



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2863	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$17,375.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,375.00
	CURRENT TERM TOTAL COST: \$17,375.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Carahsoft Technology Corporation	VENDOR #: 12819	DEPT: Division of Transportation	DEPT CONTACT NAME: Daniel Nowak
VENDOR CONTACT: Alessia Hankins	VENDOR CONTACT PHONE: 571.662.3031	DEPT CONTACT PHONE #: 6900	DEPT CONTACT EMAIL: daniel.nowak@dupagecounty.gov
VENDOR CONTACT EMAIL: Alessia.hankins@carahsoft.com	VENDOR WEBSITE:	DEPT REQ #:	
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.). Contract purchase order for 5 OpenRoads Designer SELECT license renewal/subscriptions for the Division of Transportation, starting December 1, 2025 to November 30, 2026, contract total not to exceed \$17,375.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Software is used to design highways, intersection improvements, traffic signal systems and various other roadway related improvements as part of the County's commitment to state of good repair, motorist and pedestrian safety, and environmental stewardship.			

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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
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).

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: Carahsoft Technology Corporation	Vendor#: 12819	Dept: Division of Transportation	Division: Finance
Attn: Alessia Hankins	Email: alessia.hankins@carahsoft.com	Attn: DOTFinance	Email: DOTFinance@dupagecounty.gov
Address: 11493 Sunset Hills Road Suite 100	City: Reston	Address:	City:
State: VA	Zip: 20190	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 12/01/2025	Contract End Date (PO25): 11/30/2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	5	EA	12662-27- USD-2	OpenRoads Designer SELECT Subscription	FY26	1500	3500	53807		3,475.00	17,375.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 17,375.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Contract purchase order for 5 OpenRoads Designer SELECT license renewal/subscriptions for the Division of Transportation, starting December 1, 2025 to November 30, 2026, contract total not to exceed \$17,375.00.
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. Email PO to DOTFinance@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.