

Meeting Members:
Gary Pilafas, Chairperson
Anna Newell, Vice Chairperson
Michael Gaeta, Trustee
Karen Mills, Trustee
Gary Stanton, Trustee
Karen Arnet, Trustee
William McLeod, Mayor

Village of Hoffman Estates

Finance Committee Meeting Agenda

February 27, 2023

7:00 p.m. - Board Room

Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169

I. Roll Call

II. Approval of Minutes -January 23, 2023

NEW BUSINESS

1. Request authorization to waive formal bidding and award a three year contract to Comcast Cable Communications Management, LLC (Comcast) for internet services in an amount not to exceed \$35,093.45.
2. Request authorization to renew the Central Square Annual Subscription Agreement between Superior, LLC, a Central Square Technology Company and the Village of Hoffman Estates for a term of one year at a subscription cost of \$166,644.01.
3. Request authorization to amend the enterprise agreement with Dell, Inc. to migrate to Government Office 365 in an amount not to exceed \$120,919.80.

REPORTS (INFORMATION ONLY)

1. Finance Department Monthly Report (request for deferral)
2. Information Technology Department Monthly Report
3. NOW Arena Monthly Report

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

FINANCE COMMITTEE MEETING MINUTES

January 23, 2023

I. Roll call

Members in Attendance:

**Gary Pilafas, Chair
Anna Newell, Vice Chairperson
Karen Mills, Trustee
Gary Stanton, Trustee
Karen Arnet, Trustee
William McLeod, Mayor**

Members Telephonic:

Michael Gaeta, Trustee

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Jana Dickson, Asst. Corporation Counsel
Al Wenderski, Director of Engineering
Kasia Cawley, Police Chief
Alan Wax, Fire Chief
Darek Raszka, Director of IT
Rachel Musiala, Finance Director
Joe Nebel, Director of Public Works
Audra Marks, Asst. Director of HHS
Suzanne Ostrovsky, Asst. Village Mgr.
Ric Signorella, CATV Coordinator
Sarah Marcucci, EMS Coordinator
Ben Gibbs, NOW Arena GM**

The Finance Committee meeting was called to order at 7:20 p.m.

II. Approval of Minutes – November 22, 2022 (Special), December 12, 2022, and January 2, 2023 (Special)

Motion by Trustee Arnet, seconded by Trustee Stanton, to approve the Special Finance Meeting minutes from November 22, 2022. Roll call vote taken. All ayes. (Abstain: Mills, Gaeta). Motion carried.

Motion by Trustee Arnet, seconded by Trustee Mills, to approve the Finance Meeting minutes from December 12, 2022. Roll call vote taken. All ayes. Motion carried.

Motion by Trustee Arnet, seconded by Mayor McLeod, to approve the Special Finance Meeting minutes from January 8, 2023. Roll call vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of an ordinance establishing hire back rates for Police and Fire personnel for the period February 7th through December 31st 2023.**

An item summary sheet from Rachel Musiala was presented to Committee.

Motion by Trustee Stanton, seconded by Mayor McLeod, for an ordinance establishing hire back rates for Police and Fire personnel for the period February 7th through December 31st 2023. Roll call vote taken. All ayes. Motion carried.

2. Request authorization to award a multi-year contract to Modern Midways, Inc., Steger, IL for carnival services for the Northwest Fourth Fest.

An item summary sheet from Dan O’Malley was presented to Committee.

Motion by Mayor McLeod seconded by Trustee Stanton, to award a multi-year contract to Modern Midways, Inc., Steger, IL for carnival services for the Northwest Fourth Fest. Roll call vote taken. All ayes. Motion carried.

REPORTS ONLY

1. Finance Department Monthly Report (November and December).

The Finance Department Monthly Report for November and December was received and filed.

2. Information System Department Monthly Report.

The Information System Department Monthly Report was received and filed.

3. NOW Arena Monthly Report (December and January).

The NOW Arena Monthly Report for December and January was received and filed.

- I. President’s Report**
- II. Other**
- III. Items in Review**
- IV. Adjournment**

Motion by Trustee Arnet, seconded by Trustee Mills, to adjourn the meeting at 7:25 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Director of Operations/
Outreach, Office of the Mayor & Board

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to waive formal bidding and award a three-year contract to Comcast Cable Communications Management, LLC (Comcast) for internet services in an amount not to exceed \$35,093.45.

MEETING DATE: February 27, 2023

COMMITTEE: Finance Committee

FROM: Darek Raszka, Director of Information Technology

PURPOSE: Request authorization to waive bidding and award a three-year contract to Comcast Cable Communications Management, LLC for internet services (Village internal connection, public internet access in Village buildings, Police Department investigations, and backup link for Fire Station 23).

BACKGROUND: There are four Comcast connections included in this item. To ensure redundancy and continued service, the Village uses Comcast internet services as one of the three primary connections to the internet for internal use. (The other two primary connections are provided by NIU and DLS, a reseller of AT&T services.) The second Comcast connection terminates at the Village Hall and serves as public internet access in Village buildings. The Comcast connection located at the Police Department is used by the investigations department. The last connection is a backup for Fire Station 23.

DISCUSSION: The attached, new three-year agreements will provide a set of tangible Service Level Agreements that include guarantees on system availability. Furthermore, the new contract includes increased download speeds on three out of the four connections from 150Mbps to 1.25 Gbps, and from 20Mbps to 50 Mbps at the Police Department. This vastly improves speeds for users and increases productivity throughout the organization. In addition to higher speeds, by signing the new contract, the Village will save \$2,651.47 over the course of 36 months.

Location	Months 1-24 (monthly)	Months 25-36 (monthly)	One-time fee	Current prices (out of contract)
Public Internet	\$282.85	\$327.85	\$129.95	\$346.87
VH Main	\$269.90	\$314.90	\$59.95	\$314.85
PD	\$99.95	\$124.95	\$0	\$81.90
FD23	\$259.90	\$304.90	\$129.95	\$304.85
Total for time periods	\$21,902.40	\$12,871.20	\$319.85	
Total cost for 36 months	\$35,093.45			\$37,744.92
Savings over 36 months	\$ 2,651.47			

FINANCIAL IMPACT: Funding for this item is included in the Village’s approved (2023) budget (47008524-4542).

RECOMMENDATION: To renew the three-year agreement with Comcast Cable Communications Management, LLC (Comcast) to provide internet services in an amount not to exceed \$35,093.45.

Attachments: Draft contracts



COMCAST BUSINESS SERVICE ORDER

Company Name: Hoffman Estates IT Order # 33447194

Service Location: 1900 HASSELL RD **Billing Location:** 1900 HASSELL RD

Address 1 1900 HASSELL RD Address 1 1900 HASSELL RD

Address 2 OFC 3 Address 2 OFC 3

City HOFFMAN ESTATES City HOFFMAN ESTATES

State IL State IL

Zip 60169 Zip 60169

Primary Contact Name Darek Raszka Billing Contact Name Darek Raszka

Primary Contact Phone (847) 781-4875 Billing Contact Phone (847) 781-4875

Primary Contact Email darek.raszka@hoffmanestates.org Billing Contact Email darek.raszka@hoffmanestates.org

Service Term 36 Months Tax Exempt Yes

Package Code: \$210Data_SE_GigabitExtraPkg_3yr Promo Code:

Package & Promotion Details

Data, SecurityEdge Package for discounted rate of \$210 for months 1-24, increasing to \$255 for months 25-36, increasing to then regular rate in month 37. Package includes Business Internet Gigabit Extra (download speed up to 1.25 Gbps) and SecurityEdge. 3 year term agreement required. Additional \$10 MRC discount with enrollment in EcoBill paperless billing and automatic payments through Comcast's self-service online tool via <https://business.comcast.com/myaccount> within 30 days of service installation. If either EcoBill paperless billing or automatic payment service is cancelled during the promo, the monthly service charge automatically increases by \$10.00. \$20 mobile discount limited to customers with Comcast Business Internet Standard service or higher. Discount applied to Comcast Business Internet bill for 36 months with activation of one Comcast Business Mobile line within 90 days of Internet service installation. After 36 months, or if any of the package services or mobile service are cancelled or downgraded, the \$20.00 discount will be removed. Limit one discount per account regardless of number of lines activated. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.

