

From: Lydia Carmichael <lydia@databranchus.com>
Sent: Tuesday, July 7, 2026 5:40 PM
To: Melissa Bradford <MBradford@dps61.org>
Cc: maddie.garner@thedatabranch.com
Subject: FOIA Request - Decatur SD 61 [Ref: Maddie Garner]

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: Rapid Identity, Tools4Ever, Classlink, Clever, Learn21, ManageAD, Tenfold Security, CPSI Publishing. 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

If portions of the responsive records fall under an exemption, please withhold only those portions and produce the rest.

For full transparency, this request is for commercial purposes. We will gladly adhere to any policies or procedures Decatur SD 61 has in place for public records requests, and are open to narrowing, clarifying, or modifying the request to make fulfillment easier on your end.

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

Email: maddie.garner@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.

Sincerely,

Lydia Carmichael
The Data Branch