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**To: Jeff Bromberek, Director of Procurement**  
**Fr: R. Joy Vergara, Assistant Director of Student Involvement**  
**Date: April 12, 2013**  
**Re: Competitive Bid Policy Exemption**

On behalf of DePaul University, Office of Student Involvement would like to renew the contract with OrgSync for 3 more years. We have requested a renewal contract for 2013-2016. Attached is the OrgSync Master Subscription Agreement and the order form. We would like to formally request that this transaction be exempt from DePaul's Competitive Bid policy.

In 2011, DePaul University entered a service agreement with OrgSync to provide an online platform to register student organizations. Since then, we have used and integrated OrgSync to be part of the DePaul community by using most of the features and modules offered. We currently use the card swipe feature, budget module (for student organization funding allocation processes), forms and events (integrated with Localist). In addition to Localist, data from OrgSync is also integrated into other university systems and applications including the iDePaul app and the Data Warehouse (which powers our Tableau reports).

**Reasons for exemption:**

- The Division of Student Affairs and Office of Student Involvement have been very pleased with the software from a technical, an administrative, and end user perspective. OrgSync has allowed us to be more responsive to students and more efficient in our processes. It has also allowed us to centralize data around student organization involvement on campus.
- With the assistance from Information Services and OrgSync IT, we have spent a significant amount of time integrating OrgSync API with existing DePaul systems and applications, such as Localist, Campus Access platform for iDePaul app, and the Data Warehouse, which powers our Tableau reports.
- Given the OrgSync annual cost is [REDACTED] any savings by switching to another provider would be lost from the amount of time the Office of Student Involvement would need to implement and training of a new tool.

We propose that a request for proposals (RFP) process be facilitated during the 2015-2016 academic year to review all possible student organization platforms.

CC: Suzanne Kilgannon, Director of Student Involvement  
Martise Cook, Program Coordinator of Student Involvement  
Carrie Don, Business Coordinator of Student Involvement  
Tyneka Harris Coronado, Project Leader of Student Affairs

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