

From: **Ashton Rutherford** <ashton@databranchus.com>
Date: Thu, Jul 2, 2026, 7:14 PM
Subject: FOIA Request - Meridian CUSD 223 [Ref: Carlton Hoag]
To: mplourde@mail.meridian223.org <mplourde@mail.meridian223.org>
Cc: carlton.hoag@thedatabranch.com <carlton.hoag@thedatabranch.com>

Hello,

The Data Branch is submitting a public records request for vendor procurement records.

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

Scope of Request:

All products from: Helios Ed/Core, Droplet, Docusign.

We are looking for records from 2022 to now that capture the pricing details of any engagement, which may include (where applicable) subscription terms, licensing fees, per-unit costs, and implementation charges.

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

To keep this easy on your office, we are happy to receive records in whichever of the following formats works best:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any 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.

This request *is* being made for commercial purposes. We are committed to complying with any applicable procedures Meridian CUSD 223 follows for public records requests, and we are happy to refine or scope down the request if that would make fulfillment more manageable.

Records can be sent to my colleague Carlton Hoag, who manages record intake for The Data Branch, at the following:

Email: carlton.hoag@thedatabranch.com

Phone: (302) 585-3132