

On Wed, May 27, 2026 at 2:55 PM Tessa Monroe <tessa@databranchusa.com> wrote:

Hello,

The Data Branch is submitting a public records request for records relating to vendor purchases.

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

Scope of Request:

All products from School Asset Manager, Collaborative Student Transportation, Prismatic Services Inc, Lead Public Schools, buildEd, and Transpar Group.

We aim to find records from 2022 to now that would reflect the pricing structure of any engagement with the above vendors. This may include subscription or licensing terms, implementation fees, and/or per-unit costs.

Relevant records may include:

- Contracts, service agreements, and order forms
- Purchase orders involving the above vendors
- RFP or solicitation documents
- Task orders issued under cooperative purchasing agreements

We are flexible on format and can accept records in whichever way your office already keeps them, such as:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any existing summary-level purchasing records your office already maintains

Where portions of the requested records may be withheld under an applicable exemption, we ask that all reasonably segregable non-exempt portions still be produced.

Please note that this request *is* for commercial purposes. We are glad to follow any applicable policies or procedures Summit Hill SD 161 has in place for handling public records requests, and we are open to narrowing, clarifying, or otherwise adjusting the request to ease the burden on your office.

Please direct all records to my colleague Takeshi Araki at:

Email: takeshi.araki@thedatabranch.com

Phone: (302) 585-3132

Address: 1111B S Governors Ave STE 21033, Dover, DE 19904

We appreciate your attention to this matter and look forward to your prompt response. If this request has been directed to the wrong agency or department, kindly advise or forward it to the appropriate custodian. Thank you for your cooperation.

Thank you,

Tessa Monroe

The Data Branch