

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087092
Vendor Name: Periscope Intermediate Corp
Invoice Number: SI-7293
Invoice Date: 05/05/21
PO Number: P0373859
Check Number: 0281749
Check Amount: \$ 735.00
Check Date: 06/08/2021
Department ID: 00749
Reviewer Name: None
Voucher Number: V0680054
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Fri May 21 11:40:07 CDT 2021
To: invoicing@cod.edu
CC: dobersztynt@cod.edu
Subject: Periscope Invoice-SI-7293 - PO#373859 approved by E Roberts.pdf

Kindly process payment.

Invoice, PO, approved contract review attached.

Thank you.

Best,

Anne Marie Dando

Procurement Services Assistant



425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | dandoa@cod.edu

[Click Here for current bids/Rfps!](#)

[COD: Check out our Team Site!](#)

[attachment: Periscope Invoice-SI-7293 - PO#373859 apprvd by E Roberts.pdf]

INVOICE



Periscope Intermediate Corp
5000 Plaza on the Lake, Suite 100
Austin, TX 78746
Email: accounting@periscopeholdings.com
Tax Id: 47-2218130

Date	05/05/2021
Invoice #	SI-7293
Terms	Net 30
PO#	373859
Date Due	06/04/2021
Customer ID	C-1002

APPROVED

05/21/21 - THERESA DOBERSZTYN

Bill To:

College of DuPage, Purchasing Department
425 Fawell Blvd, BIC-1B03
Glen Ellyn, IL 60137

PRODUCT	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
NIGP	NIGP 5 Digit License (\$10 Million to \$100 Million) - For the period from May 6, 2021 to May 5, 2022	1	\$535.00	\$535.00
NIGP	Additional Seats	5	\$40.00	\$200.00
SUBTOTAL				\$735.00
Sales Tax				\$0.00
TOTAL				\$735.00

PH-45227

Bank Information:

Beneficiary: Periscope Intermediate Corporation
Beneficiary Bank: Texas Capital Bank
Routing Number: 111017979
Account Number: 4011034735

Lockbox Remittance Address:

Periscope Intermediate Inc.
LOCKBOX NUMBER 679255
1200 E CAMPBELL RD STE 108
RICHARDSON TX 75081

For Credit Card Payments:

[Click here](https://periscope.mypaysimple.com/s/periscope) or Visit <https://periscope.mypaysimple.com/s/periscope> to pay your bill online

For Invoice Amounts \$7,500 or Greater, Please Add 3% Convenience Fee While Paying by Credit Card

For inquiries regarding this invoice please contact accounting@periscopeholdings.com

Thank You For Your Business

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

373859

Page: 1

Release Method: Hard Copy

Release Date: 05/21/2021

Created Date: 05/21/2021

*** Confirming Purchase Order *****Vendor:**

1087092
Periscope Intermediate Corp
5000 Plaza on the Lake
Ste 100
Austin, TX 78746
Attn: Dave English CFR

Phone: 512-329-5158
Fax:

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Dando, Anne Marie**PO Created By:** Towne, Jordan**Purchase Order Comments:**

Cust ID: C-1002 Invoice: SI-7293

Requisition Number(s): 685442**Requisitioner Name(s):** Anne Marie Dando

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	NIGP	1	Each	NIGP 5 Digit License (\$10 Million to \$100 Million) - For the period from May 6, 2021 to May 5, 2022	\$535.00	\$535.00
Deliver To: Dando, Anne Marie						
2	NIGP	1	Each	Additional Seats	\$200.00	\$200.00
Deliver To: Dando, Anne Marie						
					Sub Total: \$	735.00
					Total: \$	735.00

Account Code Summary

Account Code	Account Description	Amount
01-80-00749-5404002		\$735.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

373859

Page: 2**Release Method:** Hard Copy**Release Date:** 05/21/2021**Created Date:** 05/21/2021*** Confirming Purchase Order ***

9. All shipments are accepted subject to inspection and approval by College of DuPage.

10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.

11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

CONTRACT APPROVAL ROUTING FORM

Contract Name	NIGP Commodity Codes Licensure	Date Initiated	5/14/21
Requester Name	Anne Marie Dando	Requester Phone	630-234-5918
Requester Email Address	dandoa@cod.edu	Requesting Department	Procurement Svcs
Vendor Company Name	Periscope Intermediate Corp	Vendor Contact Phone	800-757-6064
Vendor Contact Name	David English, CFO	Vendor Contact Email Address	accounting@periscopeholdings.com
Total Contact Value	\$735.00	Contract Start Date	5/6/21
FY Budget	\$735.00	Contract End Date	5/5/22
Vendor 1 Name		Quote	\$
Vendor 2 Name		Quote	\$
Vendor 3 Name		Quote	\$
Contract Purpose	Licensure to cover all software applications that will house NIGP commodity codes with the exception of ESM as licensure for commodity codes is included in our current agreement with them.		

Contract Type: ☐ Independent Contractor ☐ Service Agreement ☐ Lease
☐ Construction ☒ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract?

☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (See page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

	<u>Print</u>	<u>Sign & Date</u>
Requester:	Anne Marie Dando	
Budget Manager:	Theresa F. Dobersztyn	
Dept. Administrator:	Ellen M. Roberts	

Submit with contract to contracts@cod.edu when completed

Contract Reviewer Comments

Comments: reviewed by emr

CONTRACT REVIEW AND APPROVAL COVER SHEET FORM

INSTRUCTIONS

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administrative Affairs. This form must be completed in full and submitted with all contracts that require a signature at least three (3) weeks prior to the contract start date.

Submit the contract, along with this form and all required support documents as outlined below, to contracts@cod.edu where all documentation will be reviewed, and, if appropriate, will be forwarded to the Vice President, Administrative Affairs for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation (Select only one):

- ☒ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
 - ☐ 2. Contract value between \$5,000 and \$14,999: Minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or attached.
 - ☐ 3. Contract value between \$15,000 and \$24,999: Minimum of three (3) written quotes must be attached.
 - ☐ 4. Contract value of \$25,000 or greater: Bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
 - ☐ 5. Contract submitted as exemption from quote/bid/RFP (i.e. sole source, professional services): Signed Exemption from quote/bid/RFP Approval Request form and letter from the vendor confirming they are the only source of the product/service (where applicable).
- *If vendor will be providing a service on campus, a Certificate of Liability Insurance listing the College as an additional insured and the certificate holder, accompanied by an endorsement page, is required. For additional information contact Risk Management.*
- *If computer equipment and/or software is being procured, a completed Computer Equipment/Software form (IT Review Form) must be included.*

Upon signature by the Vice President, Administrative Affairs, the original contract will be returned to the requester and a copy will be sent to the Procurement Department at purchasingforms@cod.edu for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the remaining signature(s) and forward a copy of the fully executed contract to Procurement at purchasingforms@cod.edu for inclusion in the College's contract database.

This approval form, and supporting documents, must be submitted at least three (3) weeks prior to the contract start date.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.

NIGP Subscription Agreement

The National Institute of Governmental Purchasing, Inc. ("NIGP") and Periscope Holdings, Inc. ("Periscope" or "Licensor") provide the subscription-based use of the NIGP Commodity/Services Code ("Code") only on the following terms and conditions. Carefully read these terms and conditions. Dated March 2015

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2. **SUBSCRIPTION:** The Code is for use on a single network for the conducting of subscriber's centralized purchasing operations. This subscription may be extended to include use on networks and/or to other entities within the jurisdiction of the licensee with payment of the appropriate additional fees.
3. **ASSIGNMENT:** The Code and your rights under this Agreement may not be transferred or assigned to another party.
4. **SUB LICENSEE DISCLOSURE STATEMENT:** Unless Sub-Licensee has prior written approval from Periscope for a deviation from the language indicated below, Sub-Licensee shall use the following wording for all disclosures:

NIGP Code: The NIGP Code is the property of NIGP, and is licensed to Periscope Holdings, Inc., and is protected under the copyright laws of the United States. Unauthorized duplication or copying is prohibited.

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year term. The Agreement may be terminated at the end of this term by the Licensee or Licensor by providing the other party the reason for the termination in writing. The letter must be sent to the other party prior to the renewal date of the Subscription. Failure to renew the subscription as the result of non-payment of the subscription fee when due will be just cause for early termination of this Agreement. Termination of the Code means you must destroy the Code with all copies, modifications, and portions merged into other programs or copies.

6. **PRICING:** Licensee pricing will be based on Attachment A included herein.
7. **LIMITED WARRANTY:** NIGP and Periscope's sole warranty is that the Code will be free from defects in materials and workmanship under normal use. In selecting this Code, you assume full responsibility for:

- that it will meet your needs for installation and use,
- that it is compatible with the software and hardware on which it will be used, and,
- for verifying the results obtained from such use.

NIGP and Periscope expressly exclude any warranty that the Code will meet your needs, that the Code will operate error-free or uninterrupted on any particular hardware, or that it will meet any need not expressly described.

EXCEPT AS STATED ABOVE, NEITHER NIGP NOR PERISCOPE MAKES ANY OTHER WARRANTY REGARDING THE CODE, INCLUDING, WITHOUT LIMITATION, EXPRESS OR IMPLIED WARRANTIES. NIGP AND PERISCOPE EXPRESSLY DISCLAIM THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, AND ANY OTHER WARRANTY, EXPRESS OR IMPLIED.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY HAVE OTHER LEGAL RIGHTS THAT VARY FROM STATE TO STATE OR BY JURISDICTION.

8. **LIMITATIONS OF REMEDIES:** Your remedy and the entire liability NIGP and Periscope shall be exclusively as set forth above. Neither NIGP nor Periscope will be liable to you for damages whether under theory of warranty, tort, including NIGP's, Periscope or another party's negligence, product liability or otherwise, including any lost profits, lost savings, or other incidental or consequential damages arising from the use of your inability to use the Code or the breach of any expressed or implied warranty, including negligence, even if NIGP and Periscope or its agent have been advised of the possibility of such damages. In no event shall NIGP and Periscope liability for damages exceed the greater of \$ 100 or the total annual amount paid for the Subscription granted hereunder. Some states prohibit the above limitations, so they may not apply to you.

