



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#: 26-1168	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$82,978.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 04/21/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$82,978.00
	CURRENT TERM TOTAL COST: \$82,978.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Revize LLC	VENDOR #: 39453	DEPT: IT	DEPT CONTACT NAME: Debra Deacy
VENDOR CONTACT: Thomas Jean	VENDOR CONTACT PHONE: 810-813-0629	DEPT CONTACT PHONE #: 630-407-5009	DEPT CONTACT EMAIL: Debra.Deacy@dupagecounty.gov
VENDOR CONTACT EMAIL: thomas.jean@revize.com	VENDOR WEBSITE: https://www.revize.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.). Annual contract with Revize for content management system (CMS) software and hosting services supporting dupagecounty.gov and affiliated county websites, plus a new contract for WorkNet DuPage. The contract includes continued access to the Revize platform, technical support, and hosting infrastructure. Procurement type: Sole Source.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage County has utilized the Revize CMS platform for its primary public-facing website, dupagecounty.gov, and multiple department and affiliated sites. This contract also establishes new Revize CMS services for WorkNet DuPage. Revize is a proprietary system purpose-built for government web environments and is the sole provider of this platform. Migrating to an alternative CMS would require significant staff retraining, data migration, site rebuilds, and disruption to public-facing services for approximately one million DuPage County residents. Continued use of Revize ensures operational continuity, maintains the county's investment in existing site architecture and training, and supports ongoing compliance with web accessibility standards under the DOJ Title II ADA ruling. This contract is necessary to sustain uninterrupted web services for DuPage County residents.

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

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. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
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. Revize is a proprietary, government-specific CMS licensed exclusively through Revize Government Services. DuPage County's dupagecounty.gov and affiliated sites are fully built on this platform, including templates, workflows, permissions, and hosted infrastructure. No equivalent product exists that would support the county's current environment without a complete website rebuild.
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. The market was reviewed at the time of original procurement. No competing platform was identified that replicates the county's existing site architecture and integrations without a full redevelopment effort. When the county last went through a competitive bid process approximately four years ago, DuPage County's winning bid was \$185,000 and the next lowest bid received was \$500,000, with implementation, content migration, and go-live completed on an accelerated nine-month schedule. A new competitive procurement would require a similar or longer timeline and costs would be expected to significantly exceed the original bid range due to current market conditions. A platform migration is not feasible given current budget, staffing, and the county's active federal accessibility compliance deadline of April 24, 2026. Original Bid #22-024-IT
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. Revize CMS is proprietary software available only through Revize Government Services. Alternative government CMS platforms (CivicPlus, Granicus, WordPress, Drupal) were considered and none provide a direct replacement for the county's current environment without a full site rebuild. Contact: Revize Government Services, Thomas Jean, 810-813-0629.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Revize LLC	Vendor#: 39453	Dept: IT	Division:
Attn: Thomas Jean	Email: thomas.jean@revize.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 150 Kirts Blvd., Suite B	City: Troy	Address: 421 N. County Farm Road	City: Wheaton
State: MI	Zip: 48084	State: IL	Zip: 60187
Phone: 810-813-0629	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@dupagecounty.gov
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): Apr 27, 2026	Contract End Date (PO25): 07/31/2030

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 hosting, support, and maintenance for dupagecounty.gov website. The first year includes additional one-time costs for an accessibility-focused recode of the Animal Services Adoptable Animals integration using the Petango API to meet WCAG 2.1 AA standards, reconfiguration of backend CMS settings to correct deficiencies from the original implementation	FY26	1000	1110	53020		13,978.00	13,978.00
2	1	EA		FY 26 Year 1 Annual Hosting, Support, Maintenance for dupagecounty.gov	FY26	1000	1110	53020		16,500.00	16,500.00
3	1	EA		FY 27 Year 2 Annual Hosting, Support, Maintenance for dupagecounty.gov	FY27	1000	1110	53020		16,500.00	16,500.00
4	1	EA		FY 28 Year 3 Annual Hosting, Support, Maintenance for dupagecounty.gov	FY28	1000	1110	53020		18,000.00	18,000.00
5	1	EA		FY 29 Year 4 Annual Hosting, Support, Maintenance for dupagecounty.gov	FY29	1000	1110	53020		18,000.00	18,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 82,978.00

<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. 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.