

5. CONSENT AGENDA 3. PURCHASING

5.3.6. APPLICANT RECORDS DATABASE ACCESS

Lead Staff: Sue Fay, Chief Human Resources Officer

Funding Source: FY26 budget

Funding Request: \$51,258.00

Vendor	Amount
PeopleAdmin	\$51,258.00

Explanation of Purchase: This purchase is for access to applicant records and job descriptions from October 2013 through December 2024, to ensure record retention compliance.

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software or services and telecommunications and inter-connect equipment, software and services are exempt from the competitive bidding process.

Recommendation: Approve purchase of a three-year contract from October 1, 2025, to September 30, 2028, with PeopleAdmin of Austin, TX in a not-to-exceed amount of \$51,258.00.