Customer Initials

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, SecurityEdge Package	Business Internet Gigabit Extra (download speeds up to 1.25 Gbps)	1	\$ 210.00	\$ 0.00
	SecurityEdge	1		

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Equipment Fee			
Package Equipment Fee	1	\$ 19.95	
Business Video			
TV Basic	1	\$ 42.95	
Equipment - TV Adaptor (DTA)	1	\$ 9.95	
Additional Fees			
Standard Installation Fee / Change of Service Fee	1		\$ 129.95
Total Additional Charge		\$ 72.85	\$ 129.95

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service Order	\$ 282.85	\$ 129.95



COMCAST BUSINESS SERVICE ORDER

Company Name: Hoffman Estates IT **Order #** 33447194

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

General Special Instructions

AGREEMENT

1. This Comcast Business Service Order Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to the above-named customer ("Customer"). This Agreement consists of this document (this "SOA"), the Business Services Customer Terms and Conditions (the "Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, the order of precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions. The Terms and Conditions are located at <https://business.comcast.com/terms-conditions-smb>. Capitalized terms not otherwise defined in this SOA shall have the meaning ascribed to them in the Terms and Conditions. Use of the Services is also subject to the then-current Acceptable Use Policy for High-Speed Internet Services (the "AUP") located at <https://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the then-current Privacy Statement (the "Privacy Policy") located at <https://business.comcast.com/privacy-statement> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a thirty (30) day money back guarantee. If within the first thirty (30) days following installation of a new Service, Customer is not completely satisfied, Customer may cancel the Service and Comcast will issue a refund for the monthly recurring charge paid for the first thirty (30) days of Service, excluding any custom installation fees, voice usage charges, fees, taxes, surcharges and optional service fees. Customer will be charged for any non-refundable fees and other charges. In order to be eligible for the refund, Customer must cancel the new Service within thirty (30) days of installation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If Customer uses the Service in the first thirty (30) days, Customer will be refunded its subscription fees, but charged the applicable one-time fee. For the avoidance of doubt, this money back guarantee does not apply to renewals of an existing Service.

3. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

CUSTOMER SIGNATURE
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx
Signature _____
Name <u>Eric Palm</u>
Title <u>Village Manager</u>
Date _____

FOR COMCAST USE ONLY	
Sales Representative	<u>Logan Foster</u>
Sales Representative Code	_____
Sales Manager Name	<u>Edgar Garcia</u>
Sales Manager Approval	_____
Division	<u>Central</u>



COMCAST BUSINESS SERVICE ORDER

Company Name: Hoffman Estates IT Order # 33447194

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net	<input type="text" value="No"/>	Equipment	<input type="text" value="Comcast Owned"/>
Number of Static Ips	<input type="text" value="0"/>	Business Web	<input type="text" value="No"/>

BUSINESS VIDEO CONFIGURATION DETAILS

Outlet Details	Location	Outlet Type
Outlet 1 - Primary	Outlet - 1	TV Adaptor (DTA)

Service Location Occupancy*	
<input type="text"/>	
<small>* Occupancy required for public view</small>	
Additional Comments	
<input type="text"/>	
OUTLETS 9 & UP	QUANTITY
TV Box + Remote	0

In Process



COMCAST BUSINESS SERVICE ORDER

Company Name: Village of Hoffman Estates Order # 33448302

Service Location:

Address 1 1900 HASSELL RD
 Address 2 OFC
 City HOFFMAN ESTATES
 State IL
 Zip 60169

Primary Contact Name Darek Raszka
 Primary Contact Phone (847) 781-4875
 Primary Contact Email darek.raszka@hoffmanestates.org

Service Term 36 Months

Package Code: \$210Data_SE_GigabitExtraPkg_3yr

Billing Location:

Address 1 1900 HASSELL RD
 Address 2
 City HOFFMAN ESTATES
 State IL
 Zip 60169

Billing Contact Name Darek Raszka
 Billing Contact Phone (847) 781-4875
 Billing Contact Email darek.raszka@hoffmanestates.org

Tax Exempt Yes

Promo Code:

Package & Promotion Details

Data, SecurityEdge Package for discounted rate of \$210 for months 1-24, increasing to \$255 for months 25-36, increasing to then regular rate in month 37. Package includes Business Internet Gigabit Extra (download speed up to 1.25 Gbps) and SecurityEdge. 3 year term agreement required. Additional \$10 MRC discount with enrollment in EcoBill paperless billing and automatic payments through Comcast's self-service online tool via <https://business.comcast.com/myaccount> within 30 days of service installation. If either EcoBill paperless billing or automatic payment service is cancelled during the promo, the monthly service charge automatically increases by \$10.00. \$20 mobile discount limited to customers with Comcast Business Internet Standard service or higher. Discount applied to Comcast Business Internet bill for 36 months with activation of one Comcast Business Mobile line within 90 days of Internet service installation. After 36 months, or if any of the package services or mobile service are cancelled or downgraded, the \$20.00 discount will be removed. Limit one discount per account regardless of number of lines activated. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.

Customer Initials _____

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, SecurityEdge Package	Business Internet Gigabit Extra (download speeds up to 1.25 Gbps)	1	\$ 210.00	\$ 0.00
	SecurityEdge	1		

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Business Internet			
Static IP -13	1	\$ 39.95	
Equipment Fee			
Package Equipment Fee	1	\$ 19.95	
Additional Fees			
Standard Installation Fee / Change of Service Fee	1		\$ 59.95
Total Additional Charge		\$ 59.90	\$ 59.95

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service Order	\$ 269.90	\$ 59.95



COMCAST BUSINESS SERVICE ORDER

Company Name: Village of Hoffman Estates **Order #** 33448302

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3. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

CUSTOMER SIGNATURE
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx
Signature
Name <u>Eric Palm</u>
Title <u>Village Manager</u>
Date

FOR COMCAST USE ONLY	
Sales Representative	<u>Logan Foster</u>
Sales Representative Code	
Sales Manager Name	<u>Edgar Garcia</u>
Sales Manager Approval	
Division	<u>Central</u>



COMCAST BUSINESS SERVICE ORDER

Company Name: Village of Hoffman Estates Order # 33448302

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net	<input type="text" value="No"/>	Equipment	<input type="text" value="Comcast Owned"/>
Number of Static Ips	<input type="text" value="13"/>	Business Web	<input type="text" value="No"/>

In Process



COMCAST BUSINESS SERVICE ORDER

Company Name: POLICE DEPTVLGE HOFFMAN **Order #** 33450063

Service Location:		Billing Location:	
Address 1	411 W HIGGINS RD	Address 1	411 W HIGGINS RD
Address 2	OFC 1	Address 2	OFC 1
City	HOFFMAN ESTATES	City	HOFFMAN ESTATES
State	IL	State	IL
Zip	60169	Zip	60169
Primary Contact Name	Darek Raszka	Billing Contact Name	Darek Raszka
Primary Contact Phone	(847) 781-4875	Billing Contact Phone	(847) 781-4875
Primary Contact Email	darek.raszka@hoffmanestates.org	Billing Contact Email	darek.raszka@hoffmanestates.org
Service Term	36 Months	Tax Exempt	Yes
Package Code:	\$80Data_SE_EssentialPkg_3yr	Promo Code:	

Package & Promotion Details

Data, SecurityEdge Package for discounted rate of \$80 for months 1-24, increasing to \$105 for months 25-36, increasing to then regular rate in month 37. Package includes Business Internet Essential (download speed up to 50 Mbps) and SecurityEdge. 3 year term agreement required. Additional \$10 MRC discount with enrollment in EcoBill paperless billing and automatic payments through Comcast's self-service online tool via https://business.comcast.com/myaccount within 30 days of service installation. If either EcoBill paperless billing or automatic payment service is cancelled during the promo, the monthly service charge automatically increases by \$10.00. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.

