Affiliate</b>
<b>Microsoft Corporation</b>
<b>Signature</b> _____ <b>Printed First and Last Name</b> <b>Printed Title</b> <b>Signature Date</b> <small>(date Microsoft Affiliate countersigns)</small>
<b>Agreement Effective Date</b> <small>(may be different than Microsoft's signature date)</small>

**Optional 2<sup>nd</sup> Customer signature or Outsourcer signature (if applicable)**

<b>Customer</b>
<b>Name of Entity (must be legal entity name)*</b> <b>Signature*</b> _____ <b>Printed First and Last Name*</b> <b>Printed Title</b> <b>Signature Date*</b>

*\* Indicates required field*

<b>Outsourcer</b>
<b>Name of Entity (must be legal entity name)*</b> <b>Signature*</b> _____ <b>Printed First and Last Name*</b> <b>Printed Title</b> <b>Signature Date*</b>

*\* Indicates required field*

If Customer requires physical media, additional contacts, or is reporting multiple previous Enrollments, include the appropriate form(s) with this signature form.

After this signature form is signed by the Customer, send it and the Contract Documents to Customer's channel partner or Microsoft account manager, who must submit them to the following address. When the signature form is fully executed by Microsoft, Customer will receive a confirmation copy.

**Microsoft Corporation**  
 Dept. 551, Volume Licensing  
 6100 Nell Road, Suite 210  
 Reno, Nevada 89511-1137  
 USA



## Volume Licensing

Enterprise Agreement number  
(Microsoft to complete)

Proposal ID/Framework ID

000-dbeale-S-303

## Enterprise Agreement

## Custom State and Local

Not for Use with Microsoft Business Agreement or Microsoft Business and Services Agreement

This Microsoft Enterprise Agreement ("Agreement") is entered into between the entities identified on the signature form.

**Effective date.** The effective date of this Agreement is the earliest effective date of any Enrollment entered into under this Agreement or the date Microsoft accepts this Agreement, whichever is earlier. Any reference in this Agreement or an Enrollment to a "day" means a calendar day, except references that specify "business day".

This Agreement consists of (1) these Agreement terms and conditions, including any amendments and the signature form and all attachments identified therein, (2) the Product List, (3) the Use Rights applicable to Products licensed under this Agreement, (4) any Affiliate Enrollment entered into under this Agreement, and (5) any Order submitted under this Agreement.

**Please note:** Documents referenced in this Agreement but not attached to the signature form may be found at <http://www.microsoft.com/licensing/contracts> and are incorporated in this Agreement by reference, including the Product List and Use Rights. These documents may contain additional terms and conditions for Products licensed under this Agreement and may be changed from time to time. Customer should review such documents carefully, both at the time of signing and periodically thereafter, and fully understand all terms and conditions applicable to Products licensed.

### Terms and Conditions

#### 1. Definitions.

"Affiliate" means

- a. with regard to Customer,
  - (i) any government agency, department, office, instrumentality, division, unit or other entity of the state or local government that is supervised by or is part of Customer, or which supervises Customer or of which Customer is a part, or which is under common supervision with Customer;
  - (ii) any county, borough, commonwealth, city, municipality, town, township, special purpose district, or other similar type of governmental instrumentality established by the laws of Customer's state and located within Customer's state jurisdiction and geographic boundaries; and
  - (iii) any other entity in Customer's state expressly authorized by the laws of Customer's state to purchase under state contracts; provided that a state and its Affiliates shall not, for purposes of this definition, be considered to be Affiliates of the federal government and its Affiliates; and
- b. with regard to Microsoft, any legal entity that Microsoft owns, that owns Microsoft, or that is under common ownership with Microsoft;

"available" means Microsoft has made Licenses for that Product available on the Product List for Ordering under a particular licensing program;

"Customer" means the legal entity that has entered into this Agreement with Microsoft;

"Customer Data" means all data, including all text, sound, software, image, or video files that are provided to Microsoft by, or on behalf of, an Enrolled Affiliate and its Affiliates through the use of the Online Services;

"Enrolled Affiliate" means an entity, either Customer or any one of Customer's Affiliates, that has entered into an Enrollment under this Agreement;

"Enrollment" means the document that an Enrolled Affiliate submits under this Agreement to place its initial Order;

"Enterprise" means an Enrolled Affiliate and the Affiliates for which it is responsible and chooses on its Enrollment to include in its enterprise;

"Fixes" means Product fixes, modifications or enhancements, or their derivatives, that Microsoft releases generally (such as service packs);

"License" means the right to download, install, access and use a Product;

"Microsoft" means the Microsoft Affiliate that has entered into this Agreement or an Enrollment and its Affiliates;

"Online Service" means the Microsoft-hosted services identified as Online Services in the Product List;

*"Order" means the documents made out and submitted by Enrolled Affiliate to its Reseller for the License of Products under this Agreement and the applicable Enrollment.*

*"Perpetual License" means a License without a fixed end date that continues without limit to time subject to the terms of the License. References as to which Licenses are Perpetual Licenses are made in the Product List and Product Use Rights by use of the terms "perpetual," "perpetual right" and "perpetual licenses".*

