



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

| <b>SECTION 1: DESCRIPTION</b>  |   |   |  |
|--|---|---|--|
| <i>General Tracking</i>  |   | <i>Contract Terms</i>                     |  |
| FILE ID#:<br>26-0226   | RFP, BID, QUOTE OR RENEWAL #:<br>Quote #Q-35816 | INITIAL TERM WITH RENEWALS:<br>OTHER      | INITIAL TERM TOTAL COST:<br>\$203,674.38               |
| COMMITTEE:<br>TECHNOLOGY   | TARGET COMMITTEE DATE:<br>01/20/2026            | PROMPT FOR RENEWAL:<br>3 MONTHS           | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$203,674.38 |
|  | CURRENT TERM TOTAL COST:<br>\$203,674.38        | MAX LENGTH WITH ALL RENEWALS:<br>ONE YEAR | CURRENT TERM PERIOD:<br>INITIAL TERM                   |
| <i>Vendor Information</i>  |   | <i>Department Information</i>             |  |
| VENDOR:<br>Accela, Inc.  | VENDOR #:<br>23818                              | DEPT:<br>Building & Zoning                | DEPT CONTACT NAME:<br>Jim Stran                        |
| VENDOR CONTACT:<br>Caitlin Carter  | VENDOR CONTACT PHONE:<br>(925) 359-3411         | DEPT CONTACT PHONE #:<br>630-407-6700     | DEPT CONTACT EMAIL:<br>jim.stran@dupagecounty.gov      |
| VENDOR CONTACT EMAIL:<br>ccarter@accela.com  | VENDOR WEBSITE:<br>accela.com                   | 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.). Annual Accela Managed Application Services in support of the county's Accela Permitting Processing System for the Building & Zoning, Transportation, Stormwater, and Public Works departments. Sole source. |   |   |  |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>This managed service will provide knowledgeable professional services in order to support County departments and staff with the Accela permitting application within the "live production software environment".   |   |   |  |

| <b>SECTION 2: DECISION MEMO REQUIREMENTS</b> |   |
|--|---|
| DECISION MEMO NOT REQUIRED                   | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.<br><br>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.  |

| <b>SECTION 3: DECISION MEMO</b>     |  |
|-------------------------------------|--|
| 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

|   |  |
|---|--|
| <b>JUSTIFICATION</b> <p>Select an item from the following dropdown menu to justify why this is a sole source procurement.</p> <p>SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SERVICES</p> |  |
| <b>NECESSITY AND UNIQUE FEATURES</b>  | <p>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.</p> <p>Accela is the sole provider for this software application and will be working with county staff on changes and enhancements to improve the county's permitting system and workflows.</p> |
| <b>MARKET TESTING</b>   | <p>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.</p> <p>Accela is a proprietary system.</p>  |
| <b>AVAILABILITY</b>   | <p>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.</p> <p>Accela is a proprietary system.</p>  |

## SECTION 5: Purchase Requisition Information

| <i>Send Purchase Order To:</i>      |                              | <i>Send Invoices To:</i>                    |   |
|-------------------------------------|------------------------------|---|---|
| Vendor:<br>Accela, Inc.             | Vendor#:<br>23818            | Dept:<br>IT                                 | Division:                                 |
| Attn:<br>Caitlin Carter             | Email:<br>ccarter@accela.com | Attn:<br>Sarah Godzicki                     | Email:<br>ITAP@dupagecounty.gov           |
| Address:<br>9110 Alcosta Blvd       | City:<br>San Ramon           | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                          |
| State:<br>CA                        | Zip:<br>94583                | State:<br>IL                                | Zip:<br>60187                             |
| Phone:<br>925-359-3411              | Fax:                         | Phone:<br>630-407-5037                      | Fax:                                      |
| <i>Send Payments To:</i>            |                              | <i>Ship to:</i>                             |   |
| Vendor:<br>Accela, Inc.             | Vendor#:<br>23818            | Dept:<br>Building & Zoning                  | Division:                                 |
| Attn:<br>Caitlin Carter             | Email:<br>ccarter@accela.com | Attn:<br>Jim Stran                          | Email:<br>jim.stran@dupagecounty.gov      |
| Address:<br>P.O. Box 208298         | City:<br>Dallas              | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                          |
| State:<br>TX                        | Zip:<br>75320-8298           | State:<br>IL                                | Zip:<br>60187                             |
| Phone:<br>(925) 359-3334            | Fax:                         | Phone:<br>630-407-6700                      | Fax:                                      |
| <i>Shipping</i>                     |                              | <i>Contract Dates</i>                       |   |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination          | Contract Start Date (PO25):<br>Feb 21, 2026 | Contract End Date (PO25):<br>Feb 20, 2027 |

| Purchase Requisition Line Details                         |     |     |                            |   |      |         |      |           |                             |                   |               |
|---|-----|-----|----------------------------|---|------|---------|------|-----------|-----------------------------|-------------------|---------------|
| LN  | Qty | UOM | Item Detail<br>(Product #) | Description                               | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension     |
| 1   | 1   | EA  |                            | Accela Managed Application Services - B&Z | FY26 | 1100    | 2810 | 53020     |                             | 128,149.38        | 128,149.38    |
| 2   | 1   | EA  |                            | Accela Managed Application Services - DOT | FY26 | 1500    | 3500 | 53020     |                             | 34,000.00         | 34,000.00     |
| 3   | 1   | EA  |                            | Accela Managed Application Services - SW  | FY26 | 1600    | 3000 | 53020     |                             | 25,000.00         | 25,000.00     |
| 4   | 1   | EA  |                            | Accela Managed Application Services - PW  | FY26 | 2000    | 2665 | 53020     |                             | 16,525.00         | 16,525.00     |
| <b>FY is required, ensure the correct FY is selected.</b> |     |     |                            |   |      |         |      |           |                             | Requisition Total | \$ 203,674.38 |

| 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.<br>Please send PO to Sarah Godzicki and CC when sending 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.   |