<i>Customer Initials</i>

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, SecurityEdge Package	Business Internet Essential	1	\$ 80.00	\$ 0.00
	SecurityEdge	1		

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Equipment Fee			
Package Equipment Fee	1	\$ 19.95	
Additional Fees			
Standard Installation Fee / Change of Service Fee	1		\$ 0.00
Total Additional Charge		\$ 19.95	\$ 0.00

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service Order	\$ 99.95	\$ 0.00



COMCAST BUSINESS SERVICE ORDER

Company Name: POLICE DEPTVLGE HOFFMAN **Order #** 33450063

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CUSTOMER SIGNATURE	
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx	
Signature	
Name	Eric Palm
Title	Village Manger
Date	

FOR COMCAST USE ONLY	
Sales Representative	<u>Logan Foster</u>
Sales Representative Code	
Sales Manager Name	<u>Edgar Garcia</u>
Sales Manager Approval	<u>Maxx Holland</u>
Division	<u>Central</u>



COMCAST BUSINESS SERVICE ORDER

Company Name: POLICE DEPTVLGE HOFFMAN Order # 33450063

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net	<input type="text" value="No"/>	Equipment	<input type="text" value="Comcast Owned"/>
Number of Static Ips	<input type="text" value="0"/>	Business Web	<input type="text" value="No"/>

In Process



COMCAST BUSINESS SERVICE ORDER

Company Name: Village of Hoffman Estates Order # 33451253

Service Location: 1300 WESTBURY DR **Billing Location:** 1300 WESTBURY DR

Address 1 1300 WESTBURY DR Address 1 1300 WESTBURY DR

Address 2 Address 2

City HOFFMAN ESTATES City HOFFMAN ESTATES

State IL State IL

Zip 60192 Zip 60192

Primary Contact Name Darek Raszka Billing Contact Name Darek Raszka

Primary Contact Phone (847) 781-4875 Billing Contact Phone (847) 781-4875

Primary Contact Email darek.raszka@hoffmanestates.org Billing Contact Email darek.raszka@hoffmanestates.org

Service Term 36 Months Tax Exempt Yes

Package Code: \$210Data_SE_GigabitExtraPkg_3yr Promo Code:

Package & Promotion Details

Data, SecurityEdge Package for discounted rate of \$210 for months 1-24, increasing to \$255 for months 25-36, increasing to then regular rate in month 37. Package includes Business Internet Gigabit Extra (download speed up to 1.25 Gbps) and SecurityEdge. 3 year term agreement required. Additional \$10 MRC discount with enrollment in EcoBill paperless billing and automatic payments through Comcast's self-service online tool via <https://business.comcast.com/myaccount> within 30 days of service installation. If either EcoBill paperless billing or automatic payment service is cancelled during the promo, the monthly service charge automatically increases by \$10.00. \$20 mobile discount limited to customers with Comcast Business Internet Standard service or higher. Discount applied to Comcast Business Internet bill for 36 months with activation of one Comcast Business Mobile line within 90 days of Internet service installation. After 36 months, or if any of the package services or mobile service are cancelled or downgraded, the \$20.00 discount will be removed. Limit one discount per account regardless of number of lines activated. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.

Customer Initials _____

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Data, SecurityEdge Package	Business Internet Gigabit Extra (download speeds up to 1.25 Gbps)	1	\$ 210.00	\$ 0.00
	SecurityEdge	1		

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Business Internet			
Static IP -5	1	\$ 29.95	
Equipment Fee			
Package Equipment Fee	1	\$ 19.95	
Additional Fees			
Standard Installation Fee / Change of Service Fee	1		\$ 129.95
Total Additional Charge		\$ 49.90	\$ 129.95

	Monthly Service Charge ¹	Non-Recurring Charge ²
Total Charge for Service Order	\$ 259.90	\$ 129.95



COMCAST BUSINESS SERVICE ORDER

Company Name: Village of Hoffman Estates **Order #** 33451253

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AGREEMENT

1. This Comcast Business Service Order Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to the above-named customer ("Customer"). This Agreement consists of this document (this "SOA"), the Business Services Customer Terms and Conditions (the "Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, the order of precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions. The Terms and Conditions are located at <https://business.comcast.com/terms-conditions-smb>. Capitalized terms not otherwise defined in this SOA shall have the meaning ascribed to them in the Terms and Conditions. Use of the Services is also subject to the then-current Acceptable Use Policy for High-Speed Internet Services (the "AUP") located at <https://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the then-current Privacy Statement (the "Privacy Policy") located at <https://business.comcast.com/privacy-statement> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a thirty (30) day money back guarantee. If within the first thirty (30) days following installation of a new Service, Customer is not completely satisfied, Customer may cancel the Service and Comcast will issue a refund for the monthly recurring charge paid for the first thirty (30) days of Service, excluding any custom installation fees, voice usage charges, fees, taxes, surcharges and optional service fees. Customer will be charged for any non-refundable fees and other charges. In order to be eligible for the refund, Customer must cancel the new Service within thirty (30) days of installation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If Customer uses the Service in the first thirty (30) days, Customer will be refunded its subscription fees, but charged the applicable one-time fee. For the avoidance of doubt, this money back guarantee does not apply to renewals of an existing Service.

3. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

CUSTOMER SIGNATURE
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx
Signature
Name <u>Eric Palm</u>
Title <u>Village Manager</u>
Date

FOR COMCAST USE ONLY	
Sales Representative	<u>Logan Foster</u>
Sales Representative Code	
Sales Manager Name	<u>Edgar Garcia</u>
Sales Manager Approval	<u>Maxx Holland</u>
Division	<u>Central</u>



COMCAST BUSINESS SERVICE ORDER

Company Name: Village of Hoffman Estates Order # 33451253

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net	<input type="text" value="No"/>	Equipment	<input type="text" value="Comcast Owned"/>
Number of Static Ips	<input type="text" value="5"/>	Business Web	<input type="text" value="No"/>

In Process

COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request authorization to renew the Central Square Annual Subscription Agreement between Superior, LLC, a Central Square Technology Company, and the Village of Hoffman Estates for a term of one year at a subscription cost of \$166,644.01.

MEETING DATE: February 27, 2023

COMMITTEE: Finance Committee

FROM: Darek Raszka, Director of Information Technology

PURPOSE: To renew an annual Subscription and Support Agreement between Superior LLC, and the Village of Hoffman Estates for a term of one year.

BACKGROUND: The Village is heavily vested in Central Square's Enterprise Resource Planning (ERP) Finance Plus application suite, acquiring the software in 1998 under the name Pentamation. Since that time, it has been acquired by other entities and has also been known as both Sungard and Superior. The Finance Plus modules included in this renewal support the Village's finance and HR functions.

We continue to assess, upgrade, implement and modify the various applications to suit Village needs. The ERP business process analysis that the Village is undertaking in 2023 with Plante Moran will look closely at the functions of Central Square and how this technology aligns with the Village's business processes.

DISCUSSION: The new agreement continues to provide us with a set of tangible Service Level Agreements that include guarantees on system availability, system performance, emergency maintenance, incident response, performance targets and monetary recompense if the targets are not met. The agreement includes application support in an amount of \$156,895.44 and application customs in an amount of \$9,748.57, totaling \$166,644.01 for the Finance Plus suite.

Staff is having separate conversations with the vendor regarding maintenance costs for the Community Plus (building/code) software. Staff will seek board approvals at a later date if necessary.

FINANCIAL IMPACT: \$210,000 is included in the 2023 budget for this expenditure. This service agreement is \$166,644.01, which is approximately \$43,000 less than the budgeted amount.

RECOMMENDATION: To renew the Central Square Annual Subscription Agreement between Superior, LLC, a Central Square Technology Company, and the Village of Hoffman Estates for a term of one year at a subscription cost of \$166,644.01.

Attachments: Sales Quotes (Annual Renewal and Customizations)
Sales Agreement

Renewal Order #: Q-119109
Start Date: April 1, 2023
End Date: March 31, 2024
Billing Frequency: Yearly
Subsidiary: Superior, LLC**Renewal Order prepared for:**
Darek Raszka, IT Director
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169-6308
(847) 843-4805

Thank you for your continued business. We at CentralSquare appreciate and value our relationship and look forward to serving you in the future. CentralSquare provides software that powers over 8,000 communities. More information about all of our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	TOTAL
1.	BI Analytics PLUS Multi-Data Source	1	26,617.31 USD
2.	Four Js Compiler	1	5,552.51 USD
3.	Horizon Cloud for PLUS	1	54,185.22 USD
4.	Optio ECI	1	3,886.75 USD
5.	PLUS Alarm Billing	1	3,359.27 USD
6.	PLUS Budget Preparation	1	0.00 USD
7.	PLUS Business Licensing	1	5,318.84 USD
8.	PLUS Central Receipting	1	2,239.51 USD
9.	PLUS eGOV Business License	1	1,119.75 USD
10.	PLUS eGOV Core	1	4,199.09 USD
11.	PLUS eGOV Utility Billing	1	1,119.75 USD
12.	PLUS eGOV Web Payments	1	2,799.38 USD
13.	PLUS Employee Access Center	1	4,451.25 USD
14.	PLUS Employee Benefits	1	1,679.63 USD
15.	PLUS Financial Accounting	1	13,493.06 USD
16.	PLUS Fire & Safety Inspections	1	1,959.57 USD
17.	PLUS Human Resources	1	7,558.35 USD
18.	PLUS Miscellaneous Billing	1	3,919.15 USD
19.	PLUS Miscellaneous Licensing	1	1,959.57 USD

20.	PLUS Pet Licensing	1	1,959.57 USD
21.	PLUS Utility Billing	1	8,398.16 USD
22.	PLUS Workflow Center	1	1,119.75 USD

Renewal Order Total: 156,895.44 USD

Billing Information

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of the Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Renewal Order Form.

