



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#: 25-0488	RFP, BID, QUOTE OR RENEWAL #: Inv. #074240066	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$23,630.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 02/18/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$23,630.00
	CURRENT TERM TOTAL COST: \$23,630.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: MacKinney Systems, Inc	VENDOR #: 11242	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Kathy Strain	VENDOR CONTACT PHONE: 417-882-8012	DEPT CONTACT PHONE #: 630-407-5110	DEPT CONTACT EMAIL: shanita.thompson@dupagecounty.gov
VENDOR CONTACT EMAIL: admin@mackinney.com	VENDOR WEBSITE: mackinney.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.). Annual software license and maintenance for MacKinney legacy system program products; JQP; eSendIT; LstCat+; CICS/News/OLFU/Spy; Show/Tell2; JES ReptBrkr and WAM VP for an I 1-month period from 4/1/2025 - 03/31/2026. Sole source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Program products consist of system tuning utilities, application troubleshooting and monitoring, CICS and on-line print control and electronic delivery management of production reports and special forms for all applications on the zSystem platform.			

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. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
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. Proprietary and copyrighted software not sold or marketed by any other business partners or software vendors.
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. This is proprietary and copyrighted software not sold or marketed by any business partners or 3rd party software vendors.
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. This is proprietary and copyrighted software not sold or marketed by any business partners or 3rd party software vendors.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: MacKinney Systems, Inc	Vendor#: 11242	Dept: Information Technology	Division: Information Technology
Attn: Kathy Strain	Email: admin@mackinney.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 4411 E. State HWY D, Ste. F	City: Springfield	Address: 421 N. County Farm Road	City: Wheaton
State: MO	Zip: 65809	State: IL	Zip: 60187
Phone: 417-882-8012	Fax: 4178827569	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#:	Dept: Information Technology	Division: IT Operations
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5110	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 04/01/2025	Contract End Date (PO25): 03/31/2026

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	EA		McKinney Program Products Software Licenses 04/01/2025 - 03/31/2026	FY25	1000	1110	53807		23,630.00	23,630.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 23,630.00

<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 Shanita Thompson & Sarah Godzicki and copy both when emailing PO to vendor. Please make "First Invoice Allowed" date 02/01/2025.
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.