

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1453131 **Vendor Name:** The NCHERM Group, LLC.

Check Details:

Check Number: 0346772 **Check Amount:** \$ 24,999.00 **Check Date:** 11/25/2025

Invoice Details:

Invoice Number: 27925 **Invoice Date:** 9/8/2025 **PO Number:** P0019250
Voucher Number: V0914655

Document Type: AP Invoice

Document Below



The NCHERM Group, LLC
475 Allendale Rd, Ste. 200
King of Prussia, PA 19406

Date: September 8, 2025
Invoice #: 27925
Due: November 7, 2025

Bill To: Account #343858
College of DuPage
Glen Ellyn, IL 60137
C/O Nathania Montes (montes@cod.edu)

Purchase Order Number: P0019250

Qty	Description	Rate	Amount
	Services as Outlined	\$24,999.00	\$24,999.00
			Total Due \$24,999.00

Description of Services:

TNG will provide the College of DuPage with a two-day BIT Standards and Best Practices Certification Course. The College will pay \$24,999 for up to 25 attendees. Additional Attendees can participate at a rate of \$1,000 per person

An invoice will be sent to College of DuPage for any additional attendees after the conclusion of the event

If host fills all 25 seats with outside attendees, host will receive 7 free registrations

If host site falls short of 25 person minimum, the host is responsible for paying TNG the difference up to \$24,999.

Host site is responsible for collecting money from outside invitees and will pay TNG the \$24,999 training fee directly.

If the host site invites and registers \$45,000 in outside paying attendees the host site receives 3 additional seats to training (13 total).

Client will be billed \$24,999 within 30 days of signing, and again after close of the event for any registered attendees that exceed the \$24,999 minimum contract amount.

Payment due 60 days after contract is signed.

Preferred Method of Payment - ACH Payment Instructions

Bank Name: JPMorgan Chase Bank, N.A.

Bank Address: 345 Park Ave, New York, NY 10154

Account Number: 883978626

Routing Number: 021000021

Account Holder Name: NCHERM GROUP LLC

Swift Code: CHASUS33

Please make checks payable to The NCHERM Group (EIN # 46-1716106)

Remit Payment to: P.O. Box 735280, Chicago, IL 60673-5280

Credit card payments are accepted for any payment not exceeding \$5,500

"Wong, Addie" <cookea19@cod.edu>

FW: [External] Logistics Request: Hosted BIT Standards and Best Practices Certification Training - College of DuPage

"Wong, Addie" <cookea19@cod.edu>

Tue, Nov 18, 2025 at 09:44 PM UTC

CC:

BCC:

From: Ashley Jones <Ashley.Jones@tngconsulting.com>

Sent: Tuesday, November 18, 2025 2:10 PM

To: Wong, Addie <cookea19@cod.edu>

Subject: RE: [External] Logistics Request: Hosted BIT Standards and Best Practices Certification Training - College of DuPage

Hi Addie!

It looks like the invoice was sent based on the notes in our system. I've attached the invoice here for ease of access.

Could you please confirm the billing contact information for the future so I can have our team update it?

Ashley Jones

Client Relations Specialist

Ashley.Jones@tngconsulting.com

[phone \(610\) 993.0229 ext 1090](tel:(610)993.0229) | fax (610) 993.0228

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From: Wong, Addie <cookea19@cod.edu>
Sent: Monday, November 17, 2025 2:00 PM
To: Ashley Jones <Ashley.Jones@tngconsulting.com>
Subject: RE: [External] Logistics Request: Hosted BIT Standards and Best Practices Certification Training - College of DuPage

Hi Ashley,

I have been keeping my eyes out for an invoice for this event but haven't seen anything. I don't see anything on our account on the NaBITA website either. Do you know when we can expect to be billed?

Thanks,

Addie Wong

Coordinator

Office of the Dean of Students

College of DuPage

Phone: 630-942-2481

Email: cookea19@cod.edu

From: Ashley Jones <Ashley.Jones@tngconsulting.com>

Sent: Friday, September 26, 2025 3:55 PM

To: Wong, Addie <cookea19@cod.edu>

Subject: RE: [External] Logistics Request: Hosted BIT Standards and Best Practices Certification Training - College of DuPage

Good afternoon, Addie!

