



Andrea Garcia <agarcia@norridge80.net>

FOIA Request - Norridge SD 80 [Ref: Marianne Hollingsworth]

Colleen Draper <colleen@databranchusa.com>

Thu, Jul 2, 2026 at 6:14 PM

Reply-To: colleen@databranchusa.com

To: "agarcia@norridge80.net" <agarcia@norridge80.net>

Cc: "marianne.hollingsworth@thedatabranch.com" <marianne.hollingsworth@thedatabranch.com>

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: Helios Ed/Core, Droplet, Docusign.

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.

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

We are flexible on format and can accept records in whichever way your office already keeps them, such as:

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

To the extent any portion of the requested records is exempt from disclosure, we ask that the remaining non-exempt segregable portions be released.

This request *is* for commercial purposes. We are happy to comply with all applicable policies and procedures Norridge SD 80 has in place to handle FOIA requests, and are willing to narrow down, clarify, or adjust the request to make fulfillment easier for your office.

Please send all records to my colleague Marianne Hollingsworth at the following:

Email: marianne.hollingsworth@thedatabranch.com

Phone: (302) 585-3132

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

Thank you in advance for your time and attention. If this request has reached the wrong agency or department, please let us know or forward it to the appropriate records custodian. We appreciate your cooperation.

Sincerely,

Colleen Draper

The Data Branch Research Team