



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2488	RFP, BID, QUOTE OR RENEWAL #: 24-114-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$21,673.02
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$79,192.08
	CURRENT TERM TOTAL COST: \$19,173.02	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Relias	VENDOR #: 27475	DEPT: DuPage Care Center	DEPT CONTACT NAME: Anita Rajagopal
VENDOR CONTACT: Joshua Weekman	VENDOR CONTACT PHONE: 877-200-0020	DEPT CONTACT PHONE #: 630-784-4200	DEPT CONTACT EMAIL: anita.rajagopal@dupagecounty.gov
VENDOR CONTACT EMAIL: jweekman@relias.com	VENDOR WEBSITE:	DEPT REQ #: 7539	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract purchase order for a Learning Management System for the DuPage Care Center, for the period January 1, 2026 through December 31, 2026, for a contract total not to exceed \$19,173.02, under renewal of RFP #24-114-DCC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is a centralized platform that delivers courses to the DuPage Care Center to enable staff to complete annual in-services while at the same time gaining continuing education credits for licensed staff, automating reports quickly from one central place to all levels of leadership to increase transparency and visibility throughout and to be able to report various information per CMS and IDPH guidelines and regulations.			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Customer Service
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). 1) Approve contract to Relias for Learning Management System for the DuPage Care Center, for the period January 1, 2026 through December 31, 2026, for a contract total not to exceed \$19,173.02. 2) Do not approve contract to Relias for Learning Management System for the DuPage Care Center, for the period January 1, 2026 through December 31, 2026, for a contract total not to exceed \$19,173.02, which does not allow staff to customize and improve quality of trainings, or efficiently track and report continuing education which is a CMS and IDPH requirement.

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: Relias	Vendor#: 27475	Dept: DuPage Care Center	Division: Administration
Attn: Joshua Weekman	Email: jweekman@relias.com	Attn: Anita Rajagopal	Email: anita.rajagopal@dupagecounty.gov
Address: 1010 Sync Street, Suite 100	City: Morrisville	Address: 400 N. County Farm Road	City: Wheaton
State: NC	Zip: 27560	State: IL	Zip: 60187
Phone: 877-200-0020	Fax:	Phone: 630-784-4200	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Relias	Vendor#: 27475	Dept: DuPage Care Center	Division:
Attn: Joshua Weekman	Email: jweekman@relias.com	Attn:	Email: anita.rajagopal@dupagecounty.gov
Address: 1010 Sync Street, Suite 100	City: Morrisville	Address: 400 N. County Farm Road	City: Wheaton
State: NC	Zip: 27560	State: IL	Zip: 60187
Phone: 877-200-0020	Fax:	Phone: 630-784-4200	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): January 1, 2026	Contract End Date (PO25): December 31, 2026

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		learning management system (subscription)	FY26	1200	2000	53807		19,173.02	19,173.02
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 19,173.02

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a contract purchase order for a Learning Management System for the DuPage Care Center, for the period January 1, 2026 through December 31, 2026, for a contract total not to exceed \$19,173.02, under renewal of RFP #24-114-DCC.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. October 21, 2025 Human Services Committee
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.