



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1771	RFP, BID, QUOTE OR RENEWAL #: INV01250017676	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$17,640.17
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,640.17
	CURRENT TERM TOTAL COST: \$17,640.17	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Monday.com LTD	VENDOR #: 35961	DEPT: IT	DEPT CONTACT NAME: Don Ehrenhaft
VENDOR CONTACT: Barbara Lima	VENDOR CONTACT PHONE: 209-781-8690	DEPT CONTACT PHONE #: 630-407-5014	DEPT CONTACT EMAIL: Don.Ehrenhaft@dupagecounty.gov
VENDOR CONTACT EMAIL: BarbaraLi@monday.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.). Monday.com Work Management enterprise seats for 35 users, exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (D) IT/Telecom purchases under \$35,000, in the amount of \$17,640.17.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Monday.com is used extensively by multiple IT teams for project and task management, stakeholder engagement, communication, strategic planning, and data visualization. This yields improvements in efficiency and cross-agency collaboration.			

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: Monday.com LTD	Vendor#: 35961	Dept: IT	Division:
Attn: Barbara Lima	Email: BarbaraLi@monday.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone: (209) 781-8690	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Monday.com LTD	Vendor#: 35961	Dept: IT	Division:
Attn:	Email:	Attn: Don Ehrenhaft	Email: Don.Ehrenhaft@dupagecounty.gov
Address: 111 E 18th St, 13th Floor	City: New York	Address: 421 N. County Farm Road	City: Wheaton
State: NY	Zip: 10003	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5014	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 21, 2025	Contract End Date (PO25): Jul 20, 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		Monday.com Work Management Enterprise Seats for 35 Users	FY25	1000	1110	53806		17,640.17	17,640.17
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 17,640.17

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 and Don Ehrenhaft and copy both when emailing PO to vendor. Please make "First Invoice Allowed Date" July 16, 2025.
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.