

On Wed, Jun 3, 2026 at 11:39 AM Scarlett Perry <scarlett@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 CDW-G, AG Parts, K-12 Tech, and Vivacity Tech

We are interested in records from 2022 to now that document the financial terms of any engagement with the vendors listed above. Where available, this may include per-unit pricing, subscription or licensing fees, and any implementation or onboarding 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

If portions of the requested records are exempt from disclosure, please provide all segregable non-exempt portions.

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 send records to my colleague Thatcher Milligan (who handles record intake) at the following:

Email: thatcher.milligan@thedatabranch.com

Phone: (302) 585-3132

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

We look forward to your timely response and appreciate your attention to this request. Should it have been directed to the wrong agency or department, please advise or pass it along to the appropriate custodian. Thank you for your cooperation.

Best regards,

Scarlett Perry

The Data Branch