

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083808
Vendor Name: Compdata Surveys
Invoice Number: IN 264319
Invoice Date: 01/20/20
PO Number: P0369538
Check Number: 0267825
Check Amount: \$ 899.00
Check Date: 05/12/2020
Department ID: 00797
Reviewer Name:
Voucher Number: V0621652
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: duffeym@cod.edu
Sent: Fri Apr 24 16:51:01 CDT 2020
To: invoicing@cod.edu
CC:
Subject: CompData Invoice and documents

Good afternoon,

Attached please find an invoice from CompData, along with supporting documents. I have also attached the PO documentation from Procurement Services.

If you have any questions, or if you need any other information from me, please let me know.

Thank you,

Mary Jo Duffey

College of DuPage Human Resources

From: zerrudom@cod.edu
Sent: Tue Apr 28 08:07:23 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Attached Document

From: Duffey, Mary Jo
Sent: Monday, April 27, 2020 4:34 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Re: Attached Document

Hi Marivic,

It's good to hear from you. I'm fine and hope that you are, too!

It's fine to send this without the invoice -- I asked Procurement to send a copy of the PO, so the company will have that for their records as well. If you need anything else from me, please let me know.

Take care and stay healthy,

Mary Jo

From: Zerrudo, Maria
Sent: Monday, April 27, 2020 4:28 PM
To: Duffey, Mary Jo
Subject: Attached Document

Hi Mary Jo,

Hope you and your family are safe and doing well.

The attached invoice for Compdata Surveys has note to remit a section of the invoice with the check payment. Since we are working remotely and can't print this invoice so it can be mailed with the check later, is it ok to just send the check without a copy of the invoice?
The check will show the invoice no.

Thanks

Marivic Zerrudo
Accounts Payable Team Leader
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2601 | zerrudom@cod.edu



The Power of You

PO Box 25627, Overland Park, Kansas 66225 Phone 800.300.9570 FAX 800.226.0999



compdata
surveys|consulting

invoice

Invoice: IN 264319
Invoice Date: 1/20/2020
Customer PO:
Invoice Total: 899.00
Page: 1

SOLD COLLEG01-IL
TO: TERESA DIETZ
COLLEGE OF DUPAGE
425 22ND ST
GLEN ELLYN, IL 60137

TERESA DIETZ
425 22ND ST
GLEN ELLYN, IL 60137

Federal ID # 35-1857154 *

Please remit this section with your payment

Call for CC payment

Sales Representative
GOLDXX20

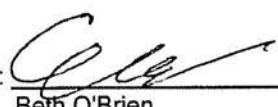
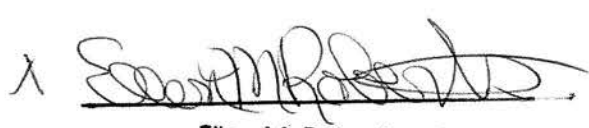
Payment Terms
Net 60 Days

Due Date
2/19/2020

Invoice comment:

Annual subscribers must submit data & purchase survey results annually to receive discount and additional perks.

Data: The More You Give, The Better It Gets

QTY	DESCRIPTION	AMOUNT
	Compensation Data for Colleges and Universities - National Online Participant Discount Rate	879.00
1	Compdata Edge License Activation Fee	20.00
<div>AP VERIFIED</div> <div>04/29/20 - MARIA ZERRUDO</div> <div>Requisition # 680096 Vendor #1083808</div> <div>PO#: 369538 Released: 04/24/2020</div> <div>Approved:  3/6/2020</div> <div>Beth O'Brien Date</div> <div></div> <div>Ellen M. Roberts</div> <div>Interim Vice President</div> <div>Administrative Affairs</div>		

Sold To: COLLEGE OF DUPAGE
Contact: TERESA DIETZ
Invoice Date: 1/20/2020

PO#:

Invoice IN 264319

Total Invoice Amount	899.00
Full Order Amount	899.00
NET 60 DAYS	899.00

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

Vendor:

1083808
Compdata Surveys
1713 East 123rd St.
Olathe, KS 66061

Attn: Customer Service

Phone: 123-123-1234
Fax:

PURCHASE ORDER

369538

Page: 1

Release Method: Hard Copy

Release Date: 04/24/2020

Created Date: 04/24/2020

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: Duffey, Mary Jo

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 680096

Requisitioner Name(s): Mary Jo Duffey

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Annual Survey for Compensation Team-HR	\$899.00	\$899.00
Deliver To: Duffey, Mary Jo						
						Sub Total: \$ 899.00
						Total: \$ 899.00

