



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

SECTION 1: DESCRIPTION

| General Tracking | | Contract Terms | |
|--|---|---|---|
| FILE ID#: 23-1246 | RFP, BID, QUOTE OR RENEWAL #: Q-260119.2 | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$17,907.72 |
| COMMITTEE: TECHNOLOGY | TARGET COMMITTEE DATE: 04/04/2023 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,907.72 |
| | CURRENT TERM TOTAL COST: \$17,907.72 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: SiteImprove, Inc. | VENDOR #: 14039 | DEPT: IT | DEPT CONTACT NAME: Debbie Deacy |
| VENDOR CONTACT: Luke Jerviss | VENDOR CONTACT PHONE: 612-259-9125 | DEPT CONTACT PHONE #: 630-407-5009 | DEPT CONTACT EMAIL: Debra.Deacy@dupageco.org |
| VENDOR CONTACT EMAIL: lgj@siteimprove.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.). Annual fee for Siteimprove web governance service, exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Siteimprove is used by the County to scan our website to check for things such as broken links, misspelled words, and accessibility issues. It is also used to alert IT staff to any downtime issues with the website. | | | |

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

| | |
|-------------------------------------|--|
| STRATEGIC IMPACT | Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. |
| 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: Siteimprove, Inc. | Vendor#: 14039 | Dept: IT | Division: |
| Attn: Luke Jerviss | Email: lgj@siteimprove.com | Attn: Sarah Godzicki | Email: Sarah.Godzicki@dupageco.org |
| Address: 5600 West 83rd Street, Suite 400 | City: Bloomington | Address: 421 N. County Farm Road | City: Wheaton |
| State: MN | Zip: 55437 | State: IL | Zip: 60187 |
| Phone: 612-259-9125 | Fax: | Phone: 630-407-5037 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: SAME AS ABOVE | Vendor#: | Dept: IT | Division: |
| Attn: | Email: | Attn: Debra Deacy | Email: Debra.Deacy@dupageco.org |
| 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): May 1, 2023 | Contract End Date (PO25): Apr 30, 2024 |
| Contract Administrator (PO25): Debra Deacy | | | |

| 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 Quality Assurance, Accessibility, & SEO, up to 6,000 pages; response up to 13 check points; PDF Checker up to 10,000 PDFs | FY23 | 1000 | 1110 | 53020 | | 17,907.72 | 17,907.72 |
| FY is required, assure the correct FY is selected. | | | | | | | | | | Requisition Total | \$ 17,907.72 |

| 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 & Debbie and copy both when emailing 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. |

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