

On Sun, Jun 7, 2026 at 10:11 AM Sydney Prescott <sydney@databranchusa.com> wrote:

Dear Records Custodian,

The Data Branch is submitting a public records request for records pertaining to vendor procurement and purchasing activity.

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

Scope of Request:

All products from: Apptegy, Finalsite, ParentSquare, SchoolMessenger, and Blackboard Inc

We are seeking records from 2022 to now that reflect the pricing structure of any such engagement, including (if available), per-unit costs, subscription or licensing terms, and/or implementation fees.

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

To make fulfillment as easy as possible, we are willing to receive records in whatever format is most convenient, including:

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

If any part of the requested records is exempt, kindly redact only the exempt material and provide the remaining segregable portions.

This request *is* being made for commercial purposes. We are committed to complying with any applicable procedures Summit Hill SD 161 follows for public records requests, and we are happy to refine or scope down the request if that would make fulfillment more manageable.

Please send records to my colleague Ward Farrar (who handles record intake) at the following:

Email: ward.farrar@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.

Sincerely,

Sydney Prescott

The Data Branch