Account Code Summary

Account Code	Account Description	Amount
01-80-00797-5406001		\$899.00

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

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

payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

369538

Page: 2

Release Method: Hard Copy

Release Date: 04/24/2020

Created Date: 04/24/2020

Humphrey, Vera

From: Erl, Lisa
Sent: Thursday, March 12, 2020 10:07 AM
To: Humphrey, Vera
Cc: Duffey, Mary Jo; O'Brien, Elizabeth
Subject: CompData Salary.com HR BO 3.12.20
Attachments: CompData Salary.com HR BO 3.12.20.pdf; CompData Salary.com Invoice Feb2020.pdf; Website Terms of Use _ Legal _ Salary.com.pdf

Hi Vera –

The attached is ready for Ellen's review and signature, if appropriate. Please note, per the email below, the vendor is not able to modify any of their online terms and conditions.

Thank you,

Lisa

Lisa G. Erl
Administrative Assistant, Business Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erll630@cod.edu

From: Duffey, Mary Jo <duffeym@cod.edu>
Sent: Thursday, March 12, 2020 8:46 AM
To: Erl, Lisa <erll630@cod.edu>
Subject: RE: CompData Contract - revised Invoice attached

Hi Lisa,

Here is the contract approval cover sheet for CompData/Salary.com – please let me know if you need anything else from me.

Thank you,

Mary Jo Duffey

Human Resources
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
duffeym@cod.edu
Phone: 630-942-2051

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From: Erl, Lisa <erll630@cod.edu>
Sent: Tuesday, March 10, 2020 10:12 AM
To: Duffey, Mary Jo <duffeym@cod.edu>
Subject: RE: CompData Contract - revised Invoice attached

Good Morning, Mary Jo –

Thanks for the information. Let's get the coversheet signed, sent to me, and I will move this forward!

Thanks,

Lisa

Lisa G. Erl
Administrative Assistant, Business Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erll630@cod.edu

From: Duffey, Mary Jo <duffeym@cod.edu>
Sent: Tuesday, March 10, 2020 10:02 AM
To: Erl, Lisa <erll630@cod.edu>
Subject: FW: CompData Contract - revised Invoice attached

Hi Lisa,

Per our conversation yesterday, I have reached out to both IT (regarding the Computer Equipment/Software Request form) and to Salary.com regarding the terms of use.

1. Per IT, we do not need to fill out a Computer Equipment/Software Request form because we are not acquiring a licensing agreement
2. Per Salary.com, this is the statement that I received:

Hi Mary Jo,

We are unable to modify as requested.

Sorry for any inconvenience.

Thanks,

Donna Provence
Customer Account Coordinator

Please let me know if you need any other information from me with regards to this request.

Thank you,

Mary Jo Duffey

Human Resources
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
duffeym@cod.edu
Phone: 630-942-2051

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From: Erl, Lisa <erll630@cod.edu>
Sent: Monday, March 9, 2020 2:44 PM
To: Duffey, Mary Jo <duffeym@cod.edu>
Subject: FW: CompData Contract - revised Invoice attached

Hi Mary Jo –

Per our conversation, since Salary.com owns CompData, and the quote is from Salary.com, and the Terms of Use are from Salary.com, the contract should be written as Salary.com rather than CompData.

The attached terms of use indicated, in section 12.5, governing law of the Commonwealth of Massachusetts and US Federal Court in Middlesex County in the Commonwealth of Massachusetts. We would prefer this to read as governing law of the State of Illinois and Courts in DuPage County, Illinois. Would you please ask the vendor if this is able to be modified? If they are not able to, please send me their response.

Thanks!

Lisa

Lisa G. Erl
Administrative Assistant, Business Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erll630@cod.edu

From: Duffey, Mary Jo <duffeym@cod.edu>
Sent: Monday, March 9, 2020 10:50 AM
To: Erl, Lisa <erll630@cod.edu>
Subject: FW: CompData Contract - revised Invoice attached

Good morning Lisa,

Attached please find a revised Invoice (CompData Invoice Feb2020) from CompData, which includes the changes to the Payment Terms (net 60) and the late fee of no more than 1%.

With regards to the terms of use, it looks like Salary.com owns CompData. In the past, I believe we have stated the vendor as CompData....FYI. I hope this helps.