9. **FURTHER USE OR ASSIGNMENT:** Any attempt to copy the Code as described

provided in this Agreement, shall void the Agreement.

10. **ACCEPTANCE:** By signing this document, you acknowledge that in reading this Agreement, you understand this Agreement and agree to be bound by its terms.
11. **EXECUTION OF SUBSCRIPTION:** This Subscription, to be properly executed, must be signed and returned to Periscope. This will ensure proper documentation for Periscope user file, and prompt notification of future updates and/or enhancements.

FOR THE SUBSCRIBER:

Print Name: Ellen M. Roberts

Signature: Ellen M. Roberts 

Title: Interim Vice President, Admin. Affairs

Date: 5.16.2021

FOR PERISCOPE HOLDINGS, INC.:

Periscope Holdings, Inc.

Jean Clark

Signature: _____

Title: President, NIGP Code Services
5000 Plaza on the Lake, Suite 100
Austin, TX 78746

Date: _____

CONTRACT APPROVAL COVER SHEET

Contract Name: NIGP Subscription Agreement

Requesting Department: Purchasing Date Initiated: 6/7/18

Contact Name: Jacoby Radford Phone: x4535

Email Address: radfordj@cod.edu

Vendor Name: Periscope Intermediate Corporation Phone: 800-757-6064

Vendor Contact: Cherilee Done Email: accounting@periscopeholdings.c

Total Contract: \$ 2080.00 (Y1-\$1,010.00; Y2-\$535; Y3-\$535) Contract Dates: Start: June 6, 2018

FY Budget \$ 1810.00 (01-80-00749-5404002) End: June 5, 2021

Vendor 1: Name _____ Quote: \$ _____

Vendor 2: Name _____ Quote: \$ _____

Vendor 3: Name _____ Quote: \$ _____

Contract Purpose: Subscription Agmnt for NIGP Code, proprietary commodity codes used for vendor/ BEP vendor classification: 3-yr term; Yr -1: includes (Start-Up Licensing Fee: \$275; Annual License: \$575; Addl. Seats: \$200); Yr-2: (Annual License: \$575); Yr-3: (Annual License: \$575)

Contract Type: ☐ Independent Contractor ☒ Service Agreement ☐ Lease
☐ Construction ☒ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☐ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Print

Sign

Requester: Jacoby Radford

Budget Mgr.: Jacoby Radford

Dept. Adm.: Ellen M. Roberts

Jacoby Radford Digitally signed by Jacoby Radford
Date: 2018.06.13 13:54:50 -05'00'

Jacoby Radford Digitally signed by Jacoby Radford
Date: 2018.06.13 13:54:57 -05'00'

Ellen M. Roberts Digitally signed by Ellen M. Roberts
Date: 2018.07.23 11:48:19 -05'00'

Submit to Purchasing in Berg Instructional Center (BIC), Room 1540 or email to purchasing@cod.edu.

Purchasing Dept. Use Only

Comments _____

REVIEWED

By E. Roberts at 11:48 am, Jul 23, 2018

Approval Initials _____

CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administration. This form must be completed in full and submitted with all contracts that require a signature.