I hope the training with Tim went well! I've attached the final list of registered participants to this email which includes the check-in dates for each person.

Please let me know if you have any questions or if there is anything I can help you with!

Ashley Jones

Client Relations Specialist

Ashley.Jones@tngconsulting.com

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From: Wong, Addie <cookea19@cod.edu>
Sent: Monday, September 8, 2025 5:29 AM
To: Ashley Jones <Ashley.Jones@tngconsulting.com>
Subject: RE: [External] Logistics Request: Hosted BIT Standards and Best Practices Certification Training - College of DuPage

Thanks Ashley,

That would be great!

Addie Wong

Coordinator

Office of the Dean of Students

College of DuPage

Phone: 630-942-2481

Email: cookea19@cod.edu

From: Ashley Jones <Ashley.Jones@tngconsulting.com>

Sent: Friday, September 5, 2025 4:49 PM

To: Wong, Addie <cookea19@cod.edu>

Subject: RE: [External] Logistics Request: Hosted BIT Standards and Best Practices Certification Training - College of DuPage

Hi Addie!

The NABITA registration allows participants to check in and access the course materials for the training. They will be paying the registration fees to College of DuPage, so you may need forms internally for that.

I will be sending you a copy of the NABITA registration list a week prior to the training and if you would like I can send you an updated list after the training is completed so you can confirm who checked into the training. Please let me know what works best!

If there is anything else I can do to help, please let me know. I hope you have a fantastic weekend!

Ashley Jones

Client Relations Specialist

Ashley.Jones@tngconsulting.com

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From: Wong, Addie <cookea19@cod.edu>

Sent: Friday, September 5, 2025 5:43 AM

To: Ashley Jones <Ashley.Jones@tngconsulting.com>

Subject: RE: [External] Logistics Request: Hosted BIT Standards and Best Practices Certification Training - College of DuPage

Ashley,

Quick question regarding registration. Are participants registering with NaBITA but paying registration fees to College of DuPage? Do I need to set up a different registration form?

Thanks,

Addie Wong

Coordinator

Office of the Dean of Students

College of DuPage

Phone: 630-942-2481

Email: cookea19@cod.edu

From: Ashley Jones <Ashley.Jones@tngconsulting.com>

Sent: Thursday, September 4, 2025 5:24 PM

To: Wong, Addie <cookea19@cod.edu>

Cc: Tim Cason <tim.cason@tngconsulting.com>; Client Support <clientsupport@tngconsulting.com>

Subject: [External] Logistics Request: Hosted BIT Standards and Best Practices Certification Training - College of DuPage

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good afternoon, Addie,

Thank you for choosing TNG for your upcoming training event! We have your organization scheduled for a Private Hosted BIT Standards and Best Practices Certification Training on September 24th – 25th. Due to availability, your consultant for this training has changed. Tim Cason, copied, will be your consultant for this training. If you haven't already, please schedule a time with Tim to discuss expectations for the scheduled training.

To execute a successful training, and in accordance with Section 8 - Client obligations of your TNG Training and Consulting Services Agreement, please complete the below request. This is separate from any communication and/or request provided from your assigned training consultant.

Please review, verify, and complete the sections below:

Confirm the Training Details:

Training Dates: 9/24/25, 9/25/25

Training Times: 9am – 4pm

Training Time Zone: CDT

Registration:

Approximate number of attendees:

Registration Link: <https://www.nabita.org/event-registration/f47c67da-0078-cff1-481c-0b48806d9fde>

*** We now require all attendees to “self-register” through our system. Please share this with the attendees ASAP so they can complete the 1-page form.**

Main point of contact

Name:

Title:

Email:

Phone:

Physical Logistics for Consultant:

The best address to put into a GPS to get to campus:

Training Classroom Location:

Closest Parking Lot to training classroom (with map attached if possible):

A location ON campus to meet:

An emergency contact name and number (in case of any travel delays)

Any emergency management plans in place:

*** Please note: all participants must be registered, regardless of whether they are in a shared space during the training.**

We look forward to your response and your upcoming training!

All the best,

Ashley Jones

Client Relations Specialist

Ashley.Jones@tngconsulting.com

[phone \(610\) 993.0229 ext 1090](tel:(610)993.0229) | fax (610) 993.0228

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2 attachments

TNG Invoice 27925.pdf

image001.png