

**From:** Tessa Monroe <tessa@databranchusa.com>  
**Sent:** Wednesday, June 3, 2026 11:20 AM  
**To:** Melissa Bradford <MBradford@dps61.org>  
**Cc:** tatiana.paganini@thedatabranch.com  
**Subject:** FOIA Request - Decatur SD 61 [Ref: Tatiana Paganini]

Hello,  
The Data Branch is writing to submit a public records request regarding vendor procurement records.

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.

Specifically, we are seeking:

- Contracts, service agreements, or order forms
- Purchase orders tied to the listed vendors
- RFP or solicitation documents
- Task orders issued against 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

To the extent any portion of the requested records is exempt from disclosure, we ask that the remaining non-exempt segregable portions be released.

Please note that this request *is* for commercial purposes. We are glad to follow any applicable policies or procedures Decatur SD 61 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 Tatiana Paganini (who handles record intake) at the following:

Email: [tatiana.paganini@thedatabranch.com](mailto:tatiana.paganini@thedatabranch.com)  
Phone: (302) 585-3132  
Address: 1111B S Governors Ave STE 21033, Dover, DE 19904

Thank you for your attention to this request and we look forward to a prompt reply. If this office is not the correct custodian, please forward the request to the right agency or department, or advise us where to direct it. We appreciate your cooperation.

Thank you,

Tessa Monroe  
The Data Branch