



**Board of  
Commissioners**

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John Kelly

Bob Frey

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**Executive Director**

Michael Benard  
630.510.4945

**Community Center**

630.690.4880

**Administration**

102 E. Wesley Street  
Wheaton, IL 60187



# Letter of Authorization/Consultant NDA

Date: 05/20/2016 – 05/20/2017

To: AT&T

Please be advised that we, Wheaton Park District (the "Customer"), have entered into an agreement with The SpyGlass Group, LLC (the "Consultant"), with an office location at 25777 Detroit Rd., Suite 400, Westlake, OH, 44145 to operate as our agent to AT&T for the purpose of **performing telecom management billing analysis** (the "Consultancy Work"). Consultant will perform the Consultancy Work in connection with the AT&T services and accounts identified below (collectively, the "Services"):

## Wireline Services

Service Type	Scope of Authority
PRI, POTS, CTX, IP Flex, DIA, MIS, LD, T1, MPLS	Obtain CSRs, contracts, and general account and service information
PRI, POTS, CTX, IP Flex, DIA, MIS, LD, T1, MPLS	Make changes to accounts

## Account Numbers

630 260-6400 666 5	630 Z04-0133 604 9	630 R05-0364 914 6
708 Z86-0651 891 5	630 Z99-0473 279 8	708 Z86-0869 121 5
630 R06-1380 887 0	630 690-4884 419 7	630 588-9356 953 9
630 Z99-1242 417 2	630 Z26-5054 799 4	630 Z73-6813 879 6
630 Z99-1848 318 0	630 Z99-3971 437 3	630 668-3813 917 4
630 682-0093 218 5	630 653-5864 419 6	630 668-2962 493 7
630 668-3943 395 6	630 665-8609 301 4	831-000-0633 633
831-000-0633 634	831-000-4113 338	831-000-4113 339
854400680	859834805	856799099
856799051	052 445 9493 001	877051597

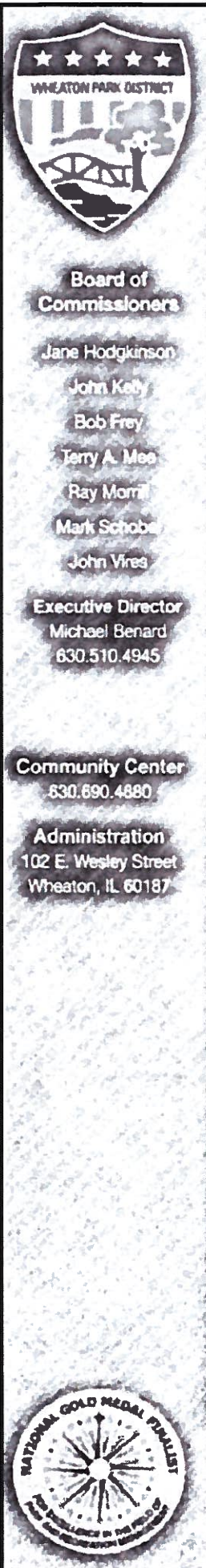
(Customer must identify the account numbers and, if appropriate, one or more of the other sections above. Consultant may add account numbers with Customer's written agreement in the event of a migration, or when accounts are generated, during the term of the LOA/NDA. The Consultant will add these account numbers with the AT&T Customer Care Agent with whom they established the fully executed LOA/NDA in an "as amended" document to be attached to the established LOA/NDA. If request for information is outside what has been defined in this section, a new LOA/NDA to cover the request for information will be required).

Letter of Authorization/NDA ("LOA/NDA") agreement expiration date: 05/20/2017

Subject to the terms of this Letter of Authorization/NDA ("LOA/NDA"), AT&T agrees: to accept Customer's authorization and designation of the Consultant to perform the Consultancy Work and to otherwise reasonably cooperate with the Consultant in accordance with the intents and purposes of this LOA/NDA.

Consultant agrees to follow any AT&T processes and procedures established by AT&T in connection with the Services that relate to the Consultancy Work.

Customer hereby authorizes AT&T to release to Consultant any and all information necessary for Consultant to perform the Consultancy Work. Customer acknowledges and agrees that AT&T's release of such information does not breach any confidentiality, privacy or security obligations that may be in place between AT&T and Customer. Customer acknowledges and agrees that Consultant may perform certain of the Consultancy Work by



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102 E. Wesley Street  
Wheaton, IL 60187

(Consultant Contact Name)  
440 348 9350

(Consultant Contact Number)  
ohood@spyglass.net

(Consultant Contact Email Address)

(Consultant Contact Signature)

(Date)

**AT&T Corp.**

(AT&T Contact Signature)

(Typed or Printed Name)

(Title)

(Date)

(Customer Contact Name and Title)  
630-665-4710

(Customer Contact Number)  
mbenard@wheatonparks.org

(Customer Contact Email Address)

(Customer Contact Signature)

(Date)

6-1-16

*[Handwritten signature]*



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using certain of AT&T's online ordering and management tools that require a login and password. Customer understands and agrees that it is responsible for maintaining the confidentiality of such information and for restricting access to its computers. Customer agrees to accept responsibility for all activities that occur under its account with its login or password. Customer agrees that AT&T may rely on the authority of anyone accessing Customer's account or using its login and password.

All information that is confidential and proprietary to AT&T ("AT&T Confidential Information") shall be labeled as such and shall be deemed the property of AT&T. Consultant shall hold all AT&T Confidential Information it receives in confidence for at least three (3) years following the receipt and or at least three (3) years after the expiration of the longest service agreement between AT&T and Customer, whichever period is longer.

Consultant may disclose AT&T Confidential Information to Customer and both parties will hold all information in confidence. A receiving party may not disclose such AT&T Confidential Information to another party unless required by law to provide such AT&T Confidential Information.

Either Customer or AT&T may terminate this LOA/NDA on thirty (30) days written notice. Any modification or termination of Customer's authorization and designation of the Consultant or the Consultant's authorized personnel must be communicated to AT&T by an authorized Customer representative via written or electronic notice. The parties agree that the confidentiality obligations undertaken herein shall survive and continue after any termination of this Agreement.

The parties acknowledge that AT&T Confidential Information provided under this Agreement may be subject to U.S. export laws or regulations. The parties shall not use, distribute, transfer or transmit AT&T Confidential Information (even if incorporated into products, software or other information) except in compliance with such laws and regulations. If requested, the parties shall sign written assurances and other export-related documents as may be required to comply with such laws or regulations.

In the event of unauthorized disclosure of AT&T Confidential Information, AT&T shall be entitled injunctive relief. In addition, AT&T shall be entitled to reasonable costs, attorney fees, in addition to any other damages or remedy AT&T may be entitled to at law or in equity.

The law of the State of New York shall govern the agreement described in this LOA/NDA.

This LOA/NDA constitutes the entire understanding of the parties, which includes all prior discussions between the parties.

This LOA/NDA is not intended to and does not modify any agreement between AT&T and Customer.

AT&T may assign this LOA/NDA in whole or in relevant part to an AT&T affiliate without notice to Customer.

The parties have executed and agreed to be bound by this LOA/NDA by the signatures of their representatives below. Each party represents and warrants that the person executing this LOA/NDA on its behalf is fully authorized to do so.

The SpyGlass Group, LLC

(Consultant Business Name)  
25777 Detroit Rd., Suite 400, Westlake, OH 44145

(Consultant Business Address)  
Owen Hood

Wheaton Park District

(Customer Business Name)  
102 E. Wesley St, Wheaton, IL 60187

(Customer Business Address)  
Mike Bernard

v2.15Mar2012



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