

**INTERGOVERNMENTAL AGREEMENT
BETWEEN CHAMPAIGN COUNTY AND CHAMPAIGN TOWNSHIP FOR
INFORMATION TECHNOLOGY SERVICES**

THIS INTERGOVERNMENT AGREEMENT (IGA) by and between the County of Champaign (hereinafter, "the County"), a unit of local county government, and the Champaign Township (hereinafter, "the Township"), a unit of local government organized and existing under the Constitution and laws of the State of Illinois (hereinafter collectively referred to as "the Parties"), is entered into and is effective as of the last date signed by a Party hereto.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/ 1 *et seq.* enables the Parties to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County has an overall vision of creating a data-connected community with and among the public agencies in Champaign County that would allow the County and agencies to better provide and execute public services to its citizens; and

WHEREAS, the Township desires the County to provide information technology services and support (collectively "IT Services"); and

WHEREAS, the County is willing to provide IT Services to the Township; and

WHEREAS, the Parties desire to recognize the roles and responsibilities by entering into an Intergovernmental Agreement; and

WHEREAS, the Parties have duly authorized their respective presiding officers and lead staff to enter into and execute this Agreement.

NOW, THEREFORE, the Parties agree as follows:

Section 1: Responsibilities

Responsibilities of both Parties:

- The County CIO and the Township Supervisor (and/or Highway Commissioner) will meet quarterly to review the overall health of the IGA. Some agenda items can include security and compliance updates, technology initiatives, and strategic planning. The frequency of these meetings may be reduced upon mutual agreement between the Parties.
- The Parties will immediately notify the other of any known security breaches.

Township Responsibilities:

- Provide County IT access to equipment that requires service.
- Purchase and maintain all required licensing, vendor support contracts, and manufacturer warranties for equipment to be serviced.
- Notify County IT promptly of any changes in personnel so that security and access can be adjusted accordingly. Lack of prompt notification may result in security implications from terminated staff or delay in the provisioning of new users.
- Restrict which staff members have administrative access to systems, limiting to only those that absolutely require such, functioning on the principle of least privilege.
- Ensure all staff complete annual cybersecurity awareness training.

County responsibilities:

- Support the Township with negotiated IT services at established service levels (Addendum A).
- Ensure proper change control processes are followed (Addendum B).
- Protect Township confidential information (Addendum C).
- Alert the Township of hardware warranty, vendor service contracts and software licensing which the County is aware of that requires renewal, and assist with said renewal.
- Attend meetings and/or planning sessions, as requested.
- Advise on the procurement of new IT equipment and services.

Section 2: Agreement Terms

This IGA shall constitute the sole agreement by and between the Parties pertaining to IT Services and shall supersede and replace any prior understandings, agreements, letters of intent, or negotiations between the Parties relative to the subject matter, whether oral or in writing.

2.1 | Term

The IGA term shall take effect on July 1, 2026, and shall continue in place until July 1, 2028; thereafter, the IGA shall automatically renew each year, on July 1, unless sooner terminated.

2.2 | Billing

The Township agrees to pay to the County the amount of \$11,400 per year for IT services. Payment to be made in twelve (12) equal payments of \$950, upon being invoiced on a monthly basis.

The rates set forth will be adjusted to reflect increases in the County's direct costs of providing the IT Services. The County may propose a change to the rates payable for IT Services by providing a written notice to the Township (a "**Notice of Adjustment**"). A Notice of Adjustment must be issued six (6) months in advance of IGA renewal.

2.3 | Termination

This IGA shall remain in full force and shall renew automatically for successive one (1) year terms until one of the Parties seeks to terminate this IGA. Either Party may terminate this IGA by giving written notice of its intent to terminate to the other Party at least four (4) months prior to the expiration of the then current term of this IGA.

2.4 | Transfer

This IGA may not be reassigned or transferred by either Party without prior written consent.

Section 3: Payment Remittance

Manner of Payment. The County shall invoice the Township for IT Services monthly in arrears. The Township will pay invoices in full within 60 days of receipt. In the event that the Township fails to pay the County in full within 90 days of issuance of any invoice, the Township will pay the delinquent amount to the County in full, plus a one-time 10% delinquent penalty.

