



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID #: JPS-P-0040-24	RFP, BID, QUOTE OR RENEWAL #: RFP 21-070-CRCT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$6,600,000.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$11,000,000.00
	CURRENT TERM TOTAL COST: \$4,400,000.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Conscisys Corporation	VENDOR #: 10932	DEPT: Clerk of the Circuit Court	DEPT CONTACT NAME: Kevin Vaske
VENDOR CONTACT: Scott Carr	VENDOR CONTACT PHONE: 630-886-1121	DEPT CONTACT PHONE #: 630-407-8647	DEPT CONTACT EMAIL: Kevin.Vaske@18thjudicial.org
VENDOR CONTACT EMAIL: s1@conscisys.com	VENDOR WEBSITE: conscisys.com	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.). Two year renewal of PO 5527-0001 SERV, per original contract terms which expires 11/30/2024			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Continuation of professional software development services - providing new application software, enhancements to existing applications, and support for current applications. These services are critical for operation of the Circuit Court Clerk's office			

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

SOURCE SELECTION	Describe method used to select source. Renewal of contract PSC 1-17-42-2021-2024, PO 5527-0001 SERV. Procured via RFP 21-070-CRCT
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). Conscisys Corporation has provided services in the past at competitive rates, and was awarded the contract per RFP 21-070-CRCT. Their personnel have excellent knowledge of our existing systems and business processes, unmatched by other providers. Given there were no other bidders at the time of the request for proposal, our only other option is to not procure these services, which would significantly harm the Circuit Court Clerk's ability to maintain and enhance its software applications.

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: Conscisys Corporation	Vendor#: 10932	Dept: Clerk of the Circuit Court	Division: Accounting
Attn: Scott Carr	Email: s1@conscysis.com	Attn: Julie Ellefsen	Email: Julie.Ellefsen@18thjudicial.org
Address: 1121 Mistwood Place	City: Downers Grove	Address: 505 N County Farm Road	City: Wheaton
State: IL	Zip: 60515-1205	State: IL	Zip: 60187
Phone: 630-886-1121	Fax:	Phone: 630-407-8590	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Conscisys Corporation	Vendor#: 10932	Dept: Clerk of the Circuit Court	Division: Administration
Attn: Scott Carr	Email: s1@conscysis.com	Attn: Kevin Vaske	Email: Kevin.Vaske@18thjudicial.org
Address: 1121 Mistwood Place	City: Downers Grove	Address: 505 N County Farm Road	City: Wheaton
State: IL	Zip: 60515-1205	State: IL	Zip: 60187
Phone: 630-886-1121	Fax:	Phone: 630-407-8647	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2024	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	1	EA		Professional Services	FY25	1400	6720	53020		800,000.00	800,000.00
2	1	EA		Professional Services	FY25	1400	6730	53020		1,100,000.00	1,100,000.00
3	1	EA		Professional Services	FY25	1400	6740	53020		300,000.00	300,000.00
4	1	EA		Professional Services	FY26	1400	6720	53020		800,000.00	800,000.00
5	1	EA		Professional Services	FY26	1400	6730	53020		1,100,000.00	1,100,000.00
6	1	EA		Professional Services	FY26	1400	6740	53020		300,000.00	300,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 4,400,000.00

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.
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.