*"Price" means reference price, such as, a retail price or estimated retail price.*

"Product" means all products identified in the Product List, such as all Software, Online Services and other web-based services, including pre-release or beta versions;

"Product List" means the statement published by Microsoft from time to time at the Volume Licensing Site. The Product List includes Product-specific conditions or limitations on the acquisition of licenses for Products;

"Reseller" means a large account Reseller authorized by Microsoft to resell Licenses under this program;

"SLA" means Service Level Agreement, which specifies the standards to which Microsoft agrees to adhere and by which it measures the level of service for an Online Service. The SLA is available at the Volume Licensing Site;

"Software" means licensed copies of Microsoft software identified on the Product List. Software does not include Online Services, but Software may be part of an Online Service;

"Software Assurance" is an offering by Microsoft that provides new version rights and other benefits for Products as further described in the Product List;

*"Subscription License" means a License available for certain Products on a fixed term or subscription basis. Licenses for Online Services will be considered Subscription Licenses;*

"Trade Secret" means information that is not generally known or readily ascertainable to the public, has economic value as a result, and has been subject to reasonable steps under the circumstances to maintain its secrecy;

"Use" or "run" means to copy, install, use, access, display, run or otherwise interact;

"Use Rights" means, with respect to any licensing program, the use rights or terms of service for each Product and version published for that licensing program at the Volume Licensing Site or at a successor

site. The Use Rights supersede the terms of any end user license agreement (on-screen or otherwise) that accompanies a Product. The Use Rights for Software are published by Microsoft in the Product Use Rights. The Use Rights for Online Services are published in the Online Services Terms. "Volume Licensing Site" means <http://www.microsoft.com/licensing/contracts> or a successor site.

## 2. **How the Enterprise program works.**

- a. **General.** The Enterprise program consists of the terms and conditions on which an Enrolled Affiliate may acquire Product Licenses. Under the Enterprise program, Customer and its Affiliates may Order Licenses for Products by entering into Enrollments.
- b. **Enrollments.** The Enterprise program gives Customer and/or its Affiliates the ability to enter into one or more Enrollments to Order Products. Subscription Enrollments may be available for some of these Enrollments. Notwithstanding any other provision of this Agreement, only Enrolled Affiliates identified in an Enrollment will be responsible for complying with the terms of that Enrollment, including the terms of this Agreement incorporated by reference in that Enrollment.
- c. **Licenses.** The types of Licenses available are (1) Licenses obtained under Software Assurance (L&SA), and (2) Subscription Licenses. *Within these License types there are additional License Types as further described in the Product List.*
- d. **How Enrolled Affiliates acquire Licenses.** An Enrolled Affiliate will acquire its Licenses through its chosen Reseller. Orders will be made out to and submitted to the Enrolled Affiliate's Reseller. Microsoft will invoice that Reseller according to the terms in the applicable Enrollment.
- e. **Choosing and maintaining a Reseller.** Each Enrolled Affiliate must choose and maintain a Reseller authorized in the United States.
- f. **Pricing.**
  - (i) **Establishing Price Levels.** Enrolled Affiliate's Price Level will be Level D for all Enterprise Products, Enterprise Online Services, Online Services and Additional Products (as defined in the Enrollment) Ordered under any Enrollment.
  - (ii) **Placing Orders through Reseller.** Orders under an Enrollment will be made to the Reseller. Microsoft will invoice the Reseller according to the terms in the applicable Enrollment. The Reseller and the Enrolled Affiliate will determine the Enrolled Affiliate's actual price and payment terms.
- g. **Order Requirements.** Order Requirements are outlined in each Enrollment.
- h. **Management and Reporting.** Customer and/or Enrolled Affiliate may manage account details (e.g., contacts, Orders, Licenses, software downloads) on Microsoft's Volume Licensing Service Center ("VLSC") web site (or successor site) at: <https://www.microsoft.com/licensing/servicecenter>. Upon the effective date of this Agreement and any Enrollments, the contact(s) identified for this purpose will be provided access to this site and may authorize additional users and contacts.

## 3. **Licenses for Products.**

- a. **License Grant.** Microsoft grants the Enterprise a non-exclusive, worldwide and limited right to download, install and use software Products, and to access and use the Online Services, each in the quantity Ordered under an Enrollment. The rights granted are subject to the terms of this Agreement, the Use Rights and the Product List. Microsoft reserves all rights not expressly granted in this Agreement.
- b. **Duration of Licenses.** Subscription Licenses and most Software Assurance rights are temporary and expire when the applicable Enrollment is terminated or expires, unless the Enrolled Affiliate exercises a buy-out option, which is available for some Subscription Licenses.

Except as otherwise noted in the applicable Enrollment or Use Rights, all other Licenses become *Perpetual Licenses* only when all payments for that License have been made and the initial Enrollment term has expired.

**c. Applicable Use Rights.**

(i) **Products (other than Online Services).** The Use Rights in effect on the effective date of the Enrollment will apply to Enterprise's use of the version of each Product that is current at the time. For future versions and new Products, the Use Rights in effect when those versions and Products are first released will apply. Changes Microsoft makes to the Use Rights for a particular version will not apply unless the Enrolled Affiliate chooses to have those changes apply.

