

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1547022
Vendor Name: Symplicity Corporation
Invoice Number: 107790
Invoice Date: 7/1/2021
PO Number: P0002510
Check Number: 0297647
Check Amount: \$ 12,575.68
Check Date: 04/04/2022
Voucher Number: V0733860
Document Type: AP Invoice

Document Below

simplicity

Symplicity Corporation
3003 Washington Blvd
Suite 900
Arlington, VA 22201
FEIN 36-4160472
[Symplicity W9](#)

Invoice

Invoice #	107790
Invoice Date	07/01/2021
Payment Due Date	08/30/2021

Billing

College of DuPage
425 Fawell Blvd.
Glen Ellyn IL 60137
United States

PO#

P0002510

Qty	Item	Period of Performance	Rate	Amount
1	Accommodate (unlimited seats)	07/01/2021 - 06/30/2022	\$7,576.24	\$7,576.24
1	Note Taker Network	07/01/2021 - 06/30/2022	\$658.81	\$658.81
1	CAS/LDAP	07/01/2021 - 06/30/2022	\$658.81	\$658.81
1	Student Appointments/Test Room Booking	07/01/2021 - 06/30/2022	\$1,317.61	\$1,317.61
1	Faculty Engagement	07/01/2021 - 06/30/2022	\$1,317.61	\$1,317.61

Payment information

Bank of America, FL7-513-02-02
Account #: 001453334174
Routing # for ACH Transactions: 122000661
ABA # for Wire Transactions: 026009593
SWIFT # for International Wires: BOFAUS3N

Payments by check

Make checks payable to: Symplicity Corporation
The invoice number must be clearly displayed on your payment.

Please email vendor/ACH forms, POs and remittance advice to accounts@simplicity.com.

The licensee is responsible for all bank charges which are incurred in the wiring or other transmissions of funds.

simplicity

Symlicity Corporation
3003 Washington Blvd
Suite 900
Arlington, VA 22201
FEIN 36-4160472
[Symlicity W9](#)

Invoice

Invoice #	107790
Invoice Date	07/01/2021
Payment Due Date	08/30/2021

Subtotal	\$11,529.08
Tax Total (%)	\$0.00
USD Total	\$11,529.08
Amount Due	\$11,529.08

Payment information	Payments by check
Bank of America, FL7-513-02-02 Account #: 001453334174 Routing # for ACH Transactions: 122000661 ABA # for Wire Transactions: 026009593 SWIFT # for International Wires: BOFAUS3N	Make checks payable to: Symlicity Corporation The invoice number must be clearly displayed on your payment.
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Symplicity Accounts <accounts@symplicity.com>

[External] Symplicity Invoice: College of DuPage : ACC - College of DuPage - PO: P0002510 #107790

Symplicity Accounts <accounts@symplicity.com>

Thu, Mar 24, 2022 at 12:58 PM GMT

CC:

BCC:

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.

Hello,

Please find the attached invoice 107790 for College of DuPage : ACC - College of DuPage with your PO number.

Symplicity's preferred method of payment is ACH.

Credit card payments can be made at <https://creditcards.symplicity.com/events/1e1c9b8f76da7dd924058f2a8d454c82/regform> with a 3% processing fee added.

If paying by check, please make it payable to Symplicity Corporation and mail it to the address at the bottom of this message.

Thank you,
Symplicity Accounts

Symplicity Corporation
3003 Washington Blvd. Suite 900
Arlington, VA 22201
www.symplicity.com

1 attachment

Invoice_107790_1648126712422.pdf

Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 3/30/22 Vendor ID: 1547022 Vendor Name: Symlicity Corp
 Payee Address: 3003 Washington Blvd, Ste 900 Arlington, VA, 22201, United States Payment Due Date: 08/30/2021

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
110291	01-30-00469-5302001	Access Accommodations - Consultants Exps	1,046.60
107790	01-30-00469-5302001	Access Accommodations - Consultants Exps	11,529.08
Total			\$ 12,575.68

Check the appropriate box below:

- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Accommodate Software

APPROVED
By Ellen H. Roberts at 11:28 am, Mar 31, 2022

Other Instructions:

All requests will require the following approvals:

Requester: S. Salvato Digitally signed by Samantha Salvato Date: 2022.03.31 09:31:59 -05'00' Print Name: Samantha Salvato
 Budget Officer: S. Salvato Digitally signed by Samantha Salvato Date: 2022.03.31 09:32:10 -05'00' Print Name: Samantha Salvato

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): Diana Del Rosario Digitally signed by Diana Del Rosario Date: 2022.03.31 09:56:25 -05'00' Print Name: Diana Del Rosario- signing for Nathania Montes in her absence

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): Diana Del Rosario Digitally signed by Diana Del Rosario Date: 2022.03.31 09:56:25 -05'00' Print Name: Diana Del Rosario

Area Cabinet Officer (only required if request is \$10,000 and over): Chavez Digitally signed by Mark Curtis Date: 2022.03.31 11:28:10 -05'00' Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): board approved on 3/17/22

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form (cont.)