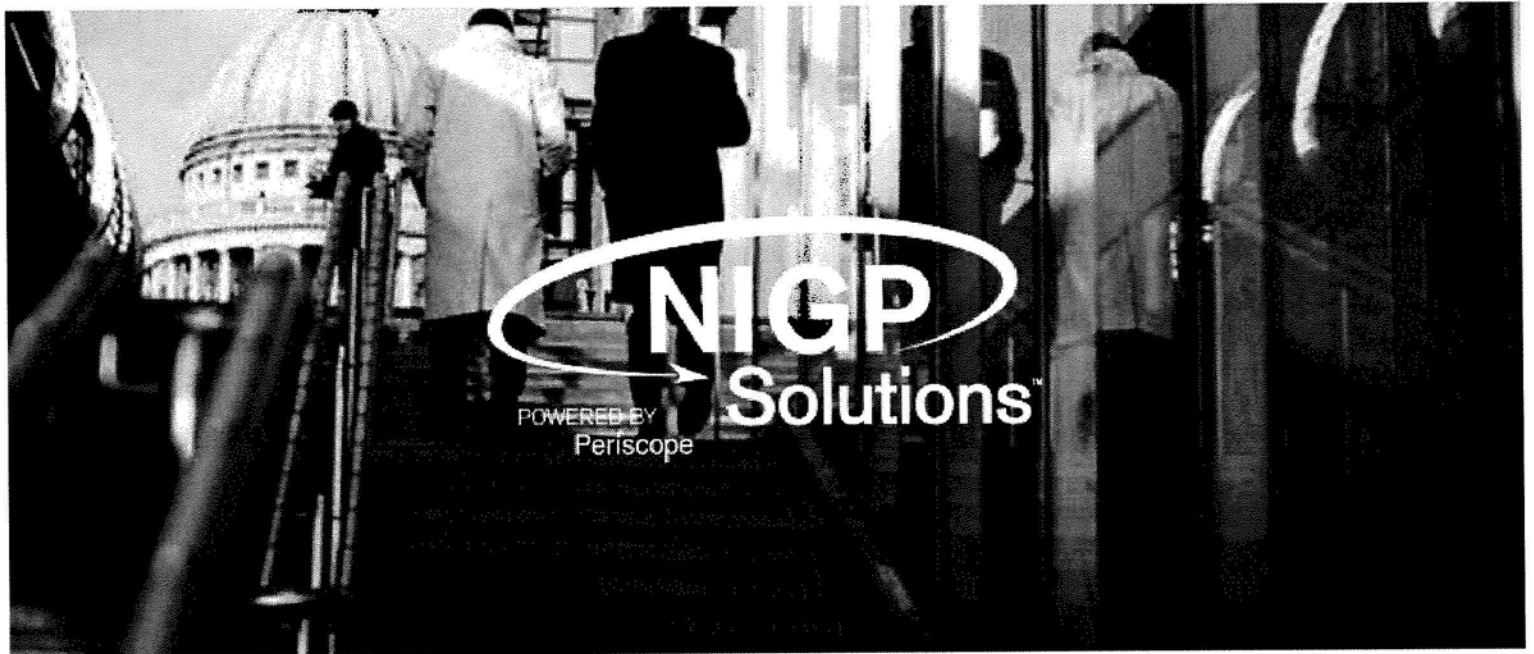
Submit the contract, along with this form and all required support documents as outlined below, to Purchasing in the Berg Instructional Center (BIC), Room 1540 or via email at purchasing@cod.edu. Purchasing will review all documents, and, if appropriate, will forward to the Vice President, Administration for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation:

- ☒ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
- ☐ 2. Contract value between \$5,000 and \$14,999: minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or an attached sheet.
- ☐ 3. Contract value between \$15,000 and \$24,999: minimum of three (3) written quotes.
- ☐ 4. Contract value of \$25,000 or greater: bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
- ☐ 5. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service.
- ☐ 6. If vendor will be providing a service on campus a Certificate of Insurance is required. For additional information contact Risk Manager.

Upon signature, the original contract will be returned to the requester. It is the responsibility of the requester to forward all fully executed contracts/agreements, no matter the dollar amount, to the Purchasing Department by emailing to purchasingforms@cod.edu for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the remaining signature(s). Once fully executed, requester will scan a copy of the complete contract and email to purchasingforms@cod.edu.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.



Get the Code

Ready to improve your procurement process by implementing the NIGP Code?

NIGP Commodity Code

- ☒ 5 Digit
- ☐ 7 Digit
- ☐ 11 Digit

\$275.00

Start-Up Licensing Fee

Annual Procurement Volume

- ☐ (505.00)

- ☐ \$10 Million or Less
- ☒ \$10 Million to \$100 Million (535.00)
- ☐ \$100 Million to \$300 Million (560.00)
- ☐ \$300 Million to \$400 Million (580.00)

Over \$400 Million Please Call (800) 757-6064

☒ Annually Billed License Fee \$535.00

(3-Year Agreement to Hold Pricing)

☐ 3-Year License Fee Billed at once

(10% discount automatically applied)

☐ NIGP Pin (10% discount)

5

\$200.00

Additional Seats

1 Seat	Free (with NIGP Code License)
Up to 5	\$40 Each
6 to 10	\$36 Each
11 to 25	\$32 Each
26 to 50	\$28 Each
51 to 100	\$23 Each
101 or Over	\$18 Each

Crosswalks to Other Coding Systems \$0.00

- ☐ MCC-NIGP \$1545/year
- ☐ NAICS-NIGP \$1545/year
- ☐ UNSPSC-NIGP \$4120 /year
- ☐ CSI-NIGP \$4120/year

If you would like to view a sample of any of the crosswalks,
please call (800) 757-6064 or email nigp-support@nigp.com

0

\$0.00

Class-Item Electronic eBook

(Index Book Included with each)

\$75 Each

000

\$0.00

Class-Item Index Electronic eBook

(Index Book Included with each)

\$25 Each

Subtotal	\$1010.00
Discount	\$0.00
Total	\$0.00
	\$1010.00

USER INFORMATION

College of DuPage, Purchasing Department



radfordj@cod.edu



425 Fawell Blvd, BIC-1B03

Glen Ellyn



Reason(s) For Licensing The NIGP Code (Select All That Apply)*

☐

Vendor Registration/Management

☐

Capture Purchase History

☐

Inventory Control/Materials Management

☐

Other

What type of procurement system are you currently using?

Dc

ESM Solution



SHIPPING ADDRESS

☒ Use Agency Address

425 Fawell Blvd, BIC-1B03

Glen Ellyn

IL

BILLING ADDRESS

☐ Use Shipping Address

College of DuPage, Accounts Payable, 425 Fawell Blvd BIC-1B03

Glen Ellyn

IL

Purchase Order



NOTE: If paying by Credit Card, please use the name and address associated with the credit card. A representative will contact you shortly to obtain the credit card number.

