



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#:	RFP, BID, QUOTE OR RENEWAL #: 25-033-CS	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$16,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$40,000.00
	CURRENT TERM TOTAL COST: \$16,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Benevate, LLC	VENDOR #:	DEPT: Community Services	DEPT CONTACT NAME: Julie Hamlin
VENDOR CONTACT: Elizabeth Geddy	VENDOR CONTACT PHONE: 855-625-9738	DEPT CONTACT PHONE #: 630-407-6527	DEPT CONTACT EMAIL: julie.hamlin@dupagecounty.gov
VENDOR CONTACT EMAIL: elizabeth.geddy@neighborlysoftware.com	VENDOR WEBSITE: www.neighborlysoftware.com	DEPT REQ #: 25-033-CS	
<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.). Grants management software for Community Development and CoC HUD grants. Total cost over 4 years is estimated as \$40,000. RFP procurement used.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Necessary to accept grant program applications electronically. HUD program application grants will be accepted electronically along with required program documentation.			

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. A competitive RFP process was used. Applications were scored on firm qualifications, key qualifications, project understanding and price. Benevate LLC dba Neighborly Software was the highest scoring response.
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). Based upon responses to the RFP, staff recommendation is to award the contract to Benevate LLC dba Neighborly Software. Staff believe this software has the most functionality to support the grant application and management process within the Community Development division. Alternatives are to manage entire grant process on paper or to select another vendor. Of 8 acceptable respondents, Benevate LLC dba Neighborly Software was the highest scored proposal.

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: Benevate LLC	Vendor#:	Dept: Community Services	Division: Community Development
Attn: Elizabeth Geddy	Email: elizabeth.geddy@neighborlysoftware.com	Attn: Amish Kadakia	Email: amish.kadakia@dupagecounty.gov
Address: 3423 Piedmont Rd. NE	City: Atlanta	Address: 421 N County Farm Rd.	City: Wheaton
State: GA	Zip: 30305	State: IL	Zip: 60187
Phone: 855-625-9738	Fax:	Phone: 630-407-6605	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Benevate LLC	Vendor#:	Dept:	Division:
Attn: Elizabeth Geddy	Email: elizabeth.geddy@neighborlysoftware.com	Attn:	Email:
Address: 3423 Piedmont Rd. NE	City: Atlanta	Address:	City:
State: GA	Zip: 30305	State:	Zip:
Phone: 855-625-9738	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2025	Contract End Date (PO25): Jun 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	2	EA		Subscription License-CDC	FY25	5000	1440	53806	CD25 ADMIN	3,000.00	6,000.00
2	2	EA		Subscription License-CoC	FY25	5000	1510	53807	IL1887L5T1 42300	3,000.00	6,000.00
3	1	EA		New Program-CDC	FY25	5000	1440	53806	CD25 ADMIN	4,000.00	4,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 16,000.00

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. P025 covers first year + 3 year renewal time period (4 years total).
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.