



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-0001-26	RFP, BID, QUOTE OR RENEWAL #: RFP #25-109-REC	INITIAL TERM WITH RENEWALS: 3 YRS + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$899,900.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 2/10/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,015,500.00
	CURRENT TERM TOTAL COST: \$899,900.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Medici Land Governance, Inc.	VENDOR #:	DEPT: Recorder's Office	DEPT CONTACT NAME: Bill Drobitsch
VENDOR CONTACT: Ali E, Hussein	VENDOR CONTACT PHONE: 402-333-3337	DEPT CONTACT PHONE #: 630-407-5414	DEPT CONTACT EMAIL: bill.drobitsch@dupagecounty.gov
VENDOR CONTACT EMAIL: ahusseini@mediciland.com	VENDOR WEBSITE:	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.). Medici Land Governance System provides comprehensive land record management, indexing, imaging and public facing access required for the Recorder's Office.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To ensure continuity of operations for the Recorder's Office and to provide reliable access to land records for the public, title companies and county departments. The Medici system supports statutory requirements, modernizes system, functionality and enhances customer service and public access. Medici Land Governance was the only submission to meet data integration and user flexibility standards that are currently unmet. Product also adaptable to County AI goals. Medici was evaluated as top scoring vendor based on references, demonstration, user ease, implementation, support and price. Every known LRMS vendor were invited to bid, with 5 total respondents. A detailed RFP and evaluation process was used to determine unique features, and to compare those features against market competitors. Specific features: AI Assist, AI Indexing, Full Interoperability, data compatibility.			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. RFP #25-109-REC The Procurement Division issued a bid on behalf of the Recorder's Office. Five (5) bidders responded to the RFP.
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). 1. Purchase a new Land Record's Recording system to offer innovated technology and ease of use to the public. 2. Issue a new RFP and risk a successful implementation without a system in place as the current contract would have expired. 3. Take no action which would leave the office operating outdated systems with user and support limitations.

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: Medici Land Governance	Vendor#:	Dept:	Division:
Attn: Ali El Hussein	Email: ahusseini@mediciland.com	Attn:	Email:
Address: 731 E. South Temple Street	City: Salt Lake City	Address: 421 N. County Farm Rd	City: Wheaton
State: UT	Zip: 84102	State: Il	Zip: 60187
Phone: 402-333-3337	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 04/01/2026	Contract End Date (PO25): 11/30/2029

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		Land Records Recording System	FY26	1100	4310	54107		299,967.00	299,967.00
2	1	EA		Land Records Recording System	FY27	1100	4310	54107		299,967.00	299,967.00
3	1	EA		Land Records Recording System	FY28	1100	4310	54107		299,966.00	299,966.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 899,900.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. The Purchase Order supports the implementation of Medici Land Records System, as needed per RFP #25-109-REC for a period of 3 years .
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.