



Theisinger, Clayton <theisingerc@pcschools535.org>

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## FOIA Request - Putnam County CUSD 535 [Ref: Skylar Waring]

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Ella Gray <ella@databranchusa.com>

Wed, Jun 3, 2026 at 11:46 AM

Reply-To: ella@databranchusa.com

To: "theisingerc@pcschools535.org" <theisingerc@pcschools535.org>

Cc: "skylar.waring@thedatabranch.com" <skylar.waring@thedatabranch.com>

Dear Records Custodian,

The Data Branch is submitting a public records request for records pertaining to vendor procurement and purchasing activity.

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

Our goal is to identify records from 2022 to now that show the pricing arrangements associated with these vendors, such as licensing or subscription terms, per-unit costs, and any implementation or setup fees that may apply.

Relevant records may include:

- Contracts, service agreements, and order forms
- Purchase orders involving the above vendors
- RFP or solicitation documents
- Task orders issued under cooperative purchasing agreements

To keep this easy on your office, we are happy to receive records in whichever of the following formats works best:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any summary-level purchasing records your office already maintains

If portions of the requested records are exempt from disclosure, please provide all segregable non-exempt portions.

Please note that this request *is* for commercial purposes. We are glad to follow any applicable policies or procedures Putnam County CUSD 535 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 all records to The Data Branch's record intake handler, Skylar Waring, at the following:

Email: [skylar.waring@thedatabranch.com](mailto:skylar.waring@thedatabranch.com)

Phone: (302) 585-3132

Address: [1111B S Governors Ave STE 21033, Dover, DE 19904](#)

We appreciate your help and look forward to a prompt response. If this request belongs with another agency or department, please forward it to the appropriate custodian or let us know. Thank you for your cooperation.

Thank you,

Ella Gray

The Data Branch