(ii) **Online Services.** For Online Services, the Use Rights in effect on the subscription start date will apply for the subscription term as defined in the Product List,

**d. Downgrade rights.** Enrolled Affiliate may use an earlier version of a Product other than Online Services than the version that is current on the effective date of the Enrollment. In that case, the Use Rights for the current version apply to the use of the earlier version. If the earlier Product version includes features that are not in the new version, then the Use Rights applicable to the earlier version apply with respect to those features. *The rights set forth in this section apply to Perpetual Licenses and Subscription Licenses other than Online Services.*

**e. New Version Rights under Software Assurance.** Enrolled Affiliate must *Order* and maintain continuous Software Assurance coverage for each License *Ordered under this Agreement and an applicable Enrollment*. With Software Assurance coverage, Enterprise automatically has the right to use a new version of a licensed Product as soon as it is released, even if Enrolled Affiliate chooses not use the new version immediately.

(i) Except as otherwise permitted under an Enrollment, use of the new version will be subject to the new version's Use Rights.

(ii) If the License for the earlier version of the Product is *Perpetual License* at the time the new version is released, the License for the new version will also be *Perpetual License*. *Perpetual Licenses* obtained through Software Assurance replace any *Perpetual Licenses* for the earlier version.

**f. License confirmation.** This Agreement, the applicable Enrollment, Enrolled Affiliate's *Order* confirmation, and any documentation evidencing transfers of *Perpetual Licenses*, together with proof of payment, will be Enrolled Affiliate's evidence of all Licenses obtained under an Enrollment.

**g. Reorganizations, consolidations and privatizations.** If the number of Licenses covered by an Enrollment changes by more than ten percent as a result of (1) a reorganization, consolidation or privatization of an entity or an operating division, (2) a privatization of an Affiliate or an operating division of Enrolled Affiliate or any of its Affiliates, or (3) a consolidation including a merger with a third party that has an existing agreement or Enrollment, Microsoft will work with Enrolled Affiliate in good faith to determine how to accommodate its changed circumstances in the context of this Agreement.

**4. Making copies of Products and re-imaging rights.**

**a. General.** Enrolled Affiliate may make as many copies of Products as it needs to distribute them within the Enterprise. Copies must be true and complete (including copyright and trademark notices) from master copies obtained from a Microsoft approved fulfillment source. Enrolled Affiliate may use a third party to make these copies, but Enrolled Affiliate agrees it will be responsible for any third party's actions. Enrolled Affiliate agrees to make reasonable efforts to notify its employees, agents, and any other individuals who use the Products that the Products are licensed from Microsoft and subject to the terms of this Agreement.

- b. **Copies for training/evaluation and back-up.** For all Products other than Online Services, Enrolled Affiliate may: (1) use up to 20 complimentary copies of any licensed Product in a dedicated training facility on its premises for purposes of training on that particular Product, (2) use up to 10 complimentary copies of any Products for a 60 day evaluation period, and (3) use one complimentary copy of any licensed Product for back-up or archival purposes for each of its distinct geographic locations. Trials for Online Services may be available if specified in the Use Rights.
- c. **Right to re-image.** In certain cases, re-imaging is permitted using the Product media. If the Microsoft Product is licensed (1) from an original equipment manufacturer (OEM), (2) as a full packaged Product through a retail source, or (3) under another Microsoft program, then media provided under this Agreement may generally be used to create images for use in place of copies provided through that separate source. This right is conditional upon the following:
  - (i) Separate Licenses must be acquired from the separate source for each Product that is re-imaged.
  - (ii) The Product, language, version, and components of the copies made must be identical to the Product, language, version, and all components of the copies they replace and the number of copies or instances of the re-imaged Product permitted remains the same.
  - (iii) Except for copies of an operating system and copies of Products licensed under another Microsoft program, the Product type (e.g., Upgrade or full License) re-imaged must be identical to the Product type licensed from the separate source.
  - (iv) Enrolled Affiliate must adhere to any Product-specific processes or requirements for re-imaging identified in the Product List.

Re-imaged Products remain subject to the terms and use rights of the License acquired from the separate source. This subsection does not create or extend any Microsoft warranty or support obligation.

## **5. Transferring and reassigning Licenses.**

- a. **License transfers.** Enrolled Affiliate may transfer fully-paid *Perpetual* Licenses to:
  - (i) an Affiliate or
  - (ii) an unaffiliated third party in connection with (A) a privatization of an Affiliate or agency or of an operating division of Enrolled Affiliate or an Affiliate, (B) a reorganization, or (C) a consolidation.
- b. **Notification of License Transfer.** Enrolled Affiliate must notify Microsoft of a License transfer by completing a license transfer form, which can be obtained from <http://www.microsoft.com/licensing/contracts> and sending the completed form to Microsoft before the License transfer. No License transfer will be valid unless Enrolled Affiliate provides to the transferee, and the transferee accepts in writing, the applicable Use Rights, use restrictions, limitations of liability (including exclusions and warranty provisions), and the transfer restrictions described in this section. Any License transfer not made in compliance with this section will be void (*i.e., there will be no transfer to the transferee and the License remains with the transferor subject to the License and terms of this Agreement*).
- c. **Internal Assignment of Licenses and Software Assurance.** Licenses and Software Assurance must be assigned to a single user or device within the Enterprise. Licenses and Software Assurance may be reassigned within the Enterprise as described in the Use Rights.