By submitting this form, you agree to the terms of this agreement.

submit

Periscope
HOLDINGS INC

CONNECT WITH US

f

🐦

in

Buyer Solutions	Supplier Solutions	BuySpeed	BidSync	Who We Are	Why Periscope
By Pain Points	BidSync	eProcurement	BidSync Links	Leadership	Blog
By Industry	By Pain Points	eCatalog	BidSync LinksPlus	Careers	Resources
BuySpeed	By Industry	Invoicing	BidSync ProposalHelper		News & Events
Strategic Services	Periscope Supplier Network	Business Intelligence & Reporting			Partners
Periscope Supplier Network		Vendor Management			Contact
NIGP Code		Sourcing			
NIGP Consulting		Contract Management			
Funding Options					

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3. **ASSIGNMENT:** The Code and your rights under this Agreement may not be transferred or assigned to another party.
4. **SUB LICENSEE DISCLOSURE STATEMENT:** Unless Sub-Licensee has prior written approval from Periscope for a deviation from the language indicated below, Sub-Licensee shall use the following wording for all disclosures:

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year term. The Agreement may be terminated at the end of this term by the Licensee or Licensor by providing the other party the reason for the termination in writing. The letter must be sent to the other party prior to the renewal date of the Subscription. Failure to renew the subscription as the result of non-payment of the subscription fee when due will be just cause for early termination of this Agreement. Termination of the Code means you must destroy the Code with all copies, modifications, and portions merged into other programs or copies.

6. **PRICING:** Licensee pricing will be based on Attachment A included herein.
7. **LIMITED WARRANTY:** NIGP and Periscope's sole warranty is that the Code will be free from defects in materials and workmanship under normal use. In selecting this Code, you assume full responsibility for:
- that it will meet your needs for installation and use,
 - that it is compatible with the software and hardware on which it will be used, and,
 - for verifying the results obtained from such use.

NIGP and Periscope expressly exclude any warranty that the Code will meet your needs, that the Code will operate error-free or uninterrupted on any particular hardware, or that it will meet any need not expressly described.

EXCEPT AS STATED ABOVE, NEITHER NIGP NOR PERISCOPE MAKES ANY OTHER WARRANTY REGARDING THE CODE, INCLUDING, WITHOUT LIMITATION, EXPRESS OR IMPLIED WARRANTIES. NIGP AND PERISCOPE EXPRESSLY DISCLAIM THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, AND ANY OTHER WARRANTY, EXPRESS OR IMPLIED.

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8. **LIMITATIONS OF REMEDIES:** Your remedy and the entire liability NIGP and Periscope shall be exclusively as set forth above. Neither NIGP nor Periscope will be liable to you for damages whether under theory of warranty, tort, including NIGP's, Periscope or another party's negligence, product liability or otherwise, including any lost profits, lost savings, or other incidental or consequential damages arising from the use of your inability to use the Code or the breach of any expressed or implied warranty, including negligence, even if NIGP and Periscope or its agent have been advised of the possibility of such damages. In no event shall NIGP and Periscope liability for damages exceed the greater of \$ 100 or the total annual amount paid for the Subscription granted hereunder. Some states prohibit the above limitations, so they may not apply to you.
9. **FURTHER USE OR ASSIGNMENT:** Any attempt to copy the Code as described above or to assign, or transfer this Subscription or the Code covered hereunder except as

provided in this Agreement, shall void the Agreement.

10. **ACCEPTANCE:** By signing this document, you acknowledge that in reading this Agreement, you understand this Agreement and agree to be bound by its terms.

11. **EXECUTION OF SUBSCRIPTION:** This Subscription, to be properly executed, must be signed and returned to Periscope. This will ensure proper documentation for Periscope user file, and prompt notification of future updates and/or enhancements.

FOR THE SUBSCRIBER:

Print Name: Brian W. Caputo

Signature: Brian W. Caputo, Ph.D., C.P.A.

Title: Vice President/CFO
Administrative Affairs

Date: 7/25/18

FOR PERISCOPE HOLDINGS, INC.:

Periscope Holdings, Inc.

Matt Walker

Signature: _____

Title: President, NIGP Code Services
211 East 7th Street. Suite 1100
Austin, TX 78701

Date: _____

NIGP Code

"The NIGP Coding system allows us to improve our inventory process, and that is a critical component to materials management."

— Calvin Wells, Purchasing Agent, City of Houston

Code Structure	Sample Code	Description
3-digit (class)	425	Furniture, Office
5-digit (class-item)	425-21	Desks and Tables, Wood
7-digit (class-item-group)	425-21-85	Tables, Wood, Conference, Contemporary
11-digit (class-item-group-detail)	425-21-85-555-3	72 IN. X 36 IN., w/o Center Drawer, Mahogany Finish

Unparalleled coding structure for standardizing purchasing and spend classification.

Your Partner in Procurement Transformation

For over 60 years, the National Institute of Government Procurement (NIGP) has specialized in developing, supporting, and promoting the public procurement profession.

