

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1804567 **Vendor Name:** Point of Difference LLC

Check Details:

Check Number: 0352639 **Check Amount:** \$ 40,500.00 **Check Date:** 6/2/2026

Invoice Details:

Invoice Number: 060127 **Invoice Date:** 6/1/2026 **PO Number:** NULL
Voucher Number: V0938994

Document Type: AP Invoice

Document Below

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 2.21, Vendor Payment.

Date: 6/1/2026 Vendor ID: 1804567 Vendor Name: Point of Difference LLC

Payee Address: 180 N. LASALLE ST, Suite 3400 Chicago, IL, 60601, United States Payment Due Date: ASAP

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
	01-80-00785-5309001	Consultants	40,500.00
Total			\$ 40,500.00

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:

February 2026-June 2026

Other Instructions:

All requests will require the following approvals:

Requester: Reem Townsend Digitally signed by Reem Townsend
Date: 2026.06.01 14:46:17 -05'00' Print Name: Reem Townsend

Budget Officer: Walter J Johnson Digitally signed by Walter J Johnson
Date: 2026.06.01 14:47:09 -05'00' Print Name: Walter J Johnson

Requests \$10,000 and over will require the additional approvals below:

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

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

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

Area Administrator (only required if request is \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 and over): Walter J Johnson Digitally signed by Walter J Johnson
Date: 2026.06.01 14:47:25 -05'00' Print Name: Walter J Johnson

Board Approval Date (only required if request is \$25,000 and over): December 2025

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.

DECEMBER 18, 2025

BOARD APPROVAL

SUBJECT

Approval of a legislative advocacy partner/lobbyist.

PROPOSED ACTION

The Board of Trustees approval of the proposed engagement with Point of Difference Strategies as COD's external legislative advocacy partner in support of COD's legislative agenda and strategic priorities.

RELATED COLLEGE POLICY

Duties of the President; College Policy 4.21

RATIONALE

College of DuPage should have a significant voice in shaping legislative decisions and funding that impacts COD and community colleges in general. A legislative advocacy partner or lobbyists offers steady engagement in Springfield and will assist in monitoring important funding opportunities, legislative activity, and will place COD in position to be timely when funding or policy decisions are being discussed and ultimately being decided. Having an external legislative advocacy partner allows for internal coordination and preparation, as well as having a strategically coordinated external effort that is enhanced by a lobbying firm that will assist with elevating COD's priorities through regular engagement with select legislators, agencies, and advocacy partners.

BUDGETARY CONSIDERATION

Board of Trustees Contractual Services - 01-90-00813-5309001

\$8,000 monthly with a twelve month review.

\$500 Compliance Fee.

RESOURCE PERSONNEL

Walter Johnson, Vice President Institutional Advancement, Foundation and Legislative Affairs.

ATTACHMENT(S)

Board Item.New business.docx

SUMMARY OF PROCUREMENT: PROJECT TITLE

Approval of Contractual Services For a Legislative Advocacy Partner/Lobbyist.

PROCUREMENT METHOD

Exemption - Consulting

PROJECT DIVISION

Institutional Advancement

PURPOSE

A legislative advocacy partner or lobbyists offers steady engagement in Springfield and will assist in monitoring important funding opportunities, legislative activity, and will place COD in position to be timely when funding or policy decisions are being discussed and ultimately being decided

SELECTED VENDOR

Point of Difference Strategies

NEW CONTRACT TERM

Twelve months after execution

PRIOR VENDOR

None

PRIOR YEAR'S SPEND

None

PRIOR CONTRACT TERM

None

VENDOR LOCATION INFORMATION

180 N LaSalle Street, #3400

Chicago, IL 60601

PRIOR COD EXPERIENCE

None

VALUE ADDED

Having an external legislative advocacy partner allows for internal coordination and preparation, as well as having a strategically coordinated external effort that is enhanced by a lobbying firm that will assist with elevating COD's priorities through regular engagement with select legislators, agencies, and advocacy partners.

HIGHER EDUCATION EXPERIENCE

Yes - Joliet Junior College

PROCUREMENT ADVERTISEMENT & NOTICE

N/A

SOLICITATION INFORMATION

N/A

PROPOSAL EVALUATION

N/A

EVALUATION COMMITTEE QUALIFICATIONS

N/A

PROJECTED VALUE

Having an external legislative advocacy partner allows for internal coordination and preparation, as well as having a strategically coordinated external effort that is enhanced by a lobbying firm that will assist with elevating COD's priorities through regular engagement with select legislators, agencies, and advocacy partners.

