

On Fri, Jul 31, 2026 at 11:10 AM Daniel Forest <daniel@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: Apptegy, Finalsight, and ParentSquare

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.

The types of records we are interested in include:

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

We are glad to accept records in whatever format your office finds easiest to produce, including:

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

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 School District No. 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.

Responsive records should be sent to Daniel Forest at the following:

Email: daniel@databranchusa.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,

Daniel Forest

The Data Branch

Where these records go: The Data Branch is building a national reference of public purchasing records gathered from public sources across the country. When it launches at thedatabranch.com, the app will help public agencies compare what peer agencies paid for similar products and services. Records from your agency will contribute to this shared resource. Please feel free to share it with your purchasing or finance team.