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

simplicity

Symplicity Corporation
3003 Washington Blvd
Suite 900
Arlington, VA 22201
FEIN 36-4160472
[Symplicity W9](#)

Invoice

Invoice #	107790
Invoice Date	7/1/2021
Payment Due Date	8/30/2021

Billing

College of DuPage
425 Fawell Blvd.
Glen Ellyn IL 60137
United States

PO#

Qty	Item	Period of Performance	Rate	Amount
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1	Note Taker Network	7/1/2021 - 6/30/2022	\$658.81	\$658.81
1	CAS/LDAP	7/1/2021 - 6/30/2022	\$658.81	\$658.81
1	Student Appointments/Test Room Booking	7/1/2021 - 6/30/2022	\$1,317.61	\$1,317.61
1	Faculty Engagement	7/1/2021 - 6/30/2022	\$1,317.61	\$1,317.61

Payment information	Payments by check
Bank of America, FL7-513-02-02 Account #: 001453334174 Routing # for ACH Transactions: 122000661 ABA # for Wire Transactions: 026009593 SWIFT # for International Wires: BOFAUS3N	Make checks payable to: Symplicity Corporation The invoice number must be clearly displayed on your payment.
Please email vendor/ACH forms, POs and remittance advice to accounts@simplicity.com .	
The licensee is responsible for all bank charges which are incurred in the wiring or other transmissions of funds.	

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Symlicity Corporation
3003 Washington Blvd
Suite 900
Arlington, VA 22201
FEIN 36-4160472
[Symlicity W9](#)

Invoice

Invoice #	107790
Invoice Date	7/1/2021
Payment Due Date	8/30/2021

Subtotal	\$11,529.08
Tax Total (%)	\$0.00
USD Total	\$11,529.08
Amount Due	\$11,529.08

Payment information	Payments by check
Bank of America, FL7-513-02-02 Account #: 001453334174 Routing # for ACH Transactions: 122000661 ABA # for Wire Transactions: 026009593 SWIFT # for International Wires: BOFAUS3N	Make checks payable to: Symlicity Corporation The invoice number must be clearly displayed on your payment.
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simplicity

Symplicity Corporation
3003 Washington Blvd
Suite 900
Arlington, VA 22201
FEIN 36-4160472
[Symplicity W9](#)

Invoice

Invoice #	110291
Invoice Date	01/24/2022
Payment Due Date	03/25/2022

Billing

Kelli Kerns
College of DuPage
425 Fawell Blvd.
Glen Ellyn IL 60137
United States

PO#

Qty	Item	Period of Performance	Rate	Amount
1	Kiosks	01/24/2022 - 06/30/2022	\$1,046.60	\$1,046.60

Subtotal	\$1,046.60
Tax Total (%)	\$0.00
USD Total	\$1,046.60
Amount Due	\$1,046.60

Payment information

Bank of America, FL7-513-02-02
Account #: 001453334174
Routing # for ACH Transactions: 122000661
ABA # for Wire Transactions: 026009593
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MARCH 17, 2022

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING
BOARD APPROVAL**

SUBJECT

Request to exceed \$25,000 total spend on software to manage services for students with disabilities to Symplicity Corp

REASON FOR CONSIDERATION

A single contract exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees. Payment for this fiscal year (FY22 cost: \$12,575.68) will exceed a total contractual spend of \$25,000, requiring board approval.

BACKGROUND INFORMATION

The Center for Access and Accommodations secured the Accommodate Software in 2018. This vendor and its software was chosen based on multiple factors including scope of services, ease of use for students, features specific to establishing and maintaining legal compliance, and cost. This software program allows the staff in the Center for Access and Accommodations to manage services for students with disabilities and maintain compliance with the Americans With Disabilities Act, As Amended and Section 504 of the Rehabilitation Act of 1973.