The NIGP Commodity/Services Code was developed to better classify products and services in public procurement. The code is commonly used to classify suppliers and track data within strategic sourcing and spending analysis by state and local governments. The NIGP Code is the standard taxonomy for classifying commodities and services for 1,000 government users in 47 states, the District of Columbia, Canada, Australia and the Virgin Islands.

Periscope Holdings hold the exclusive license from the NIGP to maintain, enhance, and market the NIGP Code. Together, we offer a product that enables our customers to align business practices, eradicate waste in their procurement practices, and achieve maximum value of every dollar spent.

The NIGP Code is most commonly used to classify suppliers and to track spend data for use in strategic sourcing and spending analysis. When coupled with a procurement software package, the NIGP Commodity/Services Code brings the highest levels of order and efficiency to overall procurement process including:

Extensive Categorization

NIGP Code provides a robust classification structure, with the unparalleled depth and breadth for the identification of suppliers' products and services.

Richer Reporting

The NIGP Code enables you to create a system of measures, perform comprehensive measurements and provide feedback on the execution of your strategic sourcing plan. It also enables you to track spending to measure against diversity goals, when used in conjunction with MBE/WBE certification.

Increased Transparency

Since all suppliers, services and spend data are attributed to a specific NIGP code, information can be easily and quickly retrieved to satisfy auditing, reporting, and legal discovery requirements; thereby enabling you to analyze an organization's spend and make decisions about strategies to acquire commodities and services more effectively and efficiently.

Reduced Procurement Risk

The NIGP Code can help organize and identify suppliers for various products and services, manage suppliers to ensure adequate competition, and assure MBE/WBE outreach to increase diversity across spend areas; thereby reducing overall procurement risk by identifying spend areas where competition is weak and supplier recruitment is needed.

NIGP Code

NIGP Code Key Features

Supplier Management

- Comprehensive supplier organization tools
- Supplier availability/recruitment
- Supplier competition and MBE/WBE functions

Requisition

- Consolidation of requisitions
- Facilitate workflow based on commodity
- Standardized product/service descriptions

Sourcing

- Supplier identification, price evaluation and control
- Competitive bidding through spend rollup at item level
- Consistent sourcing with standardized descriptions

PO/Contract Management

- Volume discount opportunities through PO consolidation
- Commodity-based workflow
- Purchasing controls with commodity code organization

Spend Analysis

- Automatic spend tracking by commodity code
- Cross-indexing of spend data against supplier categories or MBE/WBE classifications
- "Green" spend tracking

Inventory

- Standardized product numbering and descriptions
- Supplier-independent item numbers
- Elimination of product duplication in stock

Content Management

- Simplified catalog searching
- Standardized content via UNSPSC, NAICS, and MCC crosswalks
- Simplified product/service comparisons across catalogs

NIGP Code Structure

3-Digit Class Code has a brief general description. This level contains 227 Commodity (Product) Classes and 55 Service Classes totaling 282 Classes. The 3-Digit Code is primarily used to generate periodic expenditure history by department for fiscal planning, budget execution and accounting.

5-Digit Class-Item Code is an expanded version of the 3-Digit Class Code. Currently, it contains more than 9,138 descriptions. This level categorizes suppliers by class-item to allow procurement software to automate bidder selection, produce no-bid response reports, supplier performance reports, and minority business and HUB reports by Code. Purchase history can be captured at this level as well.

7-Digit Class-Item-Group Code provides an additional level of purchase description. It contains more than 30,312 descriptions. It can be used to

develop a specification file and contract line-items. It may be employed with the 11-Digit Code to create a comprehensive, detailed purchase description.

11-Digit Class-Item-Group-Detail Code is generally used to identify stock items in inventory and may be used to create, manage and maintain line-item term contracts. This level of the Code currently contains more than 258,056 descriptions that provide a great amount of flexibility when creating contracts and tracking inventory.

NIGP Crosswalks to Other Coding Systems

- The Merchant Classification Code (MCC)
- The United Nations Standard Products and Services Code (UNSPSC)
- The North American Industry Classification System (NAICS)

Code Services

NIGP Coding services enable you to uncover key information about purchasing, materials management and supplier management. Services include: existing classification review, coding, code usage reviews, inventory rationalization, "crosswalk" implementation, spend analysis, and project management.

About Periscope Holdings

Periscope Holdings, Inc. is the leader in purpose-based procurement solutions and services. Periscope's eProcurement software, BuySpeed™, transforms the public procurement process by eradicating waste and maximizing the value of every dollar spent by our public sector and higher education clients. Periscope is the sole custodian of the NIGP Commodity/Services Code, and manages the NIGP Consulting program. Periscope recently acquired BidSync, the leader in eProcurement bid notification systems.