## **6. Term and termination.**

- a. **Term.** The term of this Agreement will be 60 full calendar months from the Effective date unless terminated by either party as described below. Each Enrollment will have the term

provided in that Enrollment. *Following the initial sixty month period, this Agreement may be extended by mutual agreement of the parties for up to five consecutive periods of one year each.*

- b. **Termination without cause.** Either party may terminate this Agreement, without cause, upon 60 days written notice. In the event of termination, new Enrollments will not be accepted, but any existing Enrollment will continue for the term of such Enrollment and will continue to be governed by this Agreement.
- c. **Mid-term termination for non-appropriation of Funds.** *Customer may terminate this Agreement or an Enrollment, or an Enrolled Affiliate may terminate an Enrollment, without liability, penalty or further obligation to make payments if funds to make payments under the Agreement or Enrollment are not appropriated or allocated by the Customer or Enrolled Affiliate, as applicable, for such purpose.*
- d. **Termination for cause.** Without limiting any other remedies it may have, either party may terminate an Enrollment if the other party materially breaches its obligations under this Agreement, including any obligation to submit Orders or pay amounts owed subject to the terms set forth herein, including *the Illinois Procurement Code (30 ILCS 500) and the State Prompt Payment Act (30 ILCS 540)* . Except where the breach is by its nature not curable within 30 days, the terminating party must give the other party 30 days' notice of its intent to terminate and an opportunity to cure the breach.

If Microsoft gives such notice to an Enrolled Affiliate, Microsoft also will give Customer a copy of that notice and Customer agrees to *assist in attempting to resolve the issue*. If the breach affects other Enrollments and cannot be resolved between Microsoft and Enrolled Affiliate, together with Customer's help, within a reasonable period of time, Microsoft may terminate this Agreement and all Enrollments under it. If an Enrolled Affiliate ceases to be Customer's Affiliate, it must promptly notify Microsoft, and Microsoft may terminate the former Affiliate's Enrollment. If an Enrolled Affiliate terminates its Enrollment as a result of a breach by Microsoft, or if Microsoft terminates an Enrollment because Enrolled Affiliate ceases to be Customer's Affiliate, then Enrolled Affiliate will have the early termination rights described in the Enrollment.

- e. **Early termination.** If (1) an Enrolled Affiliate terminates its Enrollment as a result of a breach by Microsoft, or (2) if Microsoft terminates an Enrollment because the Enrolled Affiliate has ceased to be an Affiliate of Customer, or (3) Enrolled Affiliate terminates an Enrollment for non-appropriation of funds, or (4) Microsoft terminates an Enrollment for non-payment due to non-appropriation of funds, then the Enrolled Affiliate will have, *subject to applicable laws and regulations with respect to payment in cases of non-appropriation of funds*, the following options:
  - (i) It may immediately pay the total remaining amount due, including all installments, in which case, the Enrolled Affiliate will have perpetual rights for all *Perpetual Licenses* it has Ordered; or
  - (ii) It may pay only amounts due as of the termination date, in which case the Enrolled Affiliate will have *Perpetual Licenses* for:
    - 1) all copies of Products (including the latest version of Products Ordered under SA coverage in the current term) for which payment has been made in full, and
    - 2) the number of copies of Products it has Ordered (including the latest version of Products Ordered under Software Assurance coverage in current term) that is proportional to the total of installment payments paid versus total amounts due (paid and payable) if the early termination had not occurred.
  - (iii) In the case of Early Termination under Enrollments *that include Subscription Licenses*, Enrolled Affiliate will have the following options:

- 1) For eligible products Enrolled Affiliate may obtain *Perpetual Licenses* as described in the section titled "Buy-out option," provided that Microsoft receives the buy-out Order for those Licenses within 60 days after Enrolled Affiliate provides notice of termination.
- 2) Where not exercising buy-out option, in the event of breach by Microsoft, Microsoft will issue Reseller a credit for any amount paid in advance that would apply after the date of termination.

Nothing in this section shall affect *Perpetual License* rights acquired either in a separate agreement or in a prior term of the terminated Enrollment.