Renewal Order #: Q-121405
Start Date: May 1, 2023
End Date: April 30, 2024
Billing Frequency: Yearly
Subsidiary: Superior, LLC**Renewal Order prepared for:**
Darek Raszka, IT Director
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169-6308
(847) 843-4805

Thank you for your continued business. We at CentralSquare appreciate and value our relationship and look forward to serving you in the future. CentralSquare provides software that powers over 8,000 communities. More information about all of our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	TOTAL
1.	ACHFM008 - UB - 13 Month Consumption File	1	778.01 USD
2.	ACHFM009 - CR8.1.2 - Custom Lockbox Processing	1	2,201.93 USD
3.	HFM GCPUB 2011-434 - Fields for Latitude and Longitude Values Related to a Parcel	1	1,693.82 USD
4.	Custom programming for Business License	1	1,391.33 USD
5.	ACHFM002 - UB - Custom Bill Print	1	2,968.90 USD
6.	FCFDD0465 - FAM: Optio AP Check Modifications	1	357.29 USD
7.	FCFDD0466 - HRM: Optio Payroll Check Modificaitons	1	357.29 USD
Renewal Order Total:			9,748.57 USD

Billing Information

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of the Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Renewal Order Form.

COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request authorization to amend the enterprise agreement with Dell, Inc. to migrate to Government Office 365 in an amount not to exceed \$120,919.80

MEETING DATE: February 27, 2023

COMMITTEE: Finance Committee

FROM: Darek Raszka, Director of Information Technology

PURPOSE: To migrate Microsoft Exchange Online email system to GCC Government Microsoft Office 365 leveraging Dell/Team Venti packaged services.

BACKGROUND: The Village entered into a successor agreement for the Microsoft Enterprise Licensing agreement in 2021. This three-year agreement provided the Village with appropriate licensing for all desktop, laptop and server operating systems; the Microsoft Office Suite; a core set of Client Access Licenses (CALs); and the Exchange Online email subscription. Staff knew that this agreement would be temporary until there was capacity to move to Government Office 365 Cloud. This move is necessitated due to the increasing needs of the Village and the continuously changing Criminal Justice Information Services (CJIS) security policies.

DISCUSSION: The Village currently utilizes a combination of hosted Microsoft Office licenses and Outlook 365 email. This project includes:

- Migration to the Microsoft Government Cloud.
- Migration to Office 365 (O365), which will enable staff to more flexibly access Office programs, including Outlook, Word, Excel and PowerPoint, from non-Village equipment such as a home computer. O365 also includes additional applications, including Microsoft Teams, SharePoint, Forms, Whiteboard, Sway, Yammer, Intune mobile device management, multi-factor authentication, and Azure Active Directory. The changes to licensing will increase the Village's annual Microsoft licensing cost from \$66,577.35 to \$95,798.55.
- Cancellation of the Village's existing Exchange Online email and an increase in the overall license count from 400 to 420 seats.
- Professional services to execute this project with Dell/Team Venti in the amount of \$22,504.65.
- One additional month of email licensing fee of \$2,616.60 to account for timing of the migration.

Staff has also been in contact with our partners at Harper College to explore their assistance in training Village employees to effectively use the new software.

FINANCIAL IMPACT: \$171,000 is included in the Village's 2023 budget for Microsoft licensing. This project totals \$98,415.15, which is approximately \$72,000 less than the budgeted amount. The 2023 budget also contains \$35,000 for migration services. Professional services to support the migration will be \$22,504.65, which represents approximately \$12,000 in savings versus the budgeted amount.

Dell, Inc. is the authorized reseller of this product under the State of Illinois master purchase agreement.

RECOMMENDATION: Request authorization to amend the enterprise agreement with Dell, Inc. to migrate to Government Office 365 in an amount not to exceed \$120,919.80.

Attachments:

Sales Quote: Annual Microsoft EA license fee

Sales Quote: Annual Microsoft GCC Office 365 license fee

Sales Quote: Additional one month Microsoft GCC license fee for migration purposes

Sales Quote: Professional Services of Dell/Team Venti for project execution

Statement of Work: Dell/Team Venti



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000145110016.1	Sales Rep	Phillip Reavis
Total	\$22,504.65	Phone	(800) 456-3355, 80000
Customer #	1183168	Email	Phillip.Reavis@Dell.com
Quoted On	Feb. 20, 2023	Billing To	DAREK RASZKA
Expires by	Mar. 22, 2023		VILLAGE OF HOFFMAN ESTATES
Contract Name	Microsoft Licensing Solutions Provider (LSP)		1900 HASSELL RD
	CMT1176800		HOFFMAN ESTATES, IL 60169-6308
Contract Code	C000000765005		
Customer Agreement #	CMT1176800		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order. Thank you for shopping with Dell!

Regards,
Phillip Reavis

Shipping Group

Shipping To	Shipping Method
DAREK RASZKA VILLAGE OF HOFFMAN ESTATES 1900 HASSELL RD INFO SYSTEM HOFFMAN ESTATES, IL 60169-6308 (847) 781-4875	Standard Delivery Free Cost

Product	Unit Price	Quantity	Subtotal
Team Venti - Email Migration for Office 365 - Base cost for 251+ seats. 1 per order	\$8,092.00	1	\$8,092.00
Team Venti - Email Migration for Office 365 - 251 to 500 seats. *Requires TV-15251B	\$16.39	435	\$7,129.65
Team Venti SMB Professional Services Hourly Rate Minimum quantity of 24 hours	\$145.66	50	\$7,283.00

Subtotal:	\$22,504.65
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$22,504.65
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$22,504.65
---------------	--------------------

Shipping Group Details

Shipping To

DAREK RASZKA
 VILLAGE OF HOFFMAN ESTATES
 1900 HASSELL RD
 INFO SYSTEM
 HOFFMAN ESTATES, IL 60169-6308
 (847) 781-4875

Shipping Method

Standard Delivery Free Cost

		Quantity	Subtotal
Team Venti - Email Migration for Office 365 - Base cost for 251+ seats. 1 per order	\$8,092.00	1	\$8,092.00

Estimated delivery if purchased today:
 Feb. 20, 2023
 Contract # C000000765005
 Customer Agreement # CMT1176800

Description	SKU	Unit Price	Quantity	Subtotal
Team Venti - Email Migration for Office 365 - Base cost for 251+ seats. 1 per order	A8169845	-	1	-

		Quantity	Subtotal
Team Venti - Email Migration for Office 365 - 251 to 500 seats. *Requires TV-15251B	\$16.39	435	\$7,129.65

Estimated delivery if purchased today:
 Feb. 21, 2023
 Contract # C000000765005
 Customer Agreement # CMT1176800

Description	SKU	Unit Price	Quantity	Subtotal
Team Venti - Email Migration for Office 365 - 251 to 500 seats. *Requires TV-15251B	A8169846	-	435	-

		Quantity	Subtotal
Team Venti SMB Professional Services Hourly Rate Minimum quantity of 24 hours	\$145.66	50	\$7,283.00

Estimated delivery if purchased today:
 Feb. 21, 2023
 Contract # C000000765005
 Customer Agreement # CMT1176800

Description	SKU	Unit Price	Quantity	Subtotal
Team Venti SMB Professional Services Hourly Rate Minimum quantity of 24 hours	A9815984	-	50	-

Subtotal:	\$22,504.65
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00
Total:	\$22,504.65

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^DELL BUSINESS CREDIT (DBC): Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.