Section 4: Disputes

If the Parties disagree as to any matter governed by this IGA, this Section will govern the dispute resolution process. The Parties shall exert every effort to cooperatively resolve any disagreements they may have under this IGA. In the event either Party ("Non-Defaulting Party") believes that the other Party ("Defaulting Party") is in default of any term, provision or covenant of this IGA, the Non-Defaulting Party shall send written notice to the Defaulting Party which describes the nature of the alleged default and which identifies the section of this IGA believed to be in default. The Defaulting Party shall, within fourteen (14) days of receipt of any notice of default, (i) cure the default identified in the notice of default; (ii) provide the Non-Defaulting Party with a timeframe in which to cure the default if the default cannot be cured within the aforementioned fourteen (14) day period; or (iii) provide the Non-Defaulting Party written evidence as to why the Defaulting Party believes it is not in default as described in the notice of default.

4.1 | Continuation of Services.

Until the dispute is resolved, the County will continue to provide the service that is the subject of the dispute and the Township will continue to remit payment for the service in accordance with the terms of this IGA.

4.2 | Request for Meeting.

If after thirty (30) days, the Parties cannot resolve a dispute, either Party may give the other Party a written request for a meeting between the Township Administration and the County Executive for the purpose of resolving the dispute. Once a meeting is requested, the Parties shall work together in good faith to cause the meeting to occur within ten (10) business days of the receipt of the request.

4.3 | Resolution of Disputes.

If a dispute between the Parties regarding the interpretation or performance of this IGA is not resolved under Section 4.2 above, the Parties may submit the dispute to non-binding mediation to be conducted in the City of Urbana.

4.4 | Jurisdiction and Venue.

If a dispute between the Parties regarding the interpretation or performance of this IGA is not resolved under Section 4.3 above, the Parties may agree in writing to submit the dispute to arbitration, using such arbitration process as they may choose at the time and which includes the following conditions:

- a. The location of the arbitration shall be in Urbana, Illinois;
- b. Each Party shall bear its own costs (except arbitration filing costs), witness fees, and attorney fees;
- c. Arbitration filing costs and any arbitrator's fees will be divided equally between the Parties.

Section 5: Notices

Any notices required or permitted under this IGA are to be in writing and may be (i) personally delivered; (ii) mailed by depositing such notice in the United States mail, first class postage prepaid; or (iii) sent by nationally recognized delivery service, addressed as follows, or to such other place as either Party may designate by subsequent written notice to the other Party:

Notice to the County shall be to:

M.C. Neal
Chief Information Officer
County IT
102 E Main St.
Urbana, IL 61801

Notice to Township shall be to:

Leah Taylor
Supervisor
Champaign Township
3900 Kearns Dr.
Champaign, IL 61822

Section 6: Amendments/Changes

This IGA may only be modified by a written amendment executed by the Parties hereto and such modification, if any, shall be deemed effective as of the date the last Party executes such amendment.

Section 7: Indemnification

Each Party shall indemnify, hold harmless and defend the other Party and that other Party's elected and appointed officials, officers, employees, agents, and representatives from and against any actions, claims, suits, causes of action, judgments, liabilities, orders, decrees, and defendants that arise out of the other Party's intentional, willful, wanton, grossly negligent, or negligent acts or omissions that causes any personal injury, bodily injury, or damages to any to any person or property.

Section 8: General Conditions

8.1 | Applicable Laws

Except as otherwise provided herein, this Agreement shall not be construed to reduce the effectiveness of any laws, resolutions, or ordinances applicable to the County or the Township. Any claims arising directly or indirectly from this Agreement shall be litigated in accordance with the laws of the State of Illinois in the Champaign County Circuit Court; provided that the Parties shall first undertake Dispute Resolution pursuant to Section 4 of this Agreement.

8.2 | Third Party Beneficiaries

This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind or character whatsoever to any person or entity who is not a Party to this Agreement, or to acknowledge, establish, give rise to, or impose any legal duty to any third party.

8.3 | Severability

If any provision of this Agreement is rendered invalid for any reason, such invalidation shall not render any other provision invalid if it can be given effect without the invalid provision.

8.4 | Merger

This Agreement contains all the terms and conditions relating to the agreements of the Parties, and no oral representations, covenants or agreements existing between the Parties other than those herein stated.

8.5 | Signatures

This Agreement may be executed in counterparts, each of which shall be deemed an original. Facsimile, pdf, or other electronic signature (e .g., DocuSign) shall be deemed to have the same legal effect as an original ink signature.

IN WITNESS WHEREOF, the County and the Township have executed this Agreement.