- f. **Effect of termination or expiration.** When an Enrollment expires or is terminated,
- (i) Enrolled Affiliate must Order Licenses for all copies of Products it has run for which it has not previously submitted an Order. *Except for the options provided above in the event of termination of an Enrolled Affiliate's Enrollment, any and all unpaid payments or any Order of any kind, including subscription services, will be required as provided for in this section. Except as provided in the subsection titled "Early termination," all unpaid payments for Licenses immediately will be required as provided for in this section. To the extent applicable to the Enrolled Affiliate, all Orders and payments are subject to the requirements and limitations of, and shall be governed by, the Reseller contract, the Illinois Procurement Code (30 ILCS 500) and the State Prompt Payment Act (30 ILCS 540).*
  - (ii) Enrolled Affiliate's right to Software Assurance benefits under this Agreement ends if it does not renew Software Assurance.
- g. **Modification or termination of an Online Service for regulatory reasons.** Microsoft may modify or terminate an Online Service where there is any current or future government requirement or obligation that: (1) subjects Microsoft to any regulation or requirement not generally applicable to businesses operating there; (2) presents a hardship for Microsoft to continue operating the Online Service without modification; and/or (3) causes Microsoft to believe these terms or the Online Service may conflict with any such requirement or obligation. *If there is a termination of an Online Service as provided for in this Section 6.g., Microsoft will issue Reseller a credit for any amount paid in advance for the Online Service that would apply after the date of termination. Microsoft will use commercially reasonable efforts to resolve the regulatory issue without such a termination, to limit the termination to the impacted Online Services to the extent Microsoft is unable to resolve such regulatory issue.*
- h. **Program updates.** Microsoft may make changes to this *Enterprise Agreement* program that will make it necessary for Customer and its Enrolled Affiliates to enter into new agreements and Enrollments.

## 7. **Use, ownership, and restrictions.**

- a. **Products.** Unless otherwise specified in a supplemental agreement, use of any Product is governed by the Use Rights specific to each Product and version and by the terms of the applicable supplemental agreement.
- b. **Fixes.** Each Fix is licensed under the same terms as the Product to which it applies. If the Fix is not provided for a specific Product, any use terms Microsoft provides with the Fix will apply. If no use terms are provided, Enrolled Affiliate shall have a non-exclusive, perpetual, fully paid-up license to use and reproduce the Fix solely for its internal business use. Enrolled Affiliate may not modify, change the file name or combine any Fix with any non-Microsoft computer code, except as expressly permitted in another agreement.
- c. **Non-Microsoft software and technology.** Enrolled Affiliate is solely responsible for any non-Microsoft software or technology that it installs or uses with the Products or Fixes. Enrolled Affiliate may not install or use non-Microsoft software or technology in any way that would subject Microsoft's intellectual property or technology to obligations beyond those included in this agreement.

- d. **Sample Code.** Upon payment in full, Microsoft grants the Enterprise a non-exclusive, perpetual, non-transferable, license to use and modify any software code that Microsoft provides for purposes of illustration ("Sample Code") and to reproduce and distribute the object code form of the Sample Code for Enrolled Affiliate's internal business purposes only and not to any unaffiliated third party.
- e. **Restrictions on use.** Enrolled Affiliate must not (and must not attempt to) reverse engineer, decompile, or disassemble any Product or Fix. Except as expressly permitted in this agreement, Customer must not (1) separate and run parts of a Product on more than one computer, upgrade or downgrade parts of a Product at different times, or transfer parts of a Product separately; or (2) distribute, sublicense, rent, lease, lend, or host any Product, or Fix.
- f. **Reservation of rights.** All rights not expressly granted are reserved to Microsoft.
- g. **Supportability of Products.** Support for Products is available under the terms of a supplemental agreement, a separate Statement of Services or under the terms set forth at <http://support.microsoft.com/> or a successor site. Premier Support Services, Microsoft Consulting Services, and other professional services may only be purchased under a Microsoft Services Agreement.

## **8. Confidentiality.**

"Confidential Information" is non-public information that is designated "confidential" and is exempt from disclosure under the Illinois Freedom of Information Act (5 ILCS 140), including Customer Data. Confidential Information does not include information that (a) becomes publicly available without a breach of this agreement, (b) was lawfully known or received by the receiving party without an obligation to keep it confidential, (c) is independently developed, or (d) is a comment or suggestion one party volunteers about the other's business, products or services.

Each party will take reasonable steps to protect the other party's Confidential Information and will use the other party's Confidential Information only for purposes of the parties' business relationship under this agreement. Neither party will disclose that Confidential Information to third parties, except to its employees, Affiliates, contractors, advisors and consultants (collectively, "Representatives") and then only on a need-to-know basis under terms at least as protective as this agreement. Each party remains responsible for the use of the Confidential Information by its Representatives and, in the event of the discovery of any unauthorized use or disclosure, must promptly notify the other party.

A party may disclose the other party's Confidential Information if required by law or a court order or other governmental demand that has the force of law. Before doing so, when possible, the disclosing party shall notify the other party (if legally permissible) to enable the other party to seek a protective order.

Neither party is required to restrict work assignments of Representatives who have had access to Confidential Information. Each party agrees that use of information in Representatives' unaided memories in the development or deployment of the parties' respective products or services does not create liability under this agreement or trade secret law, and each party agrees to limit what it discloses to the other accordingly.

These obligations apply for Customer Data until it is deleted from the Online Services, and for all other Confidential Information, for a period of five years after the Confidential Information is received.

## **9. Compliance and applicable laws, privacy, and security.**

- a. Microsoft and Enrolled Affiliate each will comply with all applicable laws and regulations (including applicable security breach notification law). However, Microsoft is not responsible for compliance with any laws applicable to Enrolled Affiliate or Enrolled Affiliate's industry or government function that are not also generally applicable to information technology services providers; provided, however, the forgoing shall not limit Microsoft's obligations as expressly

set forth in the Online Services Terms or in an Enrollment (e.g., as set forth in a Business Associates Agreement or other specific terms included as part of the Enrollment).