Annual Billing

Microsoft Enterprise Agreement				
Village of Hoffman Estates				
Date Updated	Enrollment #	Start Date	End Date	Due Date
1/26/2023	7224284	5/1/2021	4/30/2024	3/17/2023

Customer # 1183168

Scheduled Bill							Coverage	Coverage		
PO Number	Date	Part Number	Description	Quantity	Price	Extended Amount	Start Date	End Date	Usage	Country
5.77778E+15	5/1/2023									
9.33848E+15	5/1/2023	228-04433	SQL Server Standard ALng SA	1	\$139.35	\$139.35	5/1/2023	4/30/2024	United States	
9.33848E+15	5/1/2023	359-00792	SQL CAL ALng SA Device CAL	60	\$32.28	\$1,936.80	5/1/2023	4/30/2024	United States	
9.33848E+15	5/1/2023									
9.33848E+15	5/1/2023									
9.33848E+15	5/1/2023	76A-00034	ECAL ALng SA User CAL with Services	390	\$108.65	\$42,373.50	5/1/2023	4/30/2024	United States	
9.33848E+15	5/1/2023									
9.33848E+15	5/1/2023	810-04760	SQL Server Enterprise ALng SA	1	\$1,327.39	\$1,327.39	5/1/2023	4/30/2024	United States	
9.33848E+15	5/1/2023	9EA-00278	Win Server DC Core ALng SA 2L	8	\$119.67	\$957.36	5/1/2023	4/30/2024	United States	
9.33848E+15	5/1/2023	9EM-00270	Win Server Standard Core ALng SA 2L	104	\$17.32	\$1,801.28	5/1/2023	4/30/2024	United States	
9.33848E+15	5/1/2023	H04-00268	SharePoint Server ALng SA	1	\$1,148.67	\$1,148.67	5/1/2023	4/30/2024	United States	
Annual Billing Total						\$49,684.35				

Amounts listed here are the upcoming annual invoices for the following agreement year. PO # listed is the same from the previous year and can be changed upon request.

These items are removed with the O365 purchase

6P5-00004	Exchange Online P2 AO Sub Add-on to User Exchange Ent CAL or EC	10	\$36.94	\$369.40	5/1/2023	4/30/2024	United States
4DS-00001	EOA Exchange Online Sub Per User	10	\$24.37	\$243.70	5/1/2023	4/30/2024	United States
6P5-00004	Exchange Online P2 AO Sub Add-on to User Exchange Ent CAL or EC	390	\$36.94	\$14,406.60	5/1/2023	4/30/2024	United States
7TC-00001	Exchange Online Kiosk Sub Per User	10	\$18.23	\$182.30	5/1/2023	4/30/2024	United States



Phillip Reavis
Inside Software Product Specialist
North American Partner Software
737-231-0582
phillip_reavis@dell.com

Quote
Customer : Village of Hoffman Estates
Contact : Derek Raszka
Contact Email : Darek.Raszka@HoffmanEstates.org
Date : 02/20/2023
Quote Description : M365
Customer Number: 101908533
Microsoft EA : 7224284
Contract Code : C000000765005

BUDGETARY QUOTE

Quote # EA7224284_07152022
Exp: 03/31/2023

Product Description	Part Number	Quantity	Months	Monthly Price	Ext. Price
O365 G3 CAO GCC Sub User ECAL w/OPP	AAA-11913	420	12	\$2.13	\$10,735.20
EMS G3 CAO GCC ALng Sub Add-on User ECAL	AAD-32905	420	12	\$4.10	\$20,664.00
ECAL ALng LSA User CAL with Services	76A-00028	30	1	\$490.50	\$14,715.00

				Year 3	\$46,114.20
May 1st 2023 - April 30th 2024					
			Tax	0.00%	\$0.00
				Grand Total	\$46,114.20

Quote Prepared By: Phillip Reavis

- | | | |
|--|---|---|
| <p>1) Sales/use tax is based on the "ship to" address on your invoice. Please indicate your taxability status on your purchase order. If exempt, Customer must have an Exemption Certificate on file.</p> <p>2) If you have a question re: your tax status, please contact your Dell Software sales representative listed above. Shipments to California: for certain products, a State Environmental Fee of up to \$10 per item may be applied to your invoice. Prices do not reflect this fee unless noted. For more information, refer to www.dell.com/environmentalfee.</p> | <p>3) Customer's purchase is subject to Dell's Terms and Conditions of Sale found at www.dell.com, unless Customer has a separate purchase agreement with Dell.</p> <p>4) All product descriptions and prices are based on latest information available and are subject to change without notice or obligation.</p> | <p>5) All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable. 5) All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.</p> <p>6) Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.</p> |
|--|---|---|



Phillip Reavis
Inside Software Product Specialist
North American Partner Software
737-231-0582
phillip_reavis@dell.com

Quote
Customer : Village of Hoffman Estates
Contact : Derek Raszka
Contact Email : Darek.Raszka@HoffmanEstates.org
Date : 02/20/2023
Quote Description : M365
Customer Number: 101908533
Microsoft EA : 7224284
Contract Code : C000000765005

BUDGETARY QUOTE

Quote # EA7224284_07152022
Exp: 03/31/23

Product Description	Part Number	Quantity	Months	Monthly Price	Ext. Price
O365 G3 CAO GCC Sub User ECAL w/OPP	AAA-11913	420	1	\$2.13	\$894.60
EMS G3 CAO GCC ALng Sub Add-on User ECAL	AAD-32905	420	1	\$4.10	\$1,722.00

				1 Month	\$2,616.60
April 1st 2023 - April 30th 2023			Tax	0.00%	\$0.00
Quote Prepared By: Phillip Reavis				Grand Total	\$2,616.60

1) Sales/use tax is based on the "ship to" address on your invoice. Please indicate your taxability status on your purchase order. If exempt, Customer must have an Exemption Certificate on file.
 2) If you have a question re: your tax status, please contact your Dell Software sales representative listed above. Shipments to California: for certain products, a State Environmental Fee of up to \$10 per item may be applied to your invoice. Prices do not reflect this fee unless noted. For more information, refer to www.dell.com/environmentalfee.
 3) Customer's purchase is subject to Dell's Terms and Conditions of Sale found at www.dell.com, unless Customer has a separate purchase agreement with Dell.
 4) All product descriptions and prices are based on latest information available and are subject to change without notice or obligation.
 5) All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable. 5) All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.
 6) Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.



2023 JANUARY MONTHLY REPORT

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Project Activities

- Multiple tasks were performed at the beginning of January to finalize the Open Enrollment choices and then post them to employee records.
- Provided reports to HR and Finance Department of deduction changes from Open Enrollment Post.
- Reviewed past FinancePLUS Optimization Project to prepare for ERP project.

CentralSquare

PLUS Applications

- Created new report of 2022 Water Meter Consumption from Utility Billing to provide data for Baxter & Woodman.
- Analyzed changes made to employee deductions since the beginning of Open Enrollment to determine which selections made by employees during Open Enrollment needed to be removed before posting. There were a couple of dozen changes required.
- Posted Future Deductions to Deduction table in preparation for posting Open Enrollment choices.
- Extracted and corrected dates in Open Enrollment choices and then reloaded them with correct dates.
- Posted Open Enrollment.
- Created reports for HR and Finance Department of Open Enrollment changes made.
- Modified access to Clerk's Office staff for Time Entry Approval and provided training.
- Reported an issue with using EAC to produce 2022 W2 forms using Edge. This also happened last year and the same fix had to be applied by CST.
- Found solution to issue preventing REQ approval emails being sent to an individual user.
- Updated Cash Receipts for change in the cost of Yard Waste Stickers.
- Assisted user with Leave Request issue that occurred when using a Mac Book to submit a Leave Request. We were advised that Mac Books should not be used with PLUS applications.
- Opened a case to have access to the Customer Connect portal restored for Finance Department staff member.
- Completed changes to the REQ approval table setup for Fire staff.
- Made changes to Electronic Leave Request approval table set up due to staff changes.
- Requested fresh of FinancePLUS training databases to test the Open Enrollment post.
- Created report of user access to PLUS for Auditors as requested by Finance Department.
- Submitted multiple CST Support tickets to have them add new or reassigned employees to the PLUS environment.

