



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#:	RFP, BID, QUOTE OR RENEWAL #: 26-020-SAO	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$65,472.27
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 7/7/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$180,143.74
	CURRENT TERM TOTAL COST: \$65,472.27	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Hexordia	VENDOR #: Hexordia	DEPT: SAO	DEPT CONTACT NAME: Robert Lyons
VENDOR CONTACT: Jennifer Torrise	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:
VENDOR CONTACT EMAIL: JEN@HEXORDIA.COM	VENDOR WEBSITE:	DEPT REQ #:	
<b>Overview</b>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). RFP issued - RFP 26-020-SAO			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Adding a digital device solution will enhance efficiency by streamlining data management, reducing manual processes, improve collaboration and providing faster access to critical case information.			

<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.
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)	

<b>SECTION 3: DECISION MEMO</b>	
<b>SOURCE SELECTION</b>	Describe method used to select source. RFP issued through Procurement. The County sent 32 invitations and two (2) bidders responded.
<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). 1. The State's Attorney's Office recommends awarding both bidders due to each unique capabilities to deliver exceptional digital device extraction. 2. Award one and not have full capabilities. 3. Do nothing

### 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: Hexordai	Vendor#:	Dept: State's Attorney's Office	Division:
Attn: Jennifer Torrisi	Email: jan@hexordia.com	Attn: Nick Sinn	Email: nicholas.sinn@dupagecounty.gov
Address: 9262 Shore Lawn Drive	City: Bridgeport	Address: 503 N. COUNTY FARM ROAD	City: WHEATON
State: NY	Zip: 13030	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME	Vendor#:	Dept: SAME	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 1, 2026	Contract End Date (PO25): July 31, 2027

**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		Digital Device Extraction	FY26	1000	6510	53610		65,472.27	65,472.27
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 65,472.27

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. This contract purchase order is to provide Digital Device Extraction, Processing, Analysis, and Sharing per RFP response 26-020-SAO from August 1, 2026 through July 31, 2027 for a contract total not to exceed \$65,472.27
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.