For more information, visit periscopeholdings.com

College of DuPage

Purchase Order #: 359810
PO Create Date: 8/21/2018
PO Created By: Jordan Towne
PO Release Date: 8/21/2018 10:23:44 AM , print
Fiscal Date: 8/21/2018
Needed By Date: 8/31/2018

Vendor Address:

Attn: NIGP Support
 Periscope Holdings, Inc.
 211 East 7th St
 Ste 1100
 Austin, TX 78701
 Phone: 800-757-6064
 GL Vendor#: 1553827

Bill To:

Attn: SRC2049 Accounts Payable
 College of DuPage Accounts Payable
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2228
 Fax: 630-858-9078

Requisition:

Beth Cernick (668507)

Ship To:

Attn: Manager Purchasing
 BLANKET PO
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2378

Purchase Order Comments:

n/a

Item Number	Item Description	UOM	Quantity	Unit Price	Line Total
	NIGP Subscription - Commodity Codes	Each	1	\$1,010.0000	\$1,010.00
	<i>Deliver To: Cernick, Beth</i>				
Subtotal:					\$1,010.00
Shipping & Handling:					\$0.00
Tax:					\$0.00
Total:					\$1,010.00

Account Code Summary:

Account Code	Description	Amount
01-80-00749-5404002		\$1,010.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

Approved By: Jordan Towne

Signature: _____

*** Confirming Purchase Order *****College of DuPage**

Purchase Order #: 364559
PO Create Date: 6/6/2019
PO Created By: Jordan Towne
PO Release Date: 6/6/2019 2:14:25 PM , print
Fiscal Date: 6/6/2019

Vendor Address:

Attn: NIGP Support
 Periscope Holdings, Inc.
 211 East 7th St
 Ste 1100
 Austin, TX 78701
 Phone: 800-757-6064
 GL Vendor#: 1553827

Requisition:

Anne Marie Dando (674076)

Bill To:

Attn: SRC2049 Accounts Payable
 College of DuPage Accounts Payable
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2228
 Fax: 630-858-9078

Ship To:

Attn: Manager Purchasing
 BLANKET PO
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2378

Purchase Order Comments:

n/a

Item Number	Item Description	UOM	Quantity	Unit Price	Line Total
NIGP	NIGP 5 Digit License (\$10 Million - \$100 Million) 6/6/2019 to 6/5/2020 <i>Deliver To: Dando, Anne Marie</i>	Each	1	\$535.0000	\$535.00
NIGP	Additional Seats <i>Deliver To: Dando, Anne Marie</i>	Each	5	\$40.0000	\$200.00
				Subtotal:	\$735.00
				Shipping & Handling:	\$0.00
				Tax:	\$0.00
				Total:	\$735.00

Account Code Summary:

Account Code	Description	Amount
01-80-00749-5404002		\$735.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

Approved By: Jordan Towne

Signature: _____

INVOICE



Periscope Intermediate Corp
5000 Plaza on the Lake, Suite 100
Austin, TX 78746
Email: accounting@periscopeholdings.com
Tax Id: 47-2218130

Date	04/01/2019
Invoice #	SI-5340
Terms	Net 30
PO#	
Date Due	05/01/2019
Customer ID	C-1002

Bill To:

College of DuPage, Purchasing Department
425 Fawell Blvd, BIC-1B03
Glen Ellyn, IL 60137

PRODUCT	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
NIGP	NIGP 5 Digit License (\$10 Million to \$100 Million) - For the period from June 6, 2019 to June 5, 2020	1	\$535.00	\$535.00
NIGP	Additional Seats	5	\$40.00	\$200.00
			SUBTOTAL	\$735.00
			Sales Tax	\$0.00
			TOTAL	\$735.00

Bank Information:

Beneficiary: Periscope Intermediate Corporation
Beneficiary Bank: Silicon Valley Bank
Routing Number: 121140399
Account Number: 3301278657

Lockbox Remittance Address:

Periscope Intermediate Corporation
Dept. 3608, PO BOX 123608
Dallas, TX 75312-3608

For Credit Card Payments:

[Click here](https://periscope.mypaysimple.com/s/periscope) or Visit <https://periscope.mypaysimple.com/s/periscope> to pay your bill online

For Invoice Amounts \$7,500 or Greater, Please Add 3% Convenience Fee While Paying by Credit Card

For inquiries regarding this invoice please contact accounting@periscopeholdings.com

Thank You For Your Business

INVOICE

Periscope

Periscope Intermediate Corp
5000 Plaza on the Lake, Suite 100
Austin, TX 78746
Email: accounting@periscopeholdings.com
Tax Id: 47-2218130

Date	04/01/2019
Invoice #	SI-5340
Terms	Net 30
PO#	
Date Due	05/01/2019
Customer ID	C-1002

Bill To:

College of DuPage, Purchasing Department
425 Fawell Blvd, BIC-1B03
Glen Ellyn, IL 60137

PRODUCT	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
NIGP	NIGP 5 Digit License (\$10 Million to \$100 Million) - For the period from June 6, 2019 to June 5, 2020	1	\$535.00	\$535.00
NIGP	Additional Seats	5	\$40.00	\$200.00
SUBTOTAL				\$735.00
Sales Tax				\$0.00
TOTAL				\$735.00

GL:

01.80.00749.5404002

Jenny Raffel
6/3/19

Bank Information:

Beneficiary: Periscope Intermediate Corporation
Beneficiary Bank: Silicon Valley Bank
Routing Number: 121140399
Account Number: 3301278657

Lockbox Remittance Address:

Periscope Intermediate Corporation
Dept. 3608, PO BOX 123608
Dallas, TX 75312-3608

For Credit Card Payments:

Click [here](https://periscope.mypaysimple.com/s/periscope) or Visit <https://periscope.mypaysimple.com/s/periscope> to pay your bill online

For Invoice Amounts \$7,500 or Greater, Please Add 3% Convenience Fee While Paying by Credit Card

For inquiries regarding this invoice please contact accounting@periscopeholdings.com

Thank You For Your Business

INVOICE



Periscope Intermediate Corp
5000 Plaza on the Lake, Suite 100
Austin, TX 78746
Email: accounting@periscopeholdings.com
Tax Id: 47-2218130

Date	05/05/2021
Invoice #	SI-7293
Terms	Net 30
PO#	
Date Due	06/04/2021
Customer ID	C-1002

Bill To:

College of DuPage, Purchasing Department
425 Fawell Blvd, BIC-1B03
Glen Ellyn, IL 60137

PRODUCT	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
NIGP	NIGP 5 Digit License (\$10 Million to \$100 Million) - For the period from May 6, 2021 to May 5, 2022	1	\$535.00	\$535.00
NIGP	Additional Seats	5	\$40.00	\$200.00
			SUBTOTAL	\$735.00
			Sales Tax	\$0.00
			TOTAL	\$735.00

PH-45227

Bank Information:

Beneficiary: Periscope Intermediate Corporation
Beneficiary Bank: Texas Capital Bank
Routing Number: 111017979
Account Number: 4011034735

Lockbox Remittance Address:

Periscope Intermediate Inc.
LOCKBOX NUMBER 679255
1200 E CAMPBELL RD STE 108
RICHARDSON TX 75081

For Credit Card Payments:

[Click here](https://periscope.mypaysimple.com/s/periscope) or Visit <https://periscope.mypaysimple.com/s/periscope> to pay your bill online

For Invoice Amounts \$7,500 or Greater, Please Add 3% Convenience Fee While Paying by Credit Card

For inquiries regarding this invoice please contact accounting@periscopeholdings.com

Thank You For Your Business

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Periscope Intermediate Corp.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 5000 Plaza on the Lake, Suite 100	Requester's name and address (optional)
6 City, state, and ZIP code Austin, TX 78746	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
OR								
Employer identification number								
4	7		-	2	2	1	8	1 3 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>David English</i>	Date ► <i>1/1/21</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

From: [Alton Faltysek](#)
To: [Dando, Anne Marie](#)
Subject: RE: [External] RE: College of DuPage Cust ID C-1002
Date: Tuesday, May 11, 2021 4:06:03 PM

Contact name: David English, CFO
Number: 512-472-9062
Email: finance@periscopeholdings.com

Thank you,

Alton M. Faltysek
Interim Controller | Periscope Holdings
a: 5000 Plaza on the Lake, Suite 100, Austin TX 78746
p: 512.717.0684
m: 512.797.5609

From: Dando, Anne Marie <dandoa@cod.edu>
Sent: Tuesday, May 11, 2021 3:55 PM
To: Alton Faltysek <afaltysek@periscopeholdings.com>
Subject: RE: [External] RE: College of DuPage Cust ID C-1002


Dear Alton,

I'm sorry, I just realized you did not list the contract name, number and email.

Should I list you as the contact?

Best,

Anne Marie Dando
Procurement Services Assistant

 **College of DuPage**
425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | dandoa@cod.edu

[Click Here for current bids/Rfps!](#)
[COD: Check out our Team Site!](#)

From: Alton Faltysek <afaltysek@periscopeholdings.com>
Sent: Tuesday, May 11, 2021 3:49 PM
To: Dando, Anne Marie <dandoa@cod.edu>
Subject: [External] RE: College of DuPage Cust ID C-1002

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Anne Marie,
See attached for our W9.
Let me know if you need anything else.

Thank you,

Alton M. Faltysek
Interim Controller | Periscope Holdings

a: 5000 Plaza on the Lake, Suite 100, Austin TX 78746

p: 512.717.0684

m: 512.797.5609

From: Dando, Anne Marie <dandoa@cod.edu>

Sent: Tuesday, May 11, 2021 3:07 PM

To: accounting.periscopeholdings.com <accounting@periscopeholdings.com>

Subject: College of DuPage Cust ID C-1002

Hello,

We received Invoice #SI-7293 and I see you have an updated address since our last payment to you.

In order to update our system, we will a completed current W9. I do have Heidi as our contact person via NIGP who initiated everything for us.

Kindly provide the name, email and phone number at your end so we may update our system. We would like to get this bill paid asap so please respond as soon as possible.

Thank you!

Best,

Anne Marie Dando

Procurement Services Assistant

 **College of DuPage**

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2813 | dandoa@cod.edu

[Click Here](#) for current bids/Rfps!

COD: Check out our [Team Site](#)!