



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

### SECTION 1: DESCRIPTION

<b>General Tracking</b>		<b>Contract Terms</b>	
FILE ID#: 25-2290	RFP, BID, QUOTE OR RENEWAL #: RFP #18-172-CC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,033,770.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,033,770.00
	CURRENT TERM TOTAL COST: \$1,033,770.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<b>Vendor Information</b>		<b>Department Information</b>	
VENDOR: Tyler Technologies	VENDOR #: 27738	DEPT: Information Technology	DEPT CONTACT NAME: Viji Ramaswamy
VENDOR CONTACT: Gus Tenhundfeld	VENDOR CONTACT PHONE: 1-800-800-2581 wxt.1924	DEPT CONTACT PHONE #: 630-407-5028	DEPT CONTACT EMAIL: Viji.Ramaswamy@DuPageCounty.gov
VENDOR CONTACT EMAIL: gus.tenhundfeld@tylertech.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 SaaS fee for the Enterprise Assessment & Tax, Tyler Identity Workforce Advance, and Tyler Cashiering. This is the first of five (5) one-year renewals per RFP #18-172-CC.

**JUSTIFICATION** Summarize why this procurement is necessary and what objectives will be accomplished  
This renewal is necessary to ensure continued access to Tyler's Property Tax System, which supports essential functions such as assessment, billing, collections, and secure operations.

### 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.  
RENEWAL OF RFP

### SECTION 3: DECISION MEMO

<b>SOURCE SELECTION</b>	Describe method used to select source. This is the first of five (5) one-year renewals per RFP #18-172-CC.
<b>RECOMMENDATION AND TWO ALTERNATIVES</b>	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 approving this renewal.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Tyler Technologies Inc.	Vendor#: 27738	Dept: IT	Division:
Attn: Gus Tenhundfeld	Email: gus.tenhundfeld@tylertech.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Tyler Technologies Inc.	Vendor#: 27738	Dept: IT	Division:
Attn: Gus Tenhundfeld	Email: gus.tenhundfeld@tylertech.com	Attn: Viji Ramaswamy	Email: Viji.Ramaswamy@DuPagecounty.gov
Address: PO Box 203556	City: Dallas	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75320-3556	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5000	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 01/01/2026	Contract End Date (PO25): 12/31/2026

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		Tyler SaaS, Identity Workforce Advance, and Cashiering	FY26	1000	1110	53807		1,033,770.00	1,033,770.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 1,033,770.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. This is the first of five (5) one-year renewals per RFP #18-172-CC.
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.
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.