CHAMPAIGN COUNTY

By 

Steve Summers - County Executive

Date: August 3, 2026

CHAMPAIGN TOWNSHIP

By 

Leah Taylor – Supervisor

Date: 7-30-2026

By 

William Seaman – Highway Commissioner

Date: 7-30-2026

Services Covered Under IGA

All IT Services described will be provided by the County for the agreed upon fee regardless of actual hours of work performed. In performing the IT Services, the County agrees to comply with all applicable laws, rules, and regulations promulgated by any Federal, State, or other regulatory governmental unit in effect during the performance of the work.

Under the terms of this IGA, the County will provide to the Township:

1. A dedicated point of contact/liaison within County IT;
2. Phone and in-person access to County IT during normal business hours;
3. An after-hours phone number for emergency evening, weekend, and holiday support;
4. Access to a web-based help desk ticketing system;
5. Maintained knowledge base articles for all systems/services supported (e.g., device configurations, diagrams, how-to documentation, etc.);
6. Day to day end-user support of computers, servers, VoIP phones, printers/copiers, and networking equipment—support channels include phone support, remote computer support, and on-site support;
7. Ongoing administration and management of computers, servers, phones, printers, and networking equipment;
8. Data backup management for servers with data recovery, as required;
9. Ongoing monitoring of servers and networking equipment;
10. Diagnostic and repair* of computers, servers, and networking equipment;
11. Network security monitoring;
12. Installation of new Township computers, servers, printers, phones, network equipment and other technical components, as needed/requested;
13. Assistance with technology service needs associated with office moves, new hires, and separation, as necessary;
14. Assistance with budgetary planning for future IT procurements;
15. Coordination with and oversight of 3rd party providers, as needed.

*Funding for purchases related to system repairs (e.g., a component within a system fails, and a replacement must be procured) will be the responsibility of the Township.

Third-Party Support Renewals

The supported systems include hardware and software that may have applicable support and extended warranty agreements that are provided by a third party, such as the manufacturer or vendor/supplier. Once the initial support/warranty period has expired, it is recommended that these agreements are maintained and renewed on a regular basis.

Proactive Maintenance

Proactive maintenance will be provided for equipment that appears in the table below. The County will monitor certain aspects of the IT infrastructure, as well as perform periodic routine scheduled maintenance.

Scheduled services will be provided during normal business hours if service does not significantly disrupt Township operations. Scheduled services that may significantly disrupt Township operations and are not urgently needed will be scheduled during off hours, as agreed upon by the Parties.

Equipment Covered Under IGA

Listing of Township hardware that County will support:

Hardware Description	Quantity
Computers	9
Firewalls/Routers	2
Copiers/Printers	3

Response Time and Priority

The County's response time to Township support requests will vary, depending on the severity of the issue. In general, County IT will routinely adhere to the following service level structure:

- Level 1 (Critical)
 - (e.g., entire network is down, report of security breach)
 - County IT will respond within 30 minutes to 1 hour, with the goal of resolving in less than 1 day.
- Level 2 (High Priority)
 - (e.g., mission-critical service is down; high number of staff unable to work)
 - County IT will respond within 1 to 2 hours, with the goal of resolving within 1 to 2 days.
- Level 3 (Medium Priority)
 - (e.g., degraded services, users have difficulties performing certain work duties)
 - County IT will respond within 1 day, with the goal of resolving within 2 to 3 days.
- Level 4 (Low Priority)

- (e.g., Minor application or system issues, change requests such as new hires)
- County IT will respond within 1 to 2 days, with the goal of resolving within 3 to 5 days.

Note: the above estimates hold true provided the resolution is under the County's control. For issues requiring vendor intervention or procurement of new hardware/software, there may be extended delay.

All things equal, County IT will prioritize provided services in the following order:

1. Network failures;
2. Server failures;
3. Multi-user system failures;
4. Individual user system failures;
5. Scheduled activities;
6. Routine procedures or maintenance.

Service Locations:

The County will provide IT Services for the Township at the following locations:

SITE	ADDRESS
Township Administration	3900 Kearns Dr. Champaign, IL 61822

Support Requests:

Depending on the day and time, as well as the severity of the issue, the Township will be provided with multiple contact points for requesting assistance and support from the County.

- During normal business hours, the Township shall contact County IT for support by submitting a ticket using the County's web-based service desk, emailing the County IT helpdesk, or calling the dedicated County IT liaison assigned to the Township.
- For non-emergency issues reported outside of normal business hours, County IT shall follow normal business hours procedures, with the expectation that response to the request shall begin the following business day.
- For emergency issues, outside of normal business hours, the Township shall contact County IT for support by calling the after-hours phone number. Support for emergency issues is provided 24x7x365.