BUSINESS ENTERPRISE PROGRAM GOAL

Per the State of Illinois Commission on Equity and Inclusion (CEI), the College has a 30% Business Enterprise Program (BEP) aspirational goal of awarding contracts to Minorities, Women and Persons with Disabilities owned firms. In order to encourage the participation of BEP firms, Bid and Request for Proposal notices are distributed to the College of DuPage Center for Entrepreneurship, nine (9) in-district Chambers of Commerce and thirteen (13) Business Enterprise Program organizations.

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RESOURCE PERSONNEL

Walter Johnson, Vice President Institutional Advancement, Foundation and Legislative Affairs.

January 28, 2026

Via Email to siddiqimu@cod.edu

College of DuPage
Attn: Dr. Muddassir Siddiqi, President
425 Fawell Boulevard
Glen Ellyn, IL 60137

Dear Dr. Siddiqi,

Thank you for the opportunity to work with the College of DuPage ("Client" or "you"). We are very impressed with your accomplishments to date and excited to partner with you going forward.

This letter sets forth the terms of the engagement between Point of Difference Strategies ("PoDS") and the Client wherein PoDS will provide lobbying and government affairs services to the Client before the State of Illinois including but not limited to, the Illinois General Assembly, the Office of the Governor, and all other constitutional offices.

Our services are billed at a flat monthly rate, in advance. The fee for this engagement will be Eight Thousand dollars (\$8,000) per month for an initial period ("Initial Period") of Twelve months (12) for a total of Ninety-six thousand dollars (\$96,000). This contract will commence on the date it is executed by both parties.

In addition to the monthly flat fee, PoDS requires of each client an annual compliance fee of five hundred dollars (\$500.00) ("Compliance Fee"). This Compliance Fee will cover (a) lobbyist registration fees charged by and paid directly to the applicable government entity; and (b) PoDS' administrative expenses associated with ongoing, year-long mandated reporting requirements.

This contract will commence on the date it is executed by both parties and work will commence when the first payment is received by PoD. The first invoice will be prorated. All following payments invoices will be issued on the first of every month. The Compliance Fee will be included in the initial invoice and will subsequently be reflected on the invoice issued at the beginning of every calendar year. College of DuPage shall make all payments to PoD via ACH. ACH information will be provided to College of DuPage upon receipt of the signed agreement.

PoDS will be responsible for filing any lobbyist registration as well as ongoing compliance reports that are required by law for its services. The Client will be responsible for any and all lobbying registration or reporting requirement that might apply to it.

PoDS may now or in the future without your consent act for your competitors, adverse parties or PoDS's other clients whose interests are or may be opposed to or in conflict with yours or your affiliates in matters not substantially related to particular matters PoDS is handling for you. Where PoDS is acting for you on a particular matter, however, PoDS will not act for a competing client on the same matter and/or before the same legislative body.

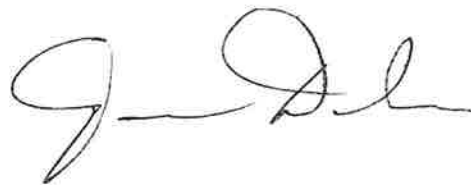
PoDS is affiliated with the law firm of Croke Fairchild Duarte & Beres LLC ("CFDB"). Although PoDS and CFDB share certain personnel, legal services are not included in this engagement. If you wish to engage CFDB to provide you with legal services, the terms of that engagement must be set forth in a separate engagement letter between CFDB and you. CFDB may have clients that have adverse interests to yours. If CFDB's representation of such clients is not substantially related to particular matters PoDS is handling for you, you agree that you will not object to CFDB's representation of such clients, you waive any conflict of interest arising from such representation, and you agree that you will not seek to disqualify or otherwise prevent CFDB from representing such clients.

This agreement may be terminated with or without cause, at any time during the term by either party, after thirty (30) days written notice to the other party. PoDS shall be paid all fees and expenses otherwise owed under the terms of this agreement through the effective date of such termination. All balances not paid on the due dates specified herein will bear interest at the rate of one percent (1%) per month until paid. All collection costs incurred by PoDS for uncontested fees, which are more than sixty (60) days past due shall be paid by the Client.

If this letter is acceptable, please sign it and date it in the space provided below. If you have any questions, please do not hesitate to contact me.

We look forward to working with you.

Sincerely,



James Durkin

Acknowledged and accepted by College of DuPage:

By: Muddassir Siddiqi, EdD

Title: President

Signature: Muddassir Siddiqi

Date: 03/04/2026

Billing Contact info, if different than the individual listed above:

Billing Contact Name: _____

Billing Phone Number: _____

Billing Contact Email: _____