- b. Enrolled Affiliate consents to the processing of personal information by Microsoft and its agents to facilitate the subject matter of this Agreement. Enrolled Affiliate will provide such personal information to Microsoft in accordance with applicable laws.
- c. Personal information collected through Products (i) may be transferred, stored and processed in the United States or any other country in which Microsoft or its contractors maintain facilities and (ii) will be subject to the privacy terms specified in the Use Rights, subject to in (i) and (ii) in this Section 9.c. above to applicable federal and Illinois law, rule, and regulation. Microsoft abides by the EU Safe Harbor and the Swiss Safe Harbor frameworks as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of data from the European Union, the European Economic Area, and Switzerland.
- d. **U.S. export jurisdiction.** Products and Fixes are subject to U.S. export jurisdiction. Enrolled Affiliate must comply with all applicable international and national laws, including the U.S. Export Administration Regulations and International Traffic in Arms Regulations, and end-user, end use and destination restrictions issued by U.S. and other governments related to Microsoft products, services and technologies. For additional information related to Microsoft compliance with export rules, see <http://www.microsoft.com/exporting>.

## 10. Warranties.

### a. Limited warranties and remedies.

- (i) **Software.** Microsoft warrants that each version of the Software will perform substantially as described in the applicable Microsoft user documentation for one year from the date Enrolled Affiliate is first licensed for that version. If it does not and Enrolled Affiliate notifies Microsoft within the warranty term, then Microsoft will, at its option (1) return the price paid by Enrolled Affiliate for the Software license, or (2) repair or replace the Software.
- (ii) **Online Services.** Microsoft warrants that each Online Service will perform in accordance with the applicable SLA during Enrolled Affiliate's use. Enrolled Affiliate's remedies for breach of this warranty are in the SLA.

The remedies above are Customer's sole remedies for breach of the warranties in this section.

- b. **Exclusions.** The limited warranties in this section titled "Warranties" do not cover problems caused by accident, abuse, or use in a manner inconsistent with this Agreement, including failure to meet minimum system requirements. These warranties do not apply to free, trial, pre-release, or beta Products, or to components of Products that Enrolled Affiliate is permitted to redistribute.
- c. **DISCLAIMER.** Microsoft provides no other warranties or conditions and disclaims any other express, implied, or statutory warranties, including warranties of merchantability, fitness for a particular purpose, satisfactory quality, title, and non-infringement.

## 11. Defense of third party claims.

- a. **By Microsoft.** Microsoft will defend Enrolled Affiliate against any claims made by a third party not affiliated with Enrolled Affiliate (1) that any Product or Fix infringes its patent, copyright, or trademark or makes unlawful use of its Trade Secret; or (2) that arises from Microsoft's provision of an Online Service in violation of subsection (a) of the section titled "Compliance and applicable laws, privacy, and security" above. Microsoft will pay the amount of any resulting adverse final judgment or approved settlement. These obligations do not apply to the extent that a claim or award is based on:
  - (i) Customer Data, if the infringement would not have occurred but for such Customer Data;

- (ii) non-Microsoft software, if the infringement would not have occurred but for such software;
- (iii) modifications to a Product or Fix Enrolled Affiliate makes or any specifications or materials Enrolled Affiliate provides *if the infringement would not have occurred but for such modifications or specifications*;
- (iv) Enrolled Affiliate's combination of the Product or Fix with (or damages based on the value of) a non-Microsoft product, data, or business process *if the infringement would not have occurred but for such combination*;
- (v) Enrolled Affiliate's use of a Microsoft trademarks without express, written consent or the use or redistribution of a Product or Fix in violation of this Agreement;
- (vi) Enrolled Affiliate's use of a Product or Fix after Microsoft, *in writing*, notifies Enrolled Affiliate to discontinue that use due to a third party claim; or
- (vii) Products or Fixes provided free of charge.

**b. Customer Commitments. Customer agrees that:**

- (i) *Any Customer Data or non-Microsoft software that Microsoft hosts will not infringe on any third party's patent, copyright, or trademark nor make intentional unlawful use of any third party's Trade Secret; and*
- (ii) *Customer will not:*
  - (i) *Provide or make available Customer Data or non-Microsoft software that infringes a third party's patent, copyright, or trademark or makes intentional unlawful use of its Trade Secret;*
  - (ii) *Combine a Product or Fix with a non-Microsoft product, service, data or business process where such combination infringes a third party's patent, copyright, or trademark or makes intentional unlawful use of its Trade Secret;*
  - (iii) *Modify any Product or Fix where such modification infringes a third party's patent, copyright, or trademark or makes intentional unlawful use of its Trade Secret;*
  - (iv) *Redistribute the Product or Fix, or use such Product or Fix for the benefit of any unaffiliated third party;*
  - (v) *Use our trademark(s) without our express written consent to do so; and*
  - (vi) *Intentionally use or disclose a third party's Trade Secret.*

*Any violation of the foregoing will be deemed a material breach of this Agreement.*

- b. Rights and remedies in case of possible infringement or misappropriation.** If Microsoft reasonably believes that a claim under this section may result in a legal bar prohibiting Enrolled Affiliate's use of the Product or Fix, Microsoft will seek to obtain the right for Enrolled Affiliate to keep using it or modify or replace it with a functional equivalent, in which case Enrolled Affiliate must discontinue use of the prior version immediately. If these options are not commercially reasonable, Microsoft may terminate Enrolled Affiliate's right to the Product or Fix and refund any amounts Enrolled Affiliate has paid for those rights to Software or Fixes and, for Online Services, any amount paid for a usage period after the termination date.

