



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#: 24-2319	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$29,049.79
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/01/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,049.79
	CURRENT TERM TOTAL COST: \$29,049.79	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Emphasys Computer Solutions	VENDOR #: 13555	DEPT: Information Technology	DEPT CONTACT NAME: Viji Ramaswamy
VENDOR CONTACT: Muhammad Zeeshan	VENDOR CONTACT PHONE: 305-503-6600 ext. 3004	DEPT CONTACT PHONE #: 630-407-5028	DEPT CONTACT EMAIL: Viji.Ramaswamy@dupagecounty.gov
VENDOR CONTACT EMAIL: mzeeshan@emphasys-software.com	VENDOR WEBSITE:	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 maintenance and support for Sympro Treasury Management software in the amount of \$29,049.79. Exempt from bidding per 55 ILCS 5/5-1022 'Competitive Bids' (D) IT/Telecom Purchases Under \$35,000.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Sympro Treasury Management software was procured in 2013 and integrates with the County's ERP system. Keeping software and systems functioning ensures that financial accounts are managed responsibly and accurately.			

**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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

**SECTION 3: DECISION MEMO**

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>	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: Emphasys Computer Solutions	Vendor#: 13555	Dept: Information Technology	Division:
Attn: Muhammad Zeeshan	Email: emphasys-billing@emphasys- software.com mzeeshan@emphasys- software.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 1200 SW 145th Avenue, Suite 301	City: Pembroke Pines	Address: 421 N. County Farm Road	City: Wheaton
State: FL	Zip: 33027	State: IL	Zip: 60187
Phone: 305-503-6600 ext. 3004	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#: 13555	Dept: Information Technology	Division:
Attn:	Email:	Attn: Viji Ramaswamy	Email: Viji.Ramaswamy@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5028	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, 2025

**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		Annual Maintenance & Support for Sympro Treasury Management Software	FY25	1000	1110	53806		23,049.79	23,049.79
2	1	EA		Annual Hosting Fee 10/01/2024 - 11/30/2024	FY24	1000	1110	53807		1,000.00	1,000.00
3	1	EA		Annual Hosting Fee 12/01/2024 - 11/30/2025	FY25	1000	1110	53807		5,000.00	5,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 29,049.79

<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. Please send PO to Sarah Godzicki & Viji Ramaswamy and copy both when emailing PO to vendor.  **Please use 10/01/2024 as First Invoice Date Allowed.**
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.