



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 #: 21-011-CD	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$134,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$134,000.00
	CURRENT TERM TOTAL COST: \$134,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Benevate, Inc. dba Neighborly Software	VENDOR #: 37628	DEPT: Community Services	DEPT CONTACT NAME: Mary Keating
VENDOR CONTACT: Leah Larson	VENDOR CONTACT PHONE: 1-208-598-6966	DEPT CONTACT PHONE #: 630-407-6457	DEPT CONTACT EMAIL: Mary.Keating@Dupageco.org
VENDOR CONTACT EMAIL: leah.larson@neighborlysoftware.com	VENDOR WEBSITE: neighborlysoftware.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.).
Grants & application management software.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
DuPage County Community Services has a current contract with Neighborly Software for Grants Management Software. This component will be used to accept and process applications for the Emergency Rental Assistance Program. The software will also manage data to comply with reporting standards and grants to non profit agencies.

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' (C) NOT SUITABLE FOR COMPETITIVE BIDDING

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: Neighborly Software	Vendor#: 37628	Dept: Community Services	Division:
Attn: Finance - Gabrielle Johnson	Email: finance@neighborlysoftware.com	Attn: Mary A Keating	Email: Mary.Keating@DuPageco.org
Address: 3423 Piedmont Rd NE, Suite 550	City: Atlanta	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: 30305	State: IL	Zip: 60187
Phone: 470-890-5914	Fax:	Phone: 630-407-6457	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Benevate Inc. Db a Neighborly Software	Vendor#: 37628	Dept: NA	Division:
Attn:	Email:	Attn:	Email:
Address: 3423 Piedmont Rd NE, Suite 550	City: Atlanta	Address:	City:
State: GA	Zip: 30305	State:	Zip:
Phone: 855-625-9738	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 10/01/2023	Contract End Date (PO25): 06/30/2027
Contract Administrator (PO25): Mary Keating			

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	na	Unlimited Users for 2 year ERAP Allocation	FY23	5000	1770	53806	ERA2	99,000.00	99,000.00
2	1	EA	na	Program Implimentation	FY23	5000	1170	53806	ERA2	5,000.00	5,000.00
3	1	EA	na	Maintenance Portal	FY25	5000	1770	53806	ERA 2	15,000.00	15,000.00
4	1	EA	na	Maintenance Portal	FY26	5000	1770	53806	ERA 2	15,000.00	15,000.00
5											0.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 134,000.00

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.
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