



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#: 26-1024	RFP, BID, QUOTE OR RENEWAL #: Quote #4026	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$36,404.33
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$36,404.33
	CURRENT TERM TOTAL COST: \$36,404.33	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: JustFOIA, Inc.	VENDOR #:	DEPT: IT	DEPT CONTACT NAME: Richard Burnson
VENDOR CONTACT: Murray Smith	VENDOR CONTACT PHONE: 850-757-7291	DEPT CONTACT PHONE #: 630-407-5064	DEPT CONTACT EMAIL: Richard.Burnson@dupagecounty.gov
VENDOR CONTACT EMAIL: msmith@justfoia.com	VENDOR WEBSITE: justfoia.com	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Implementation services, training, licensing, and support for JustFOIA Records Request Tracking Solution, per OMNIA #01-162 contract pricing.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This procurement is necessary to implement a secure, scalable solution that improves records management efficiency and public service delivery. The JustFOIA partnership provides ongoing support, training, and a highly configurable system that can adapt to evolving organizational needs. Key objectives include enhancing operational efficiency through unlimited user access, strengthening compliance with government security standards, improving staff adoption through continuous training, and expanding capabilities beyond FOIA to manage additional workflows. Overall, this investment ensures a flexible, compliant, and future-ready platform that maximizes long-term value.			

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 utilizing OMNIA #01-162 contract pricing.
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). 1) Approve this contract to improve records management efficiency and public service delivery. 2) Continue relying on less efficient, potentially manual or fragmented processes for managing records requests.

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: JustFOIA, Inc.	Vendor#:	Dept: IT	Division:
Attn: Murray Smith	Email: msmith@justfoia.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: (850) 757-7291	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: JustFOIA, Inc.	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Richard Burnson	Email: Richard.Burnson@dupagecounty.gov
Address: 3717 Apalachee Parkway, Suite 201	City: Tallahassee	Address: 421 N. County Farm Road	City: Wheaton
State: FL	Zip: 32311	State: IL	Zip: 60187
Phone: (866) 761-5301	Fax:	Phone: 630-407-5064	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 15, 2026	Contract End Date (PO25): Apr 14, 2027

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		Recurring Annual Services	FY26	1000	1110	53807		25,739.33	25,739.33
2	1	EA		Professional Services	FY26	1000	1110	53020		10,665.00	10,665.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 36,404.33

<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 Godzicki & Richard Burnson 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.