Please let me know if you need me to do anything else, or where we go from here.

Thank you,

Mary Jo Duffey

Human Resources
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
duffeym@cod.edu
Phone: 630-942-2051

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From: Erl, Lisa <erll630@cod.edu>
Sent: Monday, March 2, 2020 1:41 PM
To: Duffey, Mary Jo <duffeym@cod.edu>
Cc: O'Brien, Elizabeth <obrienb102@cod.edu>
Subject: CompData Contract

Hi Mary Jo –

I have a couple of questions regarding the attached contract:

- The payment terms on the invoice are indicated as net 30 days. In compliance with the Local Government Prompt Payment Act, our standard term is Net 60 days and a late fee of not more than 1%. Would you please go back to the vendor and ask that they revise these terms to be in compliance with the Act. If they agree, please send me a revised invoice. If they decline the request, please send me their response.
- I have attached the terms and conditions for salary.com, which Anne Marie had sent, as indicated below. Is the correct name for the vendor on this contract salary.com or compdata?

You may send information directly to me in order to complete the contract process. No need to go through Procurement first.

Thanks,

Lisa

Lisa G. Erl
Administrative Assistant, Business Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erll630@cod.edu

From: Campagnolo, Jacquelyn <campagnoloj262@cod.edu>
Sent: Thursday, February 27, 2020 4:30 PM
To: O'Brien, Elizabeth <obrienb102@cod.edu>
Cc: Dando, Anne Marie <dandoa@cod.edu>; Erl, Lisa <erll630@cod.edu>; Towne, Jordan <townej@cod.edu>; Duffey, Mary Jo <duffeym@cod.edu>
Subject: RE: REQ#679436

Copies for your use in completing the paperwork.

Jackie Campagnolo
Administrative Assistant, Human Resources
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Campagnoloj262@cod.edu
630-942-2931

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From: Campagnolo, Jacquelyn
Sent: Thursday, February 27, 2020 3:38 PM
To: O'Brien, Elizabeth
Cc: Dando, Anne Marie ; Erl, Lisa ; Towne, Jordan ; Duffey, Mary Jo
Subject: FW: REQ#679436

Beth,

Apparently Purchasing is requiring additional documentation, i.e. Contract Approval Form and justification for the annual CompData invoice due to "accessing a website."

Since I am not familiar with what is involved with this service, please see the email below from Anne Marie and provide the information requested so we can process the invoice.

Jackie

Jackie Campagnolo

Administrative Assistant, Human Resources

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Campagnoloj262@cod.edu

630-942-2931

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

Sent: Thursday, February 27, 2020 2:54 PM

To: Campagnolo, Jacquelyn <campagnoloj262@cod.edu>

Cc: Towne, Jordan <townej@cod.edu>

Subject: RE: REQ#679436

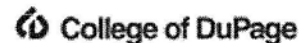
Dear Jackie,

Given this is a website we are accessing, I checked out the Terms of Use and think that this should be reviewed by Lisa Erl. I have attached the TOU for your convenience. Please prepare a Contract Cover sheet and provide the TOU, Invoice and justification and send to Lisa Erl and copy Purchasing Proposals. I will not be here tomorrow, Mon & Tues so this way Jordan will be able to assist you. We will hold your req for 5 days and return to you to attach any required paperwork.

Best,

Anne Marie Dando

Procurement Assistant



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

T: (630) 942.2813 | F: (630) 942.4201 | dandoa@cod.edu

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

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

From: Campagnolo, Jacquelyn <campagnoloj262@cod.edu>

Sent: Thursday, February 27, 2020 10:27 AM

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

Cc: Towne, Jordan <townej@cod.edu>

Subject: RE: REQ#679436

Anne Marie

This is a yearly subscription service for Salary Surveys and Compensation Data. The renewal for last year was never processed and we did not participate in the surveys at the correct level so we have an activation fee on this year's invoice.

See attached invoice.

Jackie

Jackie Campagnolo

Administrative Assistant, Human Resources

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Campagnoloj262@cod.edu

630-942-2931

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

Sent: Thursday, February 27, 2020 9:43 AM

To: Campagnolo, Jacquelyn <campagnoloj262@cod.edu>

Cc: Towne, Jordan <townej@cod.edu>

Subject: REQ#679436


Good Morning Jackie!