- Normal business hours are defined as Monday through Friday, 8:00 AM – 5:00 PM CST, excluding official County holidays (holiday listing can be found on the County’s website at: www.champaigncountyil.gov/headermenu/generalinfo.php#section-holidays)

Service Exclusions

Unless authorized in writing by the County CIO, the County will NOT provide the following services under the terms of this IGA:

- Support for functions or business processes not directly related to the maintenance and support of IT services and systems.
- Support for products that are not actively supported by the vendor or, due to the Township’s decision, are not maintained at vendor’s latest (or recommended) release levels.
- Support for public domain or non-standard software, unless approved by the County CIO.
- Support for privately-owned equipment (with the limited exception of configuring Township-sanctioned applications; e.g., email client, multi-factor authentication app, etc.).
- Physically servicing printers beyond basic support (e.g., paper jams, user-replaceable maintenance kits, etc.); configuring print drivers and investigating network printing issues is included, but deep mechanical repairs are not.

ADDENDUM B | CHANGE CONTROL PROCESS

In providing the IT Services hereunder, the County is aware that certain Township systems and services could be mission critical to their operations and will make all commercially reasonable efforts to: (a) avoid modifying these systems and services suddenly or unpredictably; and (b) introduce new services, new systems, and new components in a manner that does not negatively impact existing operations.

If it is necessary to interrupt any vitals systems and services to implement a change, prior notification will be given by the County to the Township, wherever possible, and changes will be scheduled to minimize interruptions/impact to Township staff. Major scheduled changes will only be made during periods outside of normal Township business hours, and only with prior notification and approval from Township administration.

Changes to these systems and services shall be managed in accordance with the formal change control process set forth below. This control process will ensure that changes proposed are reviewed, authorized, tested, and implemented in a controlled manner; and that the status of each proposed change is monitored. This process will ensure the utilization of control strategies in attempts to mitigate associated risks such as IT Services being disrupted, IT Services being degraded, or data being corrupted and/or destroyed.

At a minimum, the change control process will include the following:

- A. Logged change requests;
- B. Proper authorization of change;
- C. Requirements analysis;
- D. Interdependency and compliance analysis;
- E. Impact assessment;
- F. Change testing, when viable;
- G. User testing and approval, when viable;
- H. Change monitoring;
- I. Documentation.

Necessary testing of changes to ensure proper functionality may need to be performed by both Parties. In the case of major scheduled changes, there may be a requirement for Township staff to be available during non-business hours to verify the usability of the system or application. Changes that are transparent to users may be performed during business hours, if the need arises.

ADDENDUM C | CONFIDENTIAL INFORMATION

For purposes of this Agreement, “Confidential Information” means any data or information that is proprietary to the Township not generally known to the public, whether in tangible or intangible form, in whatever medium provided, whether unmodified or modified by the County or its Representatives (as defined herein), whenever and however disclosed, including, but not limited to: (i) any plans, financial information or projections, operations, and performance results relating to the past, present, or future business activities of the Township; (ii) ratepayer or supplier lists; (iii) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology, or method; (iv) any concepts, reports, data, know-how, works-in-progress, designs, and specifications; (v) any other information that should reasonably be recognized as confidential information of the Disclosing Party; and (vi) any information generated by the County or by its Representatives that contains, reflects, or is derived from any of the foregoing.

The County agrees to use the Confidential Information solely in connection with the performance of Services during the term of the IGA and not for any purpose other than as authorized by the IGA without the prior written consent of the Township Supervisor. No other right or license, whether expressed or implied, in the Confidential Information is granted to the County hereunder. Title to the Confidential Information will remain solely in the Township. All use of Confidential Information by the County shall be for the benefit of the Township and any modifications and improvements thereof by the County shall be the sole property of the Township.

The provisions of this Addendum shall survive the expiration or termination of this IGA. The County will protect Township confidential information from unauthorized use, access, or disclosure in the same manner as the County protects its own confidential or proprietary information of a similar nature, and with no less than reasonable care. The Township will maintain all rights, title, and interest in the confidential information.

Upon the Township’s request and upon any termination or expiration of this IGA, the County will promptly return all confidential information to the Township or, if so directed, will destroy all Township confidential information, in every form and medium.