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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 25-2185	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $29,452.28
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $29,452.28
	CURRENT TERM TOTAL COST: $29,452.28	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Emphasys Computer Solutions	VENDOR #: 13555	DEPT: Information Technology	DEPT CONTACT NAME: Viji Ramaswamy
VENDOR CONTACT: Muhammad Zeeshan	VENDOR CONTACT PHONE: (305) 503-6600 Ext: 3004	DEPT CONTACT PHONE #: 630-407-5028	DEPT CONTACT EMAIL: Viji.Ramaswamy@DuPagecounty.gov
VENDOR CONTACT EMAIL: MZeeshan@emphasys-software.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.).
Annual maintenance and support for Sympro Treasury Management software in the amount of $29,452.28. Exempt from bidding per 55 ILCS 5 /5-1022 'Competitive Bids' (D) IT/Telecom Purchases Under $35,000.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Sympro Treasury Management software was procured in 2013 and integrates with the County's ERP system. Keeping software and systems functioning ensures that financial accounts are managed responsibly and accurately.

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.
PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER $35,000.00

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.
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: Emphasys Computer Solutions	Vendor#: 13555	Dept: IT	Division:
Attn: Muhammad Zeeshan	Email: emphasys-billing@emphasys-software.com, MZeeshan@emphasys-software.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 1200 SW 145th Avenue, Suite 301	City: Pembroke Pines	Address: 421 N. County Farm Road	City: Wheaton
State: FL	Zip: 33027	State: IL	Zip: 60187
Phone: (510) 655-0900 Ext: 3005	Fax:	Phone: 630-407-5037	Fax:
Send Payments To:		***Ship to:***	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Information Technology	Division:
Attn:	Email:	Attn: Viji Ramaswamy	Email: Viji.Ramaswamy@DuPagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 12/01/2025	Contract End Date (PO25): 11/30/2026

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	EA		Annual Maintenance & Support for Sympro Treasury Management Software	FY26	1000	1110	53807		29,452.28	29,452.28
FY is required, ensure the correct FY is selected.										Requisition Total	$ 29,452.28

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. Please send PO to Sarah Godzicki & Viji Ramaswamy and copy both when emailing PO to vendor. **Please use 10/01/2025 as First Invoice Date Allowed.**
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.