Do you have any backup paperwork I may attached for you? Quote or invoice. Given this is computer focused and includes a license activation fee, I will need to review the paperwork please. If you have any questions, please give Jordan or me a call.

Best,

Anne Marie Dando

Procurement Assistant

 **College of DuPage**

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

T: (630) 942.2813 | F: (630) 942.4201 | dandoa@cod.edu

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

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

CONTRACT APPROVAL COVER SHEET

Contract Name: compdata/Salary.com

Requesting Department: Human Resources

Date Initiated: 02/27/20

Contact Name: Beth O'Brien

Phone: 2427

Email Address: obrienb102@cod.edu

Vendor Name: CompData / Salary.com

Phone: 1.913.289.4156

Vendor Contact: Cynthia Hoffman

Email: choffman@compdatasurveys.co

Total Contract: \$ 899.00

Contract Dates: Start: Annual Renewal 2020

FY Budget \$ 6,318.00

End: 2020

Vendor 1: Name _____

Quote: \$ _____

Vendor 2: Name _____

Quote: \$ _____

Vendor 3: Name _____

Quote: \$ _____

Contract Purpose: _____

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.)

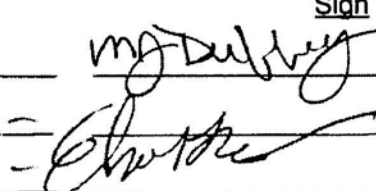
Are required support documents attached? (see page 2) ☐ Yes

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: Mary Jo Duffey

Budget Mgr.: Beth O'Brien

Dept. Adm.: Beth O'Brien


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

Purchasing Dept. Use Only

Comments _____

REVIEWED

By Lisa Eri at 10:03 am, Mar 12, 2020

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.

Website Terms of Use

Last Updated: September 22, 2017

1. Agreement

These Terms of Use (the "TOU") constitute a legal contract between Salary.com, LLC. ("Salary"), which owns, operates, or control's various websites, including, without limitation, salary.com (/) and www.companalist.com (/), (the "Sites") and you, the person or entity visiting, accessing, or using the Sites ("you"). By visiting, accessing, or using the Sites, you acknowledge that you have read, understood, and agree to be bound by these TOU. If you do not agree to these TOU, you may not use the Sites.

Salary reserves the right to change, modify, add, or remove portions of these TOU at any time. All changes will be posted on salary.com (/) and, in such event, Salary will update the "Last updated" date above. Please be sure to review any changes made to these TOU by occasionally checking this page for updates. Your continued use of the Websites and Service will constitute your agreement to such updated TOU.

2. Permitted Use

All information, logos, data, images, audio video, presentations, software, designs, and other material and content included in, on, or produced by the Sites, including any intellectual property rights associated with any such content and material, (collectively "Content") are owned by and the property of Salary or its licensors. You are permitted to use the Sites and the Content solely for your personal non-commercial purposes provided you comply with these TOU at all times. Salary may revoke your permission to use the Sites and/or Content at any time.

3. Prohibited Use

The Sites and all Content are protected under intellectual property laws, including copyright and trademark laws. Except as specifically set forth in these TOU, you are prohibited from copying, reproducing, modifying, publishing, uploading, posting, transmitting, performing, reverse engineering, disassembling, creating derivative works from, or distributing the Content and Sites in anyway whatsoever. You agree that you will not modify, rent, lease, loan, sell, distribute, transmit, broadcast, or create derivative works based on the Sites or any Content. The Sites' and Content's color scheme, layout, and design and appearance constitute Salary's protected trade dress. You are not granted any rights in or to such trade dress by and through these TOU.

You are also prohibited from using the Sites or Content in any way for any public or commercial purpose, in connection with third-party products or services, or in any other manner that is likely to cause confusion among consumers, that disparages or discredits Salary, its affiliates, subcontractors, partners, or licensors, or that infringes upon or dilutes the strength of Salary's, its affiliate's, subcontractor's, partner's, or licensor's brand, property, or intellectual property rights.

You may not mirror the Sites or Content on another web site or in any other media. You will not use the Sites to transmit, distribute, store, destroy, or in any way handle material that is illegal, defamatory, obscene, threatening, abusive, or hateful in any manner. You also will not attempt to gain unauthorized access to any part of the Sites or access the Sites through any interface other than as provide by Salary and that no access or use of the Sites will be conducted for or in connection with any unlawful or prohibited matter.

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4. Your Posts

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Ellen M. Roberts
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