

**Weber School District**  
**Technical Services**

# Memo

**To:** Superintendent Gina Butters, Weber School District Board of Education  
**From:** Dr. Jennifer Boyer-Thurgood, Technical Services Director  
**CC:** Brock Mitchell, Dax Teuscher  
**Date:** September 3, 2025  
**Re:** Purchase Request- Incident IQ

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The Incident IQ software is due for renewal on October 21, 2025. The software program is our ticketing system that provides teachers and staff the ability to easily create technology support tickets. These tickets can then be efficiently routed to the Technology, Maintenance and DT&L departments. This allows each department to seamlessly manage the needs of all locations within the district.

At this time, I am requesting board approval for the renewal of our Incident IQ software for . The annual cost of this purchase will be \$138,346.21. We will be purchasing directly from the vendor, which is less than the State Contract price. All Weber School District procurement guidelines will be followed for this purchase.

Thank you for your consideration of this purchase. As always I appreciate your continued support of technology in the district. If I can provide further clarification or answers to questions, please contact me at 801-476-7980.

Thank you,

*Dr. Jennifer Boyer-Thurgood*

Dr. Jennifer Boyer-Thurgood  
Director of Technical Services