



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1050	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$64,404.59
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$142,309.18
	CURRENT TERM TOTAL COST: \$64,404.59	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CivicPlus, LLC	VENDOR #:	DEPT: IT	DEPT CONTACT NAME: Debra Deacy
VENDOR CONTACT: Mariah Herschelman	VENDOR CONTACT PHONE: 916-900-6619	DEPT CONTACT PHONE #: 630-407-5009	DEPT CONTACT EMAIL: debra.deacy@dupagecounty.gov
VENDOR CONTACT EMAIL: mariah.herschelman@getstreamline.com	VENDOR WEBSITE: https://docaccess.com/	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Annual fee for DocAccess document accessibility service, per GSA Contract GS-35F-0124U pricing and is subject to one (1) one-year renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DocAccess is essential for bringing the County's existing PDF and document library into compliance with the DOJ Title II ADA requirements, with a compliance deadline of April 24, 2026. The service provides automated and assisted remediation of PDF documents to meet WCAG 2.1 accessibility standards, reducing manual effort, mitigating legal risk, and ensuring equitable access to County information for residents with disabilities.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. We are utilizing GSA Contract GS-35F-0124U pricing.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). Staff recommends procuring DocAccess to remediate the County's PDF and document library in compliance with the DOJ Title II ADA deadline of April 24, 2026. Without it, the County risks noncompliance with federal accessibility regulations, potential legal exposure, and inequitable access to County information for residents with disabilities. Alternatives include taking no action, which would leave the County out of compliance and require significant staff time to manually remediate documents with no guarantee of meeting the deadline, or relying on the PDF remediation tool offered by Revize, the County's CMS vendor. However, the Revize solution only addresses documents hosted within the Revize platform and does not cover documents managed through other County applications, making it insufficient as a county-wide compliance solution. DocAccess is the only available tool that addresses the County's full document remediation needs across all platforms, ensuring timely compliance and reducing ongoing manual effort.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: CivicPlus, LLC	Vendor#:	Dept: IT	Division:
Attn: Mariah Herschelman	Email: mariah.herschelman@getstreamline.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 302 S. 4th Street, Suite 500	City: Manhattan	Address: 421 N. County Farm Road	City: Wheaton
State: KS	Zip: 66502	State: IL	Zip: 60187
Phone: 916-900-6619	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Debra Deacy	Email: debra.deacy@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5009	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 15, 2026	Contract End Date (PO25): Apr 14, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Annual fee for DocAccess	FY26	1000	1110	53020		64,404.59	64,404.59
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 64,404.59

Comments

HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to Sarah Godzicki and Debbie Deacy and copy both when emailing PO to vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.