

5. CONSENT AGENDA 3. PURCHASING

5.3.8. DIPLOMA PRODUCTION AND DISTRIBUTION SERVICES

Lead Staff: Erin Fowles, Dean, Enrollment Services

Funding Source: FY26 technology fee

Funding Request: \$147,748.00

Vendor	Amount
Instructure, Inc.	\$147,748.00

Explanation of Purchase: This purchase is for the production and efficient distribution of student diplomas. Students receive automated communications and an electronic diploma.

Pursuant to Illinois Compiled Statutes, 110 ILCS 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services are exempt from the competitive bidding process.

Recommendation: Approve a contract with Instructure, Inc. of Salt Lake City, UT from April 28, 2026, through April 27, 2029, in a not-to-exceed amount of \$147,748.00.