



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#: FI-P-0029-25	RFP, BID, QUOTE OR RENEWAL #: RFP #TR11-6-2025	INITIAL TERM WITH RENEWALS: 3 YRS + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$115,477.13
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/25/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$115,477.13
	CURRENT TERM TOTAL COST: \$115,477.13	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Trintech, Inc.	VENDOR #: 47260	DEPT: Treasurer's Office	DEPT CONTACT NAME: Eileen Roberts
VENDOR CONTACT: Andrew Tilton	VENDOR CONTACT PHONE: 916-996-5017	DEPT CONTACT PHONE #: 630-407-5930	DEPT CONTACT EMAIL: eileen.roberts@dupagecounty.gov
VENDOR CONTACT EMAIL: andrew.tilton@trintech.com	VENDOR WEBSITE: www.trintech.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.). Automated bank account reconciliation software per RFP #TR11-6-2025.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Streamline processes and allow for automation. Reduce timeline to complete account reconciliations.			

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 RFP (REQUEST FOR PROPOSAL)	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. RFP was issued to identify software solutions to provide bank account reconciliation solutions. In partnership with IT, we leveraged Gartner Solutions to facilitate outreach to the vendor community.
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). Recommendation is to award the contract to Trintech, Inc. 1. Engage another firm on the RFP scorecard at a higher cost. 2. Do not engage a software solution and hire additional staff.

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: Trintech, Inc.	Vendor#: 47260	Dept: Treasurer's Office	Division:
Attn:	Email: andrew.tilton@trintech.com	Attn: Ellen Smith	Email: ellen.smith@dupagecounty.gov
Address: 5600 Granite Pkwy	City: Plano	Address: 421 County Farm Road	City: Wheaton
State: TX	Zip: 75024	State: IL	Zip: 60187
Phone: 916-996-5017	Fax:	Phone: 630-407-5957	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Trintech Finance	Vendor#: 47260	Dept: Same as above	Division:
Attn: Gabriel McCullough	Email: gabriel.mccullough@trintech.com	Attn:	Email:
Address: Same as above	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 25, 2025	Contract End Date (PO25): Nov 24, 2028

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		Bank account reconciliation software	FY25	1000	5000	53020		36,272.50	36,272.50
2	1	EA		Bank account reconciliation software	FY26	1000	5000	53020		38,448.85	38,448.85
3	1	EA		Bank account reconciliation software	FY27	1000	5000	53020		40,755.78	40,755.78
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 115,477.13

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. First Invoice Date of 11/06/25.
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.