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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 25-2895	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $23,613.50
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $23,613.50
	CURRENT TERM TOTAL COST: $23,613.50	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Brightly Software Inc.	VENDOR #: 22932	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Michelle Will	VENDOR CONTACT PHONE: 919-793 - 8469	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: michelle.will@brightlysoftware.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.).
Recommendation for the approval of a contract to Brightly Software, Inc., for Maintenance Edge (Help Desk – Formerly Facility Dude) and Connect Authenticate software licensing, for Facilities Management, for the period December 1, 2025 through November 30, 2026, for a total contract amount not to exceed $23,613.50, per quote Q-449789. Contract let pursuant to the Intergovernmental Cooperation Act OMNIA Partners contract #R210702.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Current help desk software contract expires on 11/30/2025 and this new contract replaces it.

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. OMNIA Partners Contract #R210702.
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 for the approval of a contract to Brightly Software, Inc. for Maintenance Edge (Help Desk) software licensing for Facilities Management. 1) Do nothing and Facilities Management will not have a Help Desk for maintenance needs on County campus. 2) Research other software that may or may not meet the needs of Facilities Management Help Desk requirements. This option could take months of research and pricing and our current subscription expires on 11/30/25.

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 ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Brightly Software Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Michelle Will	Email: michelle.will@brightlysoftware.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 4242 Six Forks Rd, Suite 1400	City: Raleigh	Address: 421 N. County Farm Road	City: Wheaton
State: NC	Zip: 27609	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: Brightly Software Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 200681	City: Pittsburg	Address: 421 N. County Farm Road	City: Wheaton
State: PA	Zip: 15251-0618	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5710
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Nov 30, 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	LO		Maintenance Edge Software	FY26	1000	1100	53807		23,613.50	23,613.50
FY is required, ensure the correct FY is selected.										Requisition Total	$ 23,613.50

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide Event Manager Professional (Room Reservations – Formerly Dude Solutions) and Connect Authenticate for Cloud Services Subscription software licensing, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 12/02/25
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.