



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#: 23-2438	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$570,991.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 08/01/2023	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$570,991.00
	CURRENT TERM TOTAL COST: \$570,991.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: c-Five Solution, Inc.	VENDOR #: 26528	DEPT: Probation and Court Services	DEPT CONTACT NAME: Sharon Donald
VENDOR CONTACT: James Newman	VENDOR CONTACT PHONE: 949-260-3002	DEPT CONTACT PHONE #: 630-407-8413	DEPT CONTACT EMAIL: sharon.donald@dupageco.org
VENDOR CONTACT EMAIL: jnewman@cfive.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.). The Probation Department will need an upgrade to the current PCMS release for users and a three year annual maintenance contract to support the Probation Case Management Software System offered by c-Five Solutions, Inc. as a sole source. Total contract amount not to exceed \$570,991.00. (Probation and Court Services)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The upgrade to the current PCMS release and the annual maintenance and support agreement are required to maintain the system and offer technical support for all users.			

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. 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.

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.
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

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
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. The Probation Department recommends the procurement of c-Five Solutions, Inc. to provide annual maintenance and support for the PCMS (case management system). The PCMS system is a stand alone system designed specifically for the Department of Probation and Court Services.
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. N/A
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. N/A

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: c-Five Solutions, Inc.	Vendor#: 26528	Dept: Probation and Court Services	Division: Finance
Attn: James Newman	Email: jnewman@cfive.com	Attn: Sharon Donald	Email: sharon.donald@dupageco.org
Address: 17852 E Seventeenth St, Suite 205	City: Tustin	Address: 503 N County Farm Road	City: Wheaton
State: CA	Zip: 92780	State: Wheaton	Zip: 60187
Phone: 949-260-3002	Fax:	Phone: 630-407-8413	Fax: 630-407-2502
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: c-Five Solutions, Inc.	Vendor#: 26528	Dept: Probation and Court Services	Division: Finance
Attn: James Newman	Email: jnewman@cfive.com	Attn: Sharon Donald	Email: sharon.donald@dupageco.org
Address: 17852 E Seventeenth St, Suite 205	City: Tustin	Address: 503 N County Farm Road	City: Wheaton
State: CA	Zip: 92780	State: Illinois	Zip: 60187
Phone: 949-260-3002	Fax:	Phone: 630-407-8413	Fax: 630-407-2502
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 9, 2023	Contract End Date (PO25): Mar 31, 2027
Contract Administrator (PO25):			

Add Line		Purchase Requisition Line Details										
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension	
x	1	EA		FY'2023 - Annual maintenance & support agreement	FY23	1400	1620	53807		41,448.00	41,448.00	
x	2	EA		FY'2024- Annual maintenance & support agreement	FY24	1400	1620	53807		138,285.00	138,285.00	
x	3	EA		FY'2025 - Annual maintenance & support agreement	FY25	1400	1620	53807		145,199.00	145,199.00	
x	4	EA		FY'2026 - Annual maintenance & support agreement	FY26	1400	1620	53807		152,459.00	152,459.00	
x	5	EA		FY'2023 - Upgrade PCMS to current release	FY23	1400	6120	54100		93,600.00	93,600.00	
FY is required, assure the correct FY is selected.										Requisition Total	\$ 570,991.00	

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.

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