- c. **Other terms.** *Enrolled Affiliate* must notify *Microsoft* promptly of any claim subject to the subsection titled "By *Microsoft*," give *Microsoft* sole control over the defense or settlement, and provide reasonable *cooperation* in defending the claim. *Microsoft* will reimburse *Enrolled Affiliate* for reasonable out of pocket expenses that it incurs in providing *cooperation*. Any settlement must be approved in writing by *Microsoft*. The remedies provided in this section titled "Defense of third party claims" are the exclusive remedies for the claims described in this section.

## 12. **Limitation of liability.**

- a. **General.** The total liability of each party, including its Affiliates and contractors, for claims arising under this Agreement is limited to direct damages up to the following amounts (1) for each Product other than Online Services, the amount *Enrolled Affiliate* was required to pay for the Product under this Agreement, and (2) for Online Services, the amount *Enrolled Affiliate* paid for the Online Service during the prior 12 months before the cause of action arose; but in no event will a party's aggregate liability for any Online Service exceed the total amount paid for that Online Service under this Agreement. In the case of Products provided free of charge, previews, or code that *Enrolled Affiliate* is authorized to redistribute to third parties without separate payment to *Microsoft*, *Microsoft*'s liability is limited to direct damages up to U.S. \$5,000. These limitations apply regardless of whether the liability is based on breach of contract, tort (including negligence), strict liability, breach of warranties, or any other legal theory.
- b. **Affiliates and contractors.** *Microsoft* and *Enrolled Affiliate* each agree not to bring any action against the other's Affiliates or contractors in respect of any matter disclaimed on their behalf in this Agreement; provided, however, the parties understand that neither party can bind or limit the Attorney General from carrying out its responsibilities and whether the Attorney General may bring any action against any person or entity. Each party will be responsible for its actions in the event of any breach of this provision.
- c. **EXCLUSION OF CERTAIN DAMAGES.** Neither party nor their Affiliates or contractors will be liable for any indirect, consequential, special or incidental damages, or damages for lost profits, revenues, business interruption, or loss of business information in connection with this agreement, even if advised of the possibility of such damages or if such possibility was reasonably foreseeable.
- d. **Limits.** The limits and exclusions in this section titled "Limitation of liability" do not apply to either party's (1) obligations under the section titled "Defense of third party claims", (2) liability for violation of its confidentiality obligations (except obligations related to Customer Data) or the other party's intellectual property rights, or (3) liability for personal injury or death caused by a party's negligence, or that of its employees or agents, or for fraudulent misrepresentation.

## 13. **Verifying compliance.**

- a. **Right to verify compliance.** *Enrolled Affiliate* must keep accurate and complete records relating to all use and distribution of Products by *Enrolled Affiliate* and its Affiliates. *Microsoft* has the right, to the extent permitted by applicable law, to verify *Enrolled Affiliate* and its Affiliates' compliance with the license terms for Products, at *Microsoft*'s expense.
- b. **Verification process and limitations.** *Microsoft* will provide *Enrolled Affiliate* at least 30 days' notice of its intent to verify compliance. Verification will take place during normal business hours and in a manner that does not interfere unreasonably with *Enrolled Affiliate*'s operations. *Microsoft* will engage a third party independent auditor agreed to by the parties, which will be subject to a confidentiality obligation. *Enrolled Affiliate* must promptly provide the independent auditor with any information the auditor reasonably requests in furtherance of the verification, including access to systems running the Products and evidence of Licenses for Products *Enrolled Affiliate* hosts, sublicenses, or distributes to third parties. *Enrolled Affiliate* agrees to

complete Microsoft's self-audit process, which Microsoft may require as an alternative to a third party audit. Any information collected in the self-audit will be used solely for purposes of determining compliance.

