



Lake County  
Forest Preserves

General Offices  
1899 West Winchester Road  
Libertyville, Illinois 60048  
847-367-6640 • Fax: 847-367-6649  
www.LCFPD.org

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**DATE:** July 31, 2023

**MEMO TO:** Jessica Vealitzek, Chair  
Operations Committee

Gina Roberts, Chair  
Finance Committee

**FROM:** Steve Neaman  
Director of Finance

**RECOMMENDATION:** Recommend approval of a Resolution approving an Annual Support and License Agreement for Financial Software to Tyler Technologies, Inc., MUNIS Division, in the Contract Price of \$119,886.70.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** The contract will cover the last six months of FY2023 and the first six months of FY2024. \$139,630.00 is budgeted in the FY2023 Finance budget (12244000-701400) and Audit budget (22104000-701400). In FY2023 \$59,943.35 will be expensed and \$59,943.35 will be expensed during FY2024.

**BACKGROUND:** The Annual Support and License Agreement is required to utilize the MUNIS financial software. This agreement provides the District with daily customer support services for all the financial modules including Accounts Receivable, General Ledger, Accounts Payable, Budget, Fixed Assets, Project Accounting, Requisitions, Purchase Orders, Munis Office, ACFR Statement Builder, Role Tailored Dashboard, GUI License, and Crystal Reports. In addition, the agreement includes annual licensing and all software updates for a period of one year.

**REVIEW BY OTHERS:** Chief Operations Officer, Board Operations Manager, Corporate Counsel.

STATE OF ILLINOIS)  
 ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR AUGUST MEETING  
AUGUST 9, 2023**

**MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith "A Resolution awarding an Annual Support and License Agreement for MUNIS Software to Tyler Technologies, Inc." and request its approval.

**OPERATIONS COMMITTEE:**

Date: 7/31/2023  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: 0

**FINANCE COMMITTEE:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: \_\_\_\_\_

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING AN ANNUAL SUPPORT AND LICENSE AGREEMENT  
FOR MUNIS SOFTWARE TO TYLER TECHNOLOGIES, INC.**

**WHEREAS**, the Lake County Forest Preserve District (the "District") desires to purchase annual support and license services (the "Services") for its MUNIS financial software (the "Software"); and

**WHEREAS**, the Director of Finance and the Purchasing Manager have determined that the Services require personal confidence; and

**WHEREAS**, the Director of Finance has solicited a proposal for the Services from Tyler Technologies, Inc., the licensor of the Software ("Licensor"); and

**WHEREAS**, the District's staff, the Purchasing Manager, the Director of Finance, the Operations Committee, and the Finance Committee have reviewed the proposal submitted by the Licensor and recommend that the Board of Commissioners (i) find that the proposal submitted by the Licensor is the proposal that is most advantageous to the District; and (ii) award a contract for the Services to Licensor (the "Contract") in the amount of \$119,886.70 (the "Contract Price"); and

**WHEREAS**, the Board of Commissioners hereby finds that the proposal for the Services submitted by Licensor is the proposal that is most advantageous to the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT:**

**Section 1: Recitals.** The recitals set forth above are incorporated as part of this Resolution by this reference.

**Section 2: Award of Contract.** The Contract in the amount of the Contract Price, in substantially the form attached hereto, is hereby awarded to Licensor.

**Section 3: Execution of Contract.** The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services in the amount of the Contract Price with Licensor.

**Section 4: Payments.** The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

**Section 5: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gragnani, Board Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_



**Remittance:**  
 Tyler Technologies, Inc  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

Invoice No	Date	Page
045-422434	06/01/2023	1 of 2

**Questions:**  
 Tyler Technologies- ERP & Schools  
 Phone: 1-800-772-2260 Press 2, then 1  
 Email: ar@tylertech.com



Bill To LAKE COUNTY FOREST PRESERVES  
 ATTN: STEPHEN NEAMAN  
 1899 WEST WINCHESTER ROAD  
 LIBERTYVILLE, IL 60048

Ship To LAKE COUNTY FOREST PRESERVES  
 ATTN: STEPHEN NEAMAN  
 1899 WEST WINCHESTER ROAD  
 LIBERTYVILLE, IL 60048

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
2116 - MAIN - MAIN	191537		USD	NET30	07/01/2023