- Added multiple Locations to CommunityPLUS for suites at Bell Works.
- Reviewed FinancePLUS 2016 Optimization Project documents in preparation for the ERP Consulting Project.
- Provided training to IT Manager and IT Director in Payroll Leave Request and Time Entry Approval Process.
- Development Services needed a report of the email addresses from Business Licensing for all Manufacturers licensed by the Village and I was able to create a report that could be used now for that purpose. It can also be used in the future for other categories.
- Contacted CST Support to re-enable access for multiple employees who let their passwords expire beyond 30 days. Added back their security access in the PLUS applications once their accounts were enabled.
- Developed SQL script to update RRL License Deadline date.
- Applied Late Fees to all unpaid Pet Licenses.
- Penalized all unpaid General Premise Licenses.
- Created SQL script to update RRL License Deadline date.
- Multiple requests from DS staff regarding addresses required verification in PLUS and Community Development. Worked with GIS Tech to provide verification for entry into Community Development.

Community Development Applications

- Provided assistance to multiple users having issues logging in.
- Set up Outlook Rule to forward eTRAKiT Inspection Request appointment confirmations to Development Services staff.
- Walked staff through setting up and linking new Fund Accounting Account Numbers.
- Provided background information of new features of new versions of Community Development to determine feasibility of moving to new versions.

GovQA

- Removed access for terminated employees.
- Modified workflows for changes in Public Works staff.
- Added new employees to GovQA.
- Added access to new FOIA responders for Finance, Village Clerks, and Police departments due to staff resignations.

Administration

- Prepared monthly report.
- Created career goals document for IT Director and HRM.
- Discussed work goals with IT Director
- Processed Payroll for department employees.

Training

- Provided Time Entry Training to Village Clerk staff member.
- Trained IT Manager and IT Director in Leave Request and Time Entry approval process.

Meetings

- Met several times during the month with the IT Director to review project status and issues of note.
- Discussed outstanding CST invoices with Assistant Village Manager and IT Director.
- Reviewed 2016 FinancePLUS Optimization Project with IT Director.

Project Activities

Project – Body Worn Cameras

- The IT Department completed setup of the new Body Worn Cameras system which included internal network changes as well as physical cabling. The department also worked with Police to create different user roles and imported all Police officers into the new cloud-based system.

Project – Replacement of Backup Tape Drive

- The IT Department purchased a replacement tape drive unit that is part of the Village's backup infrastructure. The existing unit was over 10 years old and could no longer meet the needs of the Village as far as backup speeds or the amount of data that it could hold. The department installed and configured the new unit to work with our existing backup software. This new tape drive increases our backup storage from 2.4TB per tape to 10TB and weekly backup times have decreased from 11 hours to 6 hours

Project – Training Room PC Replacements

- The IT Department configured and installed new PC's in the IT training room which are used by all departments for a variety of departmental training opportunities that may come up.

Project – Apple WiFi Network

- The IT Department created a new Wireless network for Apple devices. This new Wi-Fi network will allow employees to screen share or mirror presentations from Village iPhones or iPads to AppleTV's that are installed in some Village locations.

Project – Teleconference Room Setups

- The IT Department completed installing new teleconferencing units in most of the Village's conference rooms. These setups allow for seamless video conferencing as well as wirelessly connecting laptops to projectors or TV's for presentations.

Security and Other Updates

- The IT Department began replacing smaller and outdated 19" square monitors with larger 22" or 24" widescreens across different Village locations.

- The IT Department continues to deploy KnoTwBe4 email campaign
- The IT Department performed general WSUS Update and service cleanup
- The IT Department continues monitor and update Windows Servers with patches, updates and other security installations

IT Training

- The IT Department conducted 2 new user training orientation

IT Meetings

- The IT Department met with reps from Dell to discuss the upcoming 365 and email migration
- The IT Department met with the Police Department to further discuss the setup for their new Body Work Camera system

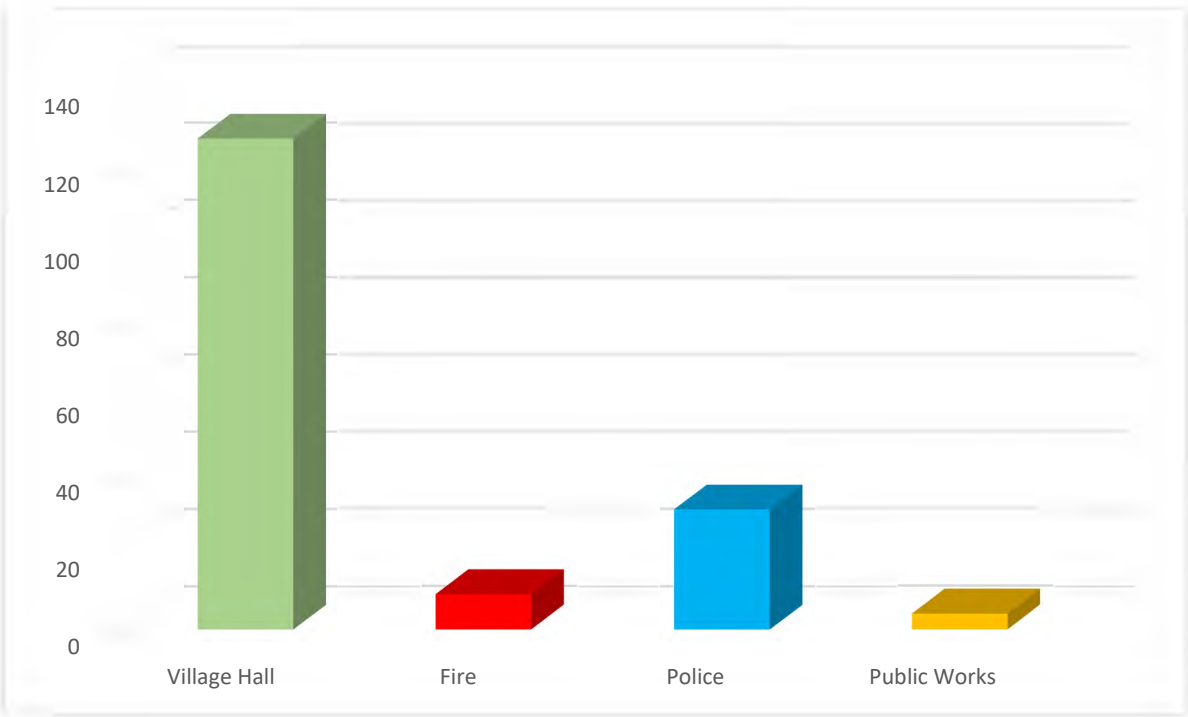
Technical Support, Hardware & Software Activities

- Applied necessary software updates as needed.
- 270 Help desk requests were opened during the month of January.
- 171 Help desk requests were closed during the month of January.
- Self Service Password Resets or Account Unlocks: 0
- Email passwords reset: 0
- SunGard passwords reset: 1
- Voicemail passwords reset: 2
- User accounts unlocked: 3
- Active Directory Password Resets: 2

