

**From:** ahester@thedatabranch.com <ahester@thedatabranch.com>

**Sent:** Saturday, January 10, 2026 12:07 PM

**To:** Melissa Bradford <MBradford@dps61.org>

**Subject:** Records Request - Vendor Contract Data (if existing) - Decatur SD 61

Dear Public Records Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140) - The Data Branch is hereby submitting a public records request to your K-12 public school district for purchasing and expenditure data. Specifically, we request a spreadsheet or equivalent file containing all purchases or contracts issued between January 1, 2023, and the present.

**Requested Details (if readily accessible)**

We are requesting confirmation of whether your district currently contracts with any of the following vendors, and if so, a copy of the signed contract or agreement:

**ITSM (IT Service Management) Providers:**

- One to One Plus
- Follett (Destiny / MasterLibrary)
- Freshworks / Freshdesk
- K-12 Insight
- ServiceNow
- Frontline
- Hayes
- Zendesk
- Asset Tiger
- Asset Panda
- Spiceworks

**CMMS (Computerized Maintenance Management System) Providers:**

- FMX
- Brightly / SchoolDude
- MasterLibrary
- Facilitron
- Operations Hero
- MaintainX

For each vendor category, please respond as follows:

- If you currently contract with any listed vendor, please provide the signed contract or agreement
- If you do not contract with any listed vendor but use a different ITSM or CMMS provider, please confirm the name of your current provider
- If you do not use any ITSM or CMMS provider, please confirm this in your response

**Preferred Format & Delivery**

We understand recordkeeping systems vary across districts. We are fully willing to receive:

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

**Scope of Request**

We are seeking records that reflect purchasing or procurement activity conducted by any school, department, office, division, or administrative unit within your district.

**Commercial Nature & Flexibility**

This request is for commercial research purposes. We are happy to comply with all applicable district policies and procedures and are willing to narrow, clarify, or adjust the request to make fulfillment easier for your office.

**Contact Information**

My name is Allison Hester

Email: [ahester@thedatabranch.com](mailto:ahester@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. Please confirm receipt of this request and provide an estimated date for the delivery of the requested records.

**Thank you for your cooperation.**

Sincerely,

The Data Branch Research Team