Date	Description	Units	Rate	Extended Price
Contract No.: LAKE CTY FOREST PRESERVES				
	SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP	1	32,833.34	32,833.34
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE	1	9,028.68	9,028.68
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - FIXED ASSETS	1	9,932.71	9,932.71
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - CRYSTAL REPORTS	1	5,331.70	5,331.70
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - MUNIS OFFICE	1	6,771.52	6,771.52
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - PROJECT ACCOUNTING	1	7,468.73	7,468.73
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	Purchase Orders - Subscription Fees	1	9,850.00	9,850.00
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - REQUISITIONS	1	6,976.34	6,976.34
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	MUNIS GUI SITE LICENSE SUPPORT	1	2,700.00	2,700.00
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - ANNUAL COMPREHENSIVE FINANCIAL REPORT	1	5,131.54	5,131.54
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - ROLE TAILORED DASHBOARD	1	4,929.96	4,929.96
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - BMI CollectIT INTERFACE	1	980.79	980.79
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - INVENTORY	1	6,246.07	6,246.07
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	TCM AUTO INDEXING AND REDACTION MAINTENANCE	1	1,170.53	1,170.53
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			
	SUPPORT & UPDATE LICENSING - TYLER CONTENT MANAGER SE	1	10,534.79	10,534.79
	Maintenance: Start: 07/Jul/2023, End: 06/Jul/2024			



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Date	Description	Units	Rate	Extended Price
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**\*\*ATTENTION\*\***  
 Order your checks and forms from  
 Tyler Business Forms at 877-749-2090 or  
 tylerbusinessforms.com to guarantee  
 100% compliance with your software.

<b>Subtotal</b>	119,886.70
<b>Sales Tax</b>	0.00
<b>Invoice Total</b>	119,886.70



## Consultant Disclosure Statement

Each **Consultant** (bold/italicized words are defined in Section II below) proposing to perform **Covered Services** for the Lake County Forest Preserve District (the "District") is required, by the District's Purchasing Policy, to complete this form and make disclosures (i) on its behalf, unless it is a **Publicly Traded Consultant**, (ii) on behalf of its **Disclosure-Covered Owners**, unless it is a **Publicly Traded Consultant**, and (iii) on behalf of its **Disclosure-Covered Employees**, even if it is a **Publicly Traded Consultant**. If **Consultant** is a **Publicly Traded Consultant**, please complete Sections I, III, and V. If **Consultant** is not a **Publicly Traded Consultant**, please complete Sections I, IV, and V.

### I. Identification of Consultant and Related Parties:

<b>Consultant Name:</b>	Tyler Technologies, Inc.
<b>Consultant Address:</b>	One Tyler Drive, Yarmouth, ME 04096
Person Certifying Statement for <b>Consultant</b> , including Phone # and Email Address:	Robert Kennedy-Jensen Group General Counsel 800-772-2260 rob.kennedy-jensen@tylertech.com
<b>Covered Services:</b>	Tyler software maintenance and support services
Names of <b>Disclosure-Covered Owners</b> (if none, please insert "N/A"):	N/A
Names of <b>Disclosure-Covered Employees</b> (if none, please insert "N/A"):	N/A

### II. Defined Terms:

- a) "**Campaign Contribution**" is defined in Section 9-1.4 of the Illinois Election Code, 10 ILCS 5/9-1.4.
- b) "**Candidate Political Committee**" is defined in Section 9-1.8(b) of the Illinois Election Code, 10 ILCS 5/9-1.8(b).
- c) "**Consultant**" is a person or entity that submits a proposal to enter into a contract with the District, or a proposal for a change order to such a contract, that calls for the person or entity to perform **Covered Services** for the District.
- d) "**Covered Services**" are the "Covered Services" identified above by District staff, which have an expected price greater than \$25,000.00, taking into account the original contract price for the **Covered Services** plus the prices of all change orders to such original contract.

