



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-0012-24	RFP, BID, QUOTE OR RENEWAL #: 23-138-CCT	INITIAL TERM WITH RENEWALS: 1 YR + 5 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$329,607.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$329,607.00
	CURRENT TERM TOTAL COST: \$329,607.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Judicial Systems, Inc.	VENDOR #: 12875	DEPT: 18th Judicial Circuit	DEPT CONTACT NAME: Katherine Thompson
VENDOR CONTACT: Gary Dower	VENDOR CONTACT PHONE: 903-561-8328	DEPT CONTACT PHONE #: 630-407-8788	DEPT CONTACT EMAIL: Katherine.Thompson@18thjudicial.org
VENDOR CONTACT EMAIL: gary@judicialsystems.com	VENDOR WEBSITE: judicialsystems.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.). To upgrade the jury management system with Genesis software which provides customized applications, state-of-the-art performance and security. The cost of the project includes software installation, maintenance, data migration, staff training, and technical support for five (5) years. This is a RFP procurement and is funded by the Illinois Courts Technology Modernization Program for the license, installation and first year maintenance which is a one time expense. The software maintenance fee for years 2-5 will be budgeted in FY2025-Fy2028.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The project will improve and automate the entire jury management process from initial qualifications or summons until the juror is paid in full. This system will also allow the courts the ability to track, update and maintain all the information in the Jury Wheel.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. RFP proposal process through County Procurement Department
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). Staff recommends approval of the Judicial Systems, Inc. proposal. Option 1. Do nothing and continue with 15 year old software. 2. Find another source and have request 100% funding from the county.

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: Judicial Systems, Inc.	Vendor#: 12875	Dept: 18th Judicial Circuit Court	Division:
Attn: Gary Dower	Email: gary@judicialsystems.com	Attn: Katherine Thompson	Email: Katherine.Thompson@18thjudicial.org
Address: 211 Robert E. Lee Drive	City: Tyler	Address: 505 N County Farm Rd, Rm 2015	City: Wheaton
State: TX	Zip: 75703	State: IL	Zip: 60187
Phone: 903-561-8328	Fax:	Phone: 630-407-8788	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: SAME AS ABOVE	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State: IL	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): March 26, 2024	Contract End Date (PO25): June 30, 2029
Contract Administrator (PO25):			

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	RFP #23-138-CCT	Juror Management Software, License, Installation, Maintenance	FY24	5000	5925	54100	TBD	211,215.00	211,215.00
2	1	EA	RFP #23-138-CCT	Annual Software Maintenance	FY25	1000	5910	53806		29,598.00	29,598.00
3	1	EA	RFP #23-138-CCT	Annual Software Maintenance	FY26	1000	5910	53806		29,598.00	29,598.00
4	1	EA	RFP #23-138-CCT	Annual Software Maintenance	FY27	1000	5910	53806		29,598.00	29,598.00
5	1	EA	RFP #23-138-CCT	Annual Software Maintenance	FY28	1000	5910	53806		29,598.00	29,598.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 329,607.00

<i>Comments</i>	
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.

The following documents have been attached: ☐ W-9 ☒ Vendor Ethics Disclosure Statement