

From: Andrew Caldwell <andrew@databranchusa.com>
Sent: Friday, June 19, 2026 7:28 PM
To: Melissa Bradford <MBradford@dps61.org>
Cc: cara.sherrill@thedatabranch.com
Subject: FOIA Request - Decatur SD 61 [Ref: Cara Sherrill]

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: ESS/ESI, Kokua Education, Scoot Education, Zed Educate, and BuildEd 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.

We are looking for the following types of records:

- Contracts, service agreements, order forms
- Purchase orders relating to the above 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

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.

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 Cara Sherrill (who handles record intake) at the following:

Email: cara.sherrill@thedatabranch.com

Phone: (302) 585-3132

Address: 1111B S Governors Ave STE 21033, Dover, DE 19904

We look forward to your timely response and appreciate your attention to this request. Should it have been directed to the wrong agency or department, please advise or pass it along to the appropriate custodian.

Thank you for your cooperation.

With thanks,

Andrew Caldwell
The Data Branch Research Team