- e) **"Disclosure-Covered Owner"** is (i) a natural person who is a **Consultant** or (ii) a person or entity that, directly or indirectly (including without limitation ownership through a corporation, limited liability company, joint venture, or partnership) owns at least 7.5% of a **Consultant** that is not a **Publicly Traded Consultant**.
- f) **"Disclosure-Covered Employee"** is (i) a natural person who is a **Consultant** or (ii) a Consultant employee or independent contractor who will receive a direct financial benefit (including without limitation a commission, bonus, or salary increase) if the District awards the proposed contract or change order to the **Consultant**.
- g) **"Family Member"** is a person related as a parent; child; sibling; uncle or aunt; great aunt or great uncle; first cousin; nephew or niece; spouse or civil union partner; grandparent; grandchild; parent-in-law, child-in-law, sibling-in-law, or grandparent-in-law, whether that in-law relationship is created by marriage or civil union; stepparent; stepchild; stepsibling; half sibling; and fiancé or fiancée.
- h) **"Publicly Traded Consultant"** is a **Consultant** whose common stock is traded on a nationally recognized securities market.

**III. Required Disclosures for Publicly Traded Consultant:**

- a) **Securities Market:** Please identify the nationally recognized securities market on which **Consultant's** common stock is traded and identify the stock "ticker" symbol under which the **Consultant** is traded:  
Exchange: NASDAQ ; Symbol: TYL
- b) **Campaign Contribution Disclosure:** Please disclose each **Campaign Contribution** made by your **Disclosure-Covered Employees** to the following persons/entities within the two (2) years preceding the date on which the **Consultant's** proposal for **Covered Services** was submitted to the District:
  - i. a Lake County Board member in his or her capacity as either a County Board member, a District Commissioner, or both; or
  - ii. a **Candidate Political Committee** of a Lake County Board member.

Donor/ Disclosure-Covered Employee	Recipient of Donation	Donation Type (e.g., cash, in-kind service,)	Amount of Donation	Date of Donation
None				

- c) **Familial Relationship Disclosure:** Please disclose each **Family Member** of your **Disclosure-Covered Employees** who is either a District Commissioner or employed by the District as an Executive Director, Chief Operations Officer, Department Director, or Manager.

Name of Family Member	Family Member's Position with District	Name of Disclosure-Covered Employee Related to Family Member	Relationship of Disclosure-Covered Covered Employee to Family Member
None			



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**IV. Required Disclosures for Consultants that are Not Publicly Traded Consultants:**

- a) **Campaign Contribution Disclosure:** Please disclose each **Campaign Contribution** made by your **Disclosure-Covered Owners** or **Disclosure-Covered Employees** to the following persons/entities within the two (2) years preceding the date on which the **Consultant's** proposal for **Covered Services** was submitted:
- i. a Lake County Board member in his or her capacity as either a County Board member, a District Commissioner, or both; or
  - ii. a **Candidate Political Committee** of a Lake County Board member.

Donor/ Disclosure-Covered Owner or Disclosure-Covered Employee	Recipient	Description (cash, item, in-kind service, etc.)	Amount/ Value	Date Made
N/A				

- b) **Familial Relationship Disclosure:** Please disclose each **Family Member** of a **Disclosure-Covered Owner** or **Disclosure-Covered Employee** who is either a District Commissioner or employed by the District as an Executive Director, Chief Operations Officer, Department Director, or Manager.

Name of Family Member	Family Member's Position with District	Name of Disclosure-Covered Owner or Disclosure-Covered Employee Related to Family Member	Relationship of Disclosure-Covered Owner or Disclosure Covered Employee to Family Member
N/A			

**V. Consultant Certification and Signature:**

By signing below, I certify that (i) I am authorized to make the disclosures above on behalf of **Consultant, Consultant's Disclosure-Covered Owners, and Consultant's Disclosure-Covered Employees**, (ii) I have read and understand this Consultant Disclosure Statement, (iii) the above disclosures are accurate and complete, to the best of my knowledge after making reasonable inquiry, and (iv) my signature below, if electronic, is intended to authenticate this writing and to have the same force and effect as a manual signature.

  
 \_\_\_\_\_ 7/3/2023  
 Name Date  
 Robert Kennedy-Jensen  
 Group General Counsel