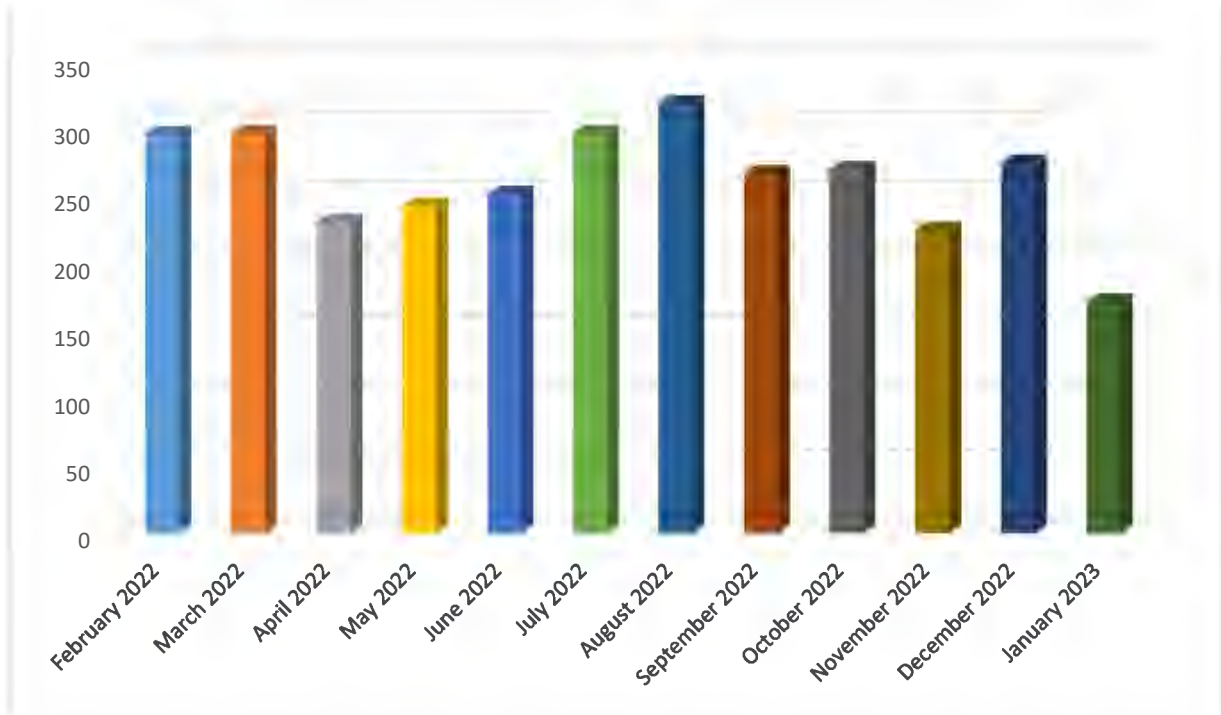
Total Work Orders by Priority by Month

Month	January
1 - Normal	108
2 - High	20
3 - Urgent	25
Project	8
Scheduled Event	101
Vendor intervention required	8
Total for Month	270

Completed Work Orders by Location

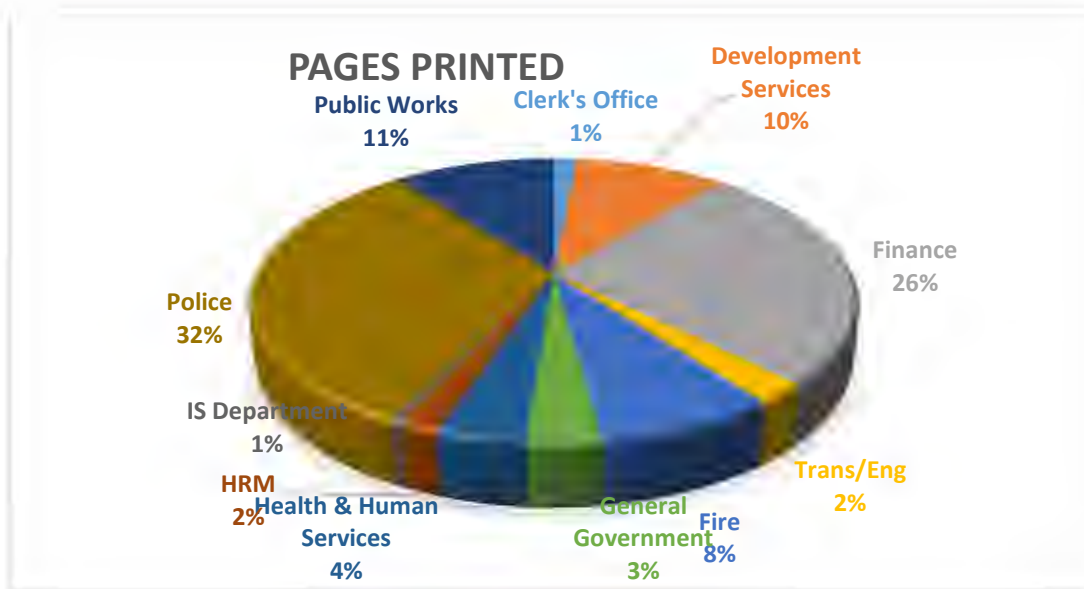


Completed Work Orders by Month

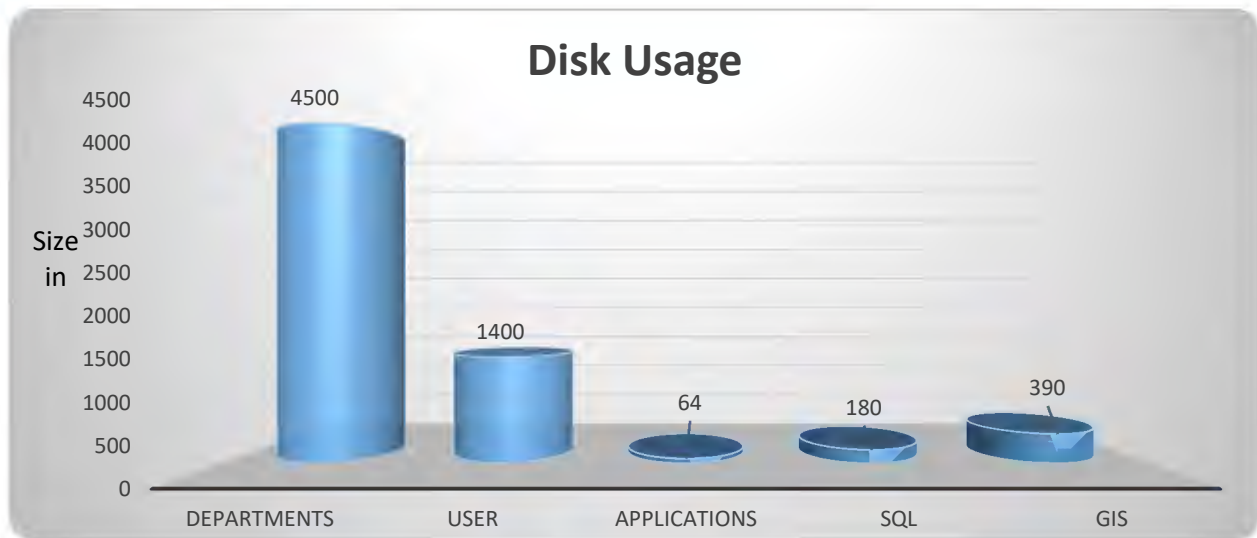


Printer Usage Report

In the month of January there were 50322 pages printed across the village. The following graph breaks down printer usage by department.

