



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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$150,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 07/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$375,000.00
	CURRENT TERM TOTAL COST: \$150,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Tyler Technologies, Inc.	VENDOR #: 27738	DEPT: Public Works	DEPT CONTACT NAME: Stan Spera
VENDOR CONTACT: Gary Dube	VENDOR CONTACT PHONE: 207-518-4130	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: stanley.spera@dupagecounty.gov
VENDOR CONTACT EMAIL: gary.dube@tylertech.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.). Recommendation for the approval to Tyler Technologies, Inc. for continued SaaS services in correlation to the Public Works cloud based customer information/utility billing system for the period of October 1, 2026 to September 30, 2028, for a contract total not to exceed \$150,000, based of sourcewell contract #060624-TTI.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage County Public Works has had great success with the implementation and continual usage of the Tyler Munis cloud based customer information/utility billing system. The Public Works Department recommends continuing to work with Tyler Technologies for this SaaS, as it has improved operational efficiencies within the department.			

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	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. Tyler Technologies was awarded through Sourcewell under Contract #060624-TTI.
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. Recommended to award contract to Tyler Technologies for Tyler Munis Cloud Based Customer Information/Utility Billing System. 2. Do not approve contract and go out to bid. Not recommended due to implementation timeline of a new software being 24-36 months. 3. Do not approve purchase at this time. Not recommended due to the impact on DuPage County's nearly 40,000 customers.

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: Tyler Technologies, Inc.	Vendor#: 27738	Dept: Public Works	Division: Public Works
Attn: Gary Dube	Email: gary.dube@tylertech.com	Attn: Magda	Email: pwaccountspayable@dupagecount y.gov
Address: P.O. Box 203556	City: Dallas	Address: 7900 S. Rt 53	City: Woodridge
State: TX	Zip: 75320-3556	State: IL	Zip: 60517
Phone: 207-518-4130	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same As Above	Vendor#: Same As Above	Dept: Same As Above	Division: Same As Above
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): Oct 1, 2026	Contract End Date (PO25): Sep 30, 2028
Contract Administrator (PO25): Drew Cormican			

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		Tyler Munis Cloud Saas		2000	2665	53807		150,000.00	150,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 150,000.00

<i>Comments</i>	
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.
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.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement