



## Procurement Review Comprehensive Checklist

### Procurement Services Division

This form must accompany all Purchase Order Requisitions

#### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$376,551.77
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 04/11/2023	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$376,551.77
	CURRENT TERM TOTAL COST: \$376,551.77	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: SHI International Corp	VENDOR #:	DEPT: Human Resources	DEPT CONTACT NAME: MarGaret Mason-Ewing
VENDOR CONTACT: David Broaden	VENDOR CONTACT PHONE: 262-818-5666	DEPT CONTACT PHONE #: 630-407-6300	DEPT CONTACT EMAIL: MarGaret.Mason-Ewing@dupageco.org
VENDOR CONTACT EMAIL: David_Broaden@shi.com	VENDOR WEBSITE: www.shi.com	DEPT REQ #: N/A	
<b>Overview</b>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). NeoGov provides an online software for E-recruiting, Employee Onboarding, and Employee Forms. This is a cooperative agreement. The total cost of a 3-year contract is \$376,551.77.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished NeoGov is currently in use by the Human Resources Department. NeoGov only works with public sector agencies providing an online software for recruiting, employee onboarding, and employee forms. This allows the Human Resources staff to effectively perform their duties, and continue operations if they are not able to be in the building, while reducing in person contact.			

#### 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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. Cooperative agreement secured and vetted by the Finance Department/Procurement Division.
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).  Staff recommends procuring NeoGov, which allows for continuity of current operations and a continuation of operations if staff is not able to be in the building.  Alternatives: 1) Revert to manual in person process. 2) Research and select similar software package, many of which do not offer the full suite of software that NeoGov offers.

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: SHI International Corp	Vendor#:	Dept: Human Resources	Division: N/A
Attn: David Broaden	Email: David_Broaden@shi.com	Attn: Human Resources Department	Email: dpchumanresources@dupageco.org
Address: 290 Davidson Ave	City: Somerset	Address: 421 N County Farm Rd, Suite 3-300	City: Wheaton
State: NJ	Zip: 08873	State: IL	Zip: 60187
Phone: 262-818-5666	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SHI International	Vendor#:	Dept: Human Resources	Division: N/A
Attn:	Email:	Attn: Human Resources Department	Email: dpchumanresources@dupageco.org
Address: P.O. Box 952121	City: Dallas	Address: 421 N County Farm Rd, Suite 3-300	City: Wheaton
State: TX	Zip: 75395-2121	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2023	Contract End Date (PO25): Jun 30, 2026
Contract Administrator (PO25): MarGaret Mason-Ewing			

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	N/A	NeoGov licensing subscription.	FY23	1000	1120	53806	N/A	117,914.69	117,914.69
2	1	EA	N/A	NeoGov licensing subscription.	FY24	1000	1120	53806	N/A	125,356.01	125,356.01
3	1	EA	N/A	NeoGov licensing subscription.	FY25	1000	1120	53806	N/A	133,281.07	133,281.07
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total \$	376,551.77

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Three-year licensing subscription for e-recruiting, employee onboarding, and employee forms software.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
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.

The following documents have been attached: ☐ W-9 ☒ Vendor Ethics Disclosure Statement