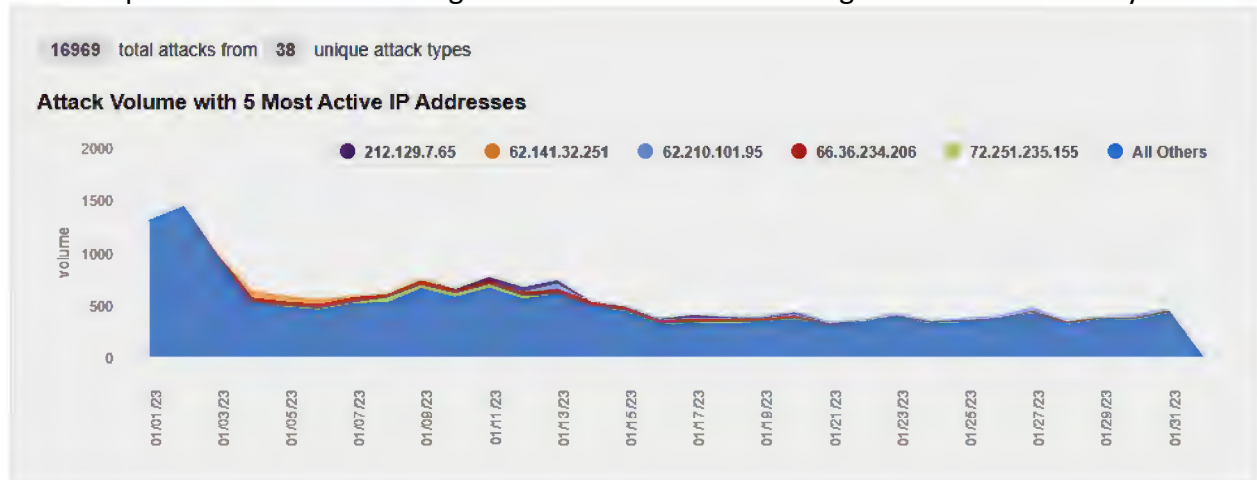


System and Data Functions

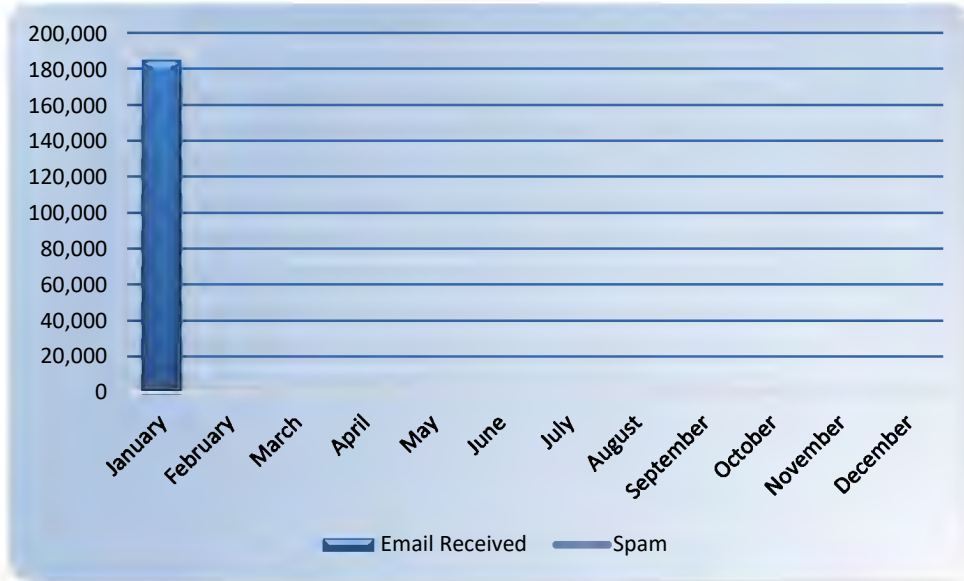


Sentinel IPS Attack Report

External parties attacked the Village network 16969 times during the month of January

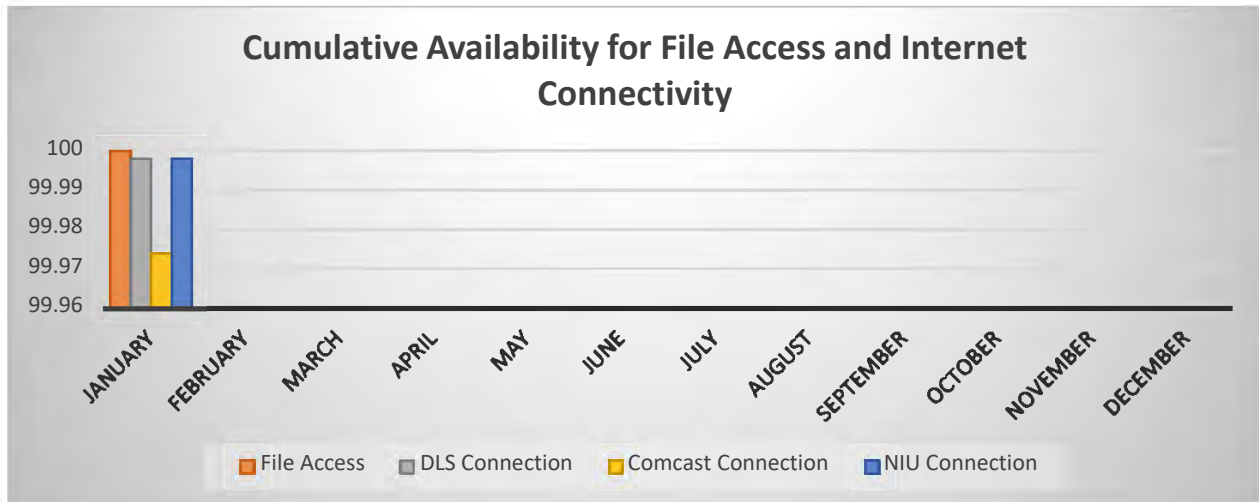
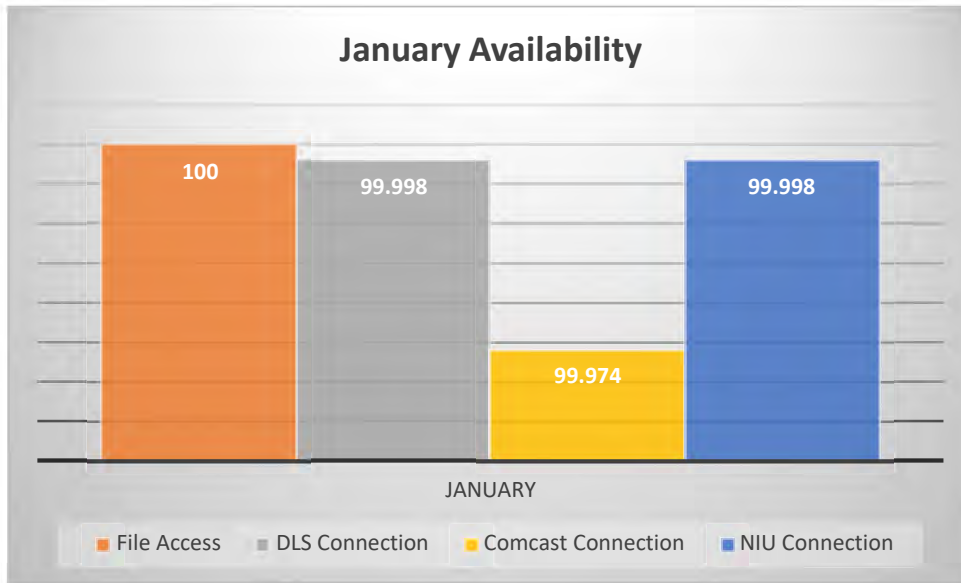


Email Spam Report



Month	Email Received	Spam	Percent Spam
January	185,185	45,639	25%
February			0%
March			0%
April			0%
May			0%
June			0%
July			0%
August			0%
September			0%
October			0%
November			0%
December			0%
Total	185,185	45,639	25%

File Access and Internet Availability




Darek Raszka, Director of Information Technology

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee

FROM: Daniel P. O'Malley, Deputy Village Manager/Owner's Rep.-NOW Arena 

RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT
FEBRUARY 2023**

DATE: February 22, 2023

1. The State and County are still not requiring masks or proof of vaccination for indoor venues at this time. Staff will continue to monitor the health regulations as we move through the winter season.
2. Village and Arena staff continue to work on closing out the Federal Shuttered Venue Operators Grant (SVOG). The closeout documentation has been filed and accepted by the SBA, now staff will follow up on the audit documentation as the last step to finalize this grant.
3. The Village Board approved the retractable seating contract last October. The contractor is fabricating the seating for installation later this summer and this project is currently on schedule.
4. Some of last year's capital projects continue to closeout. The HVAC rooftop unit project has some final programming work to complete and we still await some of the IT equipment to arrive for installation.
5. The 2023 budgeted capital projects have begun. Bid specs for the suite renovation project are being prepared and will go to bid next month. Bid specs are also being prepared for the concourse painting and flooring projects. Work will begin soon on the painting and carpeting of the administration offices of the arena.
6. Conducted bi-weekly meetings with Public Works Facilities and Arena staff regarding building and maintenance items.
7. Meet regularly with Ben Gibbs, General Manager, to discuss operational items and events at the arena.

Attachment

cc: Ben Gibbs, General Manager (Spectra)

Now Arena
General Manager Update
February 2023 Update

Event Highlights	Notes
Feb 4-5: PCB Bull Riding Feb 9: WCB Feb 11: WCB Feb 22: WCB Feb 23: WCB Feb 26: WCB	
Finance Department	
General	Arena Finished December Financials
Monthly Financial Statement	Building Event Revenue YTD: \$3,025,422
	Building Sponsor/Other Revenue YTD: \$365,551
	Building Expenses YTD: \$3,516,210
	Building Income YTD: (\$125,237) vs. YTD Budget (\$725,017)
Operations Department	
General	Continue work on HVAC and Seat Retract Replacement
Positions to Fill	N/A
Third Party Providers	N/A
Village Support	Parking lot lighting replacement
Events Department	
General	Preparing for Tobymac, WCB and Beer Garden
Positions to Fill	Senior Event Manager
Marketing Department	
General	Promoting upcoming events including USA Gymnastics and Windy City Bulls
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	Managing on sale for USA Gymnastics
Food & Beverage Department	
General	Continue recruitment of part-time staff
Premium Seating Department	
General	Continue to renew annual suites, marquee signage and beer sponsor renewal
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance and liquor
Monthly Financial Statement	Corporate Sales: \$166,267
	Suites Sales: \$3,225
General	
Capital Improvements/Repairs	Additional capital projects are being investigated based on possible grant disbursements related to the Shuttered Venue Grant program via the Small Business Administration.