



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2281	RFP, BID, QUOTE OR RENEWAL #: Order #558038	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$27,101.24
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$27,101.24
	CURRENT TERM TOTAL COST: \$27,101.24	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Infor (US), LLC	VENDOR #: 13553	DEPT: Information Technology	DEPT CONTACT NAME: Roy Clancy
VENDOR CONTACT: Tina Gangel	VENDOR CONTACT PHONE: 628-777-5368	DEPT CONTACT PHONE #: 630-407-5015	DEPT CONTACT EMAIL: roy.clancy@dupagecounty.gov
VENDOR CONTACT EMAIL: tina.gangel@infor.com	VENDOR WEBSITE: www.infor.com/services/managed-services	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.). Infor year-end patch installation and application support for the Finance, HR & Payroll modules for the ERP system - Sole Source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is required to continue to receive support through Infor's Managed Services.			

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. Infor year-end patch installation and application support for the Finance, HR & Payroll modules for the ERP system are only available from the vendor.
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. N/A - Infor is the copyright owner for these software products, and as such, Infor is the only vendor that has the unrestricted ability to access and modify such Infor-owned software products in order to provide bug fixes, updates and upgrades to you as part of support and maintenance.
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. Infor is the copyright owner for these software products, and as such, Infor is the only vendor that has the unrestricted ability to access and modify such Infor-owned software products in order to provide bug fixes, updates and upgrades to you as part of support and maintenance.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Infor (US), LLC	Vendor#: 13553	Dept: IT	Division:
Attn: Tina Gangel	Email: tina.gangel@infor.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 13560 Morris Road, Ste 4100	City: Alpharetta	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: GA 30004	State: IL	Zip: 60187
Phone: 628-777-5368	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Infor (US), LLC	Vendor#: 13553	Dept: IT	Division:
Attn:	Email:	Attn: Roy Clancy	Email: roy.clancy@dupagecounty.gov
Address: NW 7418 PO Box 1450	City: Minneapolis	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55485-7418	State: IL	Zip: 60187
Phone: 678-319-8000	Fax:	Phone: 630-407-5015	Fax:
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	4	EA		Infor Service Agreement and managed services for patch installation	FY26	1000	1110		53020	6,775.31	27,101.24
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 27,101.24

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 & Roy Clancy and copy both when emailing PO to vendor. Please set "First Invoice Allowed Date" to 09/15/2025.
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.