Continued access to the Accommodate Software is necessary while a plan is developed with IT or a new vendor to ensure that all data currently housed within the Accommodate Software System is properly extracted, backed up, and/or transferred to a new system. The Center is in the early planning stages for an RFP to either continue with the current vendor or select a new vendor. Part of the RFP requirements will focus on another vendor's ability to transfer information from the current system to their system without any data loss. Continued access to the Accommodate system during the transition will be essential.

This purchase contract complies with State Statute, Board Policy, and Administrative Procedures.

FY2022

Year 4 of 4: FY22 Access & Accommodations: IT Maintenance GL: 01-30-00469-5304004-

\$12,575.68

Primary Strategic Long Range Plan Goal: Student Success. To accomplish this, we will: Create an institutional culture of student access, equity, and inclusion. Improve student persistence, completion, transfer, and job obtainment. Invest in academic excellence and innovation. Transform and innovate student support services and technology.

RECOMMENDATION

That the Board of Trustees approves the FY22 payment of \$12,575.68 to Symplicity Corp, which will put the total contractual spend above \$25,000.

STAFF CONTACT

Samantha Salvato

Manager of The Center for Access and Accommodations

Signed and approved this 17th day of March 2022.

Maureen Dunne

CHAIR

Heidi Holan

SECRETARY

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1547022
Vendor Name: Symplicity Corporation
Invoice Number: 110291
Invoice Date: 1/24/2022
PO Number: P0002510
Check Number: 0297647
Check Amount: \$ 12,575.68
Check Date: 04/04/2022
Voucher Number: V0733886
Document Type: AP Invoice

Document Below

simplicity

Symplicity Corporation
3003 Washington Blvd
Suite 900
Arlington, VA 22201
FEIN 36-4160472
[Symplicity W9](#)

Invoice

Invoice #	110291
Invoice Date	01/24/2022
Payment Due Date	03/25/2022

Billing

Kelli Kerns
College of DuPage
425 Fawell Blvd.
Glen Ellyn IL 60137
United States

PO#

P0002510

Qty	Item	Period of Performance	Rate	Amount
1	Kiosks	01/24/2022 - 06/30/2022	\$1,046.60	\$1,046.60

Subtotal	\$1,046.60
Tax Total (%)	\$0.00
USD Total	\$1,046.60
Amount Due	\$1,046.60

Payment information

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Account #: 001453334174
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Symplicity Accounts <accounts@symplicity.com>

[External] Symplicity Invoice: College of DuPage : ACC - College of DuPage - PO: P0002510 #110291

Symplicity Accounts <accounts@symplicity.com>

Thu, Mar 24, 2022 at 12:58 PM GMT

CC:

BCC:

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.

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www.symplicity.com

1 attachment

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Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
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107790	01-30-00469-5302001	Access Accommodations - Consultants Exps	11,529.08
Total			\$ 12,575.68

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By Ellen H. Roberts at 11:28 am, Mar 31, 2022

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simplicity

Symplicity Corporation
3003 Washington Blvd
Suite 900
Arlington, VA 22201
FEIN 36-4160472
[Symplicity W9](#)

Invoice

Invoice #	107790
Invoice Date	7/1/2021
Payment Due Date	8/30/2021

Billing

College of DuPage
425 Fawell Blvd.
Glen Ellyn IL 60137
United States

PO#

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Subtotal	\$11,529.08
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USD Total	\$11,529.08
Amount Due	\$11,529.08

Payment information	Payments by check
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FEIN 36-4160472
[Symlicity W9](#)

Invoice

Invoice #	110291
Invoice Date	01/24/2022
Payment Due Date	03/25/2022

Billing

Kelli Kerns
College of DuPage
425 Fawell Blvd.
Glen Ellyn IL 60137
United States

PO#

Qty	Item	Period of Performance	Rate	Amount
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Subtotal	\$1,046.60
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USD Total	\$1,046.60
Amount Due	\$1,046.60

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Account #: 001453334174
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MARCH 17, 2022

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REGULAR BOARD MEETING
BOARD APPROVAL**

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FY2022

Year 4 of 4: FY22 Access & Accommodations: IT Maintenance GL: 01-30-00469-5304004-

\$12,575.68

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RECOMMENDATION

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STAFF CONTACT

Samantha Salvato

Manager of The Center for Access and Accommodations

Signed and approved this 17th day of March 2022.

Maureen Dunne

CHAIR

Heidi Holan

SECRETARY