- c. **Remedies for non-compliance.** If verification or self-audit reveals any unlicensed use or distribution, then, *after concurrence of such results by Enrolled Affiliate, (1) Enrolled Affiliate must promptly Order sufficient licenses to cover that use or distribution, in accordance with and subject to the requirements and limitations of the Reseller contract and, as applicable to the Enrolled Affiliate, the Illinois Procurement Code and the State Prompt Payment Act and (2) if unlicensed use or distribution is 5% or more, Enrolled Affiliate must, subject to Illinois law, rule and regulation, including the Illinois procurement code reimburse Microsoft for the cost of the third party auditor Microsoft has incurred in verification and acquire the necessary additional licenses at the then-current Level D price.* The unlicensed use percentage is based on the total number of licenses purchased compared to actual install base. If there is no unlicensed use, Microsoft will not undertake another verification of the same Enrolled Affiliate for at least one year. By exercising the rights and procedures described above, Microsoft does not waive its rights to enforce this Agreement or to protect its intellectual property by any other means permitted by law. *Each Enrolled Affiliate will be responsible for compliance under this section and not for the compliance of other Enrolled Affiliates.*

#### 14. **Miscellaneous.**

- a. **Notices.** Notices to Microsoft must be sent to the Microsoft address on the signature form with a copy sent to the address below. Notices must be in writing and will be treated as delivered on the date shown on the return receipt or on the courier or fax confirmation of delivery. Microsoft may provide information to Enrolled Affiliate about upcoming Ordering deadlines, services, and subscription information in electronic form, including by email to contacts provided by Enrolled Affiliate. Emails will be treated as delivered on the transmission date.

A copy of each notice should be sent to:

Microsoft Corporation  
Legal and Corporate Affairs  
Volume Licensing Group  
One Microsoft Way  
Redmond, WA 98052  
USA

- b. **Assignment.** Either party may assign this Agreement to an Affiliate, but must notify the other party in writing of the assignment. Any other assignment of rights must be approved by the other party in writing. Assignment will not relieve the assigning party of its obligations under the assigned agreement. Any attempted assignment without required approval will be void. *Customer may terminate this agreement in accordance with the Illinois Procurement Code if the assignee Affiliate of Microsoft is a person or entity with which the State of Illinois, through the Chief Procurement Office of the Illinois Executive Ethics Commission, cannot do business.*
- c. **Severability.** If any provision in this agreement is found unenforceable, the balance of the agreement will remain in full force and effect.
- d. **Use of contractors.** Microsoft may use contractors to perform services, but will be responsible for their performance subject to the terms of this Agreement.

- e. **Waiver.** Failure to enforce any provision of this agreement will not constitute a waiver. Any waiver must be in writing and signed by the waiving party.
- f. **Applicable law; dispute resolution.** The terms of this Agreement will be governed by the laws of Customer's state, without giving effect to its conflict of laws.
- g. **This Agreement is not exclusive.** Customer and its Affiliates are free to enter into agreements to license, use or promote non-Microsoft software.
- h. **Entire agreement.** This Agreement, the Product List, all Enrollments under this Agreement, *including without limitation any applicable Supplemental Terms on Illinois procurement laws, rules and regulations included as part of the Enrollment*, and the Use Rights constitute the entire agreement concerning the subject matter and supersede any prior or contemporaneous communications.
- i. **Order of precedence.** In the case of a conflict between any documents in this Agreement that is not expressly resolved in those documents, their terms will control in the following order of descending priority: (1) this Enterprise Agreement, (2) any Enrollment, (3) the Product List, (4) the Use Rights, (5) *Orders* submitted under this Agreement, and (6) any other documents in this Agreement. Terms in an amendment control over the amended document and any prior amendments concerning the same subject matter.
- j. **Survival.** Provisions regarding ownership and license rights, fees, Use Rights, restrictions on use, evidence of *Perpetual Licenses*, transfer of licenses, warranties, defense of third party claims, limitations of liability, confidentiality, compliance verification, obligations on termination or expiration and the other provisions in this section entitled "Miscellaneous" will survive termination or expiration of this Agreement.
- k. **No transfer of ownership.** Microsoft does not transfer any ownership rights in any licensed Product. The Products are protected by copyright and other intellectual property rights laws and international treaties.
- l. **Free Products.** It is Microsoft's intent that the terms of this Agreement and the Use Rights be in compliance with all applicable federal law and regulations. Any free Product provided to Enrolled Affiliate is for the sole use and benefit of the Enrolled Affiliate, and is not provided for use by or personal benefit of any specific government employee.
- m. **Amendments.** Any amendment to this Agreement must be executed by both parties, except that Microsoft may change the Product List and the Use Rights in accordance with the terms of this Agreement. Any conflicting terms and conditions contained in a purchase order will not apply; *provided, however, Customer may enter into additional or different terms with the Reseller that bind the Reseller but not Microsoft.* Microsoft may require Customer to sign a new agreement or an amendment before an Enrolled Affiliate enters into an Enrollment under this agreement.
- n. **Resellers and other third parties cannot bind Microsoft.** Resellers and other third parties do not have authority to bind or impose any obligation or liability on Microsoft.
- o. **Voluntary Product Accessibility Templates.** Microsoft supports the government's obligation to provide accessible technologies to its citizens with disabilities as required by Section 508 of the Rehabilitation Act of 1973, and its state law counterparts. The Voluntary Product Accessibility Templates ("VPATs") for the Microsoft technologies used in providing the online services can be found at Microsoft's VPAT page. Further information regarding Microsoft's commitment to accessibility can be found at <http://www.microsoft.com/enable>.
- p. **Natural disaster.** In the event of a "natural disaster," Microsoft may provide additional assistance or rights by posting them on <http://www.microsoft.com> at such time.
- q. **Calendar days.** Any reference in this Agreement or an Enrollment to a "day" means a calendar day, except references that specify "business day".