



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#: 26-1508	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$58,743.44
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 05/26/2026	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$58,743.44
	CURRENT TERM TOTAL COST: \$58,743.44	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: SHI International Corp	VENDOR #: 14389	DEPT: Human Resources	DEPT CONTACT NAME: Christine Clevenger
VENDOR CONTACT: Travis Oberweis	VENDOR CONTACT PHONE: 888-764-8888	DEPT CONTACT PHONE #: 630-407-6228	DEPT CONTACT EMAIL: Christine.Clevenger@dupagecounty.gov
VENDOR CONTACT EMAIL: Travis_Oberweis@shi.com	VENDOR WEBSITE: www.shi.com	DEPT REQ #: N/A	
<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.). NeoGov provides an online software for e-recruiting. This is a cooperative agreement. The total cost of the contract will be \$58,743.44.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished NeoGov is currently in use by the Human Resources Department. NeoGov only works with public sector agencies providing an online software for recruiting. This allows the Human Resources staff to effectively perform their duties, and allows for electronic application submission and processes.			

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. Cooperative agreement secured and vetted by the Finance Department/Procurement Division.
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 NeoGov, which allows for continuity of current operations and a continuation of electronic operations for applicant tracking and recruitment. Alternatives: 1) Revert to manual in person process. 2) Research and select a similar software package that NeoGov offers.

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: SHI International Corp	Vendor#: 14389	Dept: Human Resources	Division: NA
Attn: Travis Oberweis	Email: Kristina_Mann@shi.com	Attn: Human Resources Dept	Email: dpchumanresources@dupagecounty.gov
Address: 290 Davidson Ave	City: Somerset	Address: 421 N County Farm Rd	City: Wheaton
State: NJ	Zip: 08873	State: IL	Zip: 60187
Phone: 888-764-8888	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SHI International Corp	Vendor#: 14389	Dept: Human Resources	Division: N/A
Attn:	Email: remittance@shi.com	Attn: Human Resources Dept	Email: dpchumanresources@dupagecounty.gov
Address: PO Box 952121	City: Dallas	Address: 421 N County Farm Rd	City: Wheaton
State: TX	Zip: 75395-2121	State: IL	Zip: 60187
Phone: 888-235-3871	Fax: 732-805-9669	Phone: 630-407-6300	Fax: 630-407-6301
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2026	Contract End Date (PO25): Nov 30, 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	N/A	NeoGov Licensing Subscription	FY26	1000	1120	53807	N/A	58,743.44	58,743.44
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 58,743.44

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Licensing subscription for e-recruiting, employee onboarding, and governmentjobs.com job posting access.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
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.