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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: Quote #27832193	INITIAL TERM WITH RENEWALS: 3 YRS + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: $133,144.12
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/18/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $133,144.12
	CURRENT TERM TOTAL COST: $133,144.12	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: SHI International Corp.	VENDOR #: 14389	DEPT: IT	DEPT CONTACT NAME: Debra Deacy
VENDOR CONTACT: Mark Brum	VENDOR CONTACT PHONE: 732-652-4760	DEPT CONTACT PHONE #: 630-407-5009	DEPT CONTACT EMAIL: debra.deacy@dupagecounty.gov
VENDOR CONTACT EMAIL: mark_brum@shi.com	VENDOR WEBSITE: www.shi.com	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.).
Absorb Software Inc. annual hosting with premium support, via the Sourcewell Technology Products & Solutions Contract# 121923-SHI, for a total of $133,144.12. FY26=43,081.36, FY27=44,317.42, FY28=45,745.34

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This procurement is necessary to continue the modernization of our training infrastructure, ensuring responsiveness and accessibility. This cloud-based Learning Management System (LMS) enhances employee and public training, streamlines official document sign-offs, and aligns with our strategic objectives to foster efficiency and inclusion.

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. We are purchasing via the Sourcewell Technology Products & Solutions Contract #121923-SHI
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 renewing the Absorb Learning Management System through the Sourcewell Technology Products & Solutions cooperative contract on a three year term. The County has used Absorb for three years, staff across departments are trained on it, and it holds our training records and course content, including required accessibility and policy training. The multi-year term locks annual increases at about 3 percent for years two and three. Alternative options are to renew for one year only, which forgoes the capped pricing and risks a larger increase at the next renewal, or to bid the software out and migrate to a new system, which would require significant staff time and disruption to move content and user data.

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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: SHI International Corp	Vendor#: 14389	Dept: IT	Division:
Attn: Mark Brum	Email: mark_brum@shi.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 290 Davidson Ave.	City: Somerset	Address: 421 N. County Farm Road	City: Wheaton
State: NJ	Zip: 08873	State: IL	Zip: 60187
Phone: 732-652-4760	Fax:	Phone: 630-407-5037	Fax:
Send Payments To:		*Ship to:*	
Vendor: SHI International Corp.	Vendor#: 14389	Dept: IT	Division:
Attn:	Email:	Attn: Debra Deacy	Email: debra.deacy@dupagecounty.gov
Address: P.O. Box 952121	City: Dallas	Address: 421 N. County Farm Raod	City: Wheaton
State: TX	Zip: 75395-2121	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): Sep 14, 2026	Contract End Date (PO25): Sep 13, 2029

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		Absorb Software Inc, Annual Licensing with Premium Support	FY26	1000	1110	53807		43,081.36	43,081.36
2	1	EA		Absorb Software Inc, Annual Licensing with Premium Support	FY27	1000	1110	53807		44,317.42	44,317.42
3	1	EA		Absorb Software Inc, Annual Licensing with Premium Support	FY28	1000	1110	53807		45,745.34	45,745.34
FY is required, ensure the correct FY is selected.										Requisition Total	$ 133,144.12

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 Godzicki & Debbie Deacy and copy both when emailing vendor. Please make "First invoice Allowed Date" 08/25/2026
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.