



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2273	RFP, BID, QUOTE OR RENEWAL #: Inv #INVMH8996	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$91,930.60
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$91,930.60
	CURRENT TERM TOTAL COST: \$91,930.60	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: MHC Software, Inc.	VENDOR #: 13554	DEPT: Information Technology	DEPT CONTACT NAME: Roy Clancy
VENDOR CONTACT: Katie Haessly	VENDOR CONTACT PHONE: 952-882-0884 ext.1146	DEPT CONTACT PHONE #: 630-407-5015	DEPT CONTACT EMAIL: Roy.Clancy@dupagecounty.gov
VENDOR CONTACT EMAIL: katie.haessly@mhcautomation.com	VENDOR WEBSITE:	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.). Annual maintenance and support services for MHC software that integrates with the ERP system for Finance and HR for a total contract amount of \$91,930.60 - Sole Source - this is proprietary software that must be maintained by the vendor, MHC Software, Inc.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished MHC is an Enterprise Content Management system that integrates with the ERP system for Finance and HR was purchased in order to manage their workflow of documents by using image capture, retrieving, routing, and printing of documents. This is the annual maintenance.			

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

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. This is proprietary software that must be maintained by the vendor.
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. This is proprietary software that must be maintained by the vendor.
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. This is proprietary software that must be maintained by the vendor.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: MHC Software, Inc.	Vendor#: 13554	Dept: IT	Division:
Attn: Katie Haessly	Email: katie.haessly@mhcautomation.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 12000 Portland Ave 5, Suite 230	City: Burnsville	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55337	State: IL	Zip: 60187
Phone: 952-882-0884 ext.1146	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: MHC Software, Inc.	Vendor#: 13554	Dept: Information Technology	Division:
Attn:	Email:	Attn: Roy Clancy	Email: Roy.Clancy@dupagecounty.gov
Address: P.O. