

From: Daniel Forest <daniel@databranchusa.com>
Sent: Monday, June 15, 2026 9:53 AM
To: Melissa Bradford <MBradford@dps61.org>
Cc: aria.bickford@thedatabranch.com
Subject: FOIA Request - Decatur SD 61 [Ref: Aria Bickford]

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: CDW Government, Xerox, and MGT Impact Solutions (MGT Consulting), as well as College and Career Readiness from Lead Public Schools

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

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

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 submitted for commercial purposes. We are willing to work within whatever procedures Decatur SD 61 uses for handling such requests, and are happy to clarify, narrow, or adjust the scope to reduce the burden on your office.

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

Email: aria.bickford@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.

Thank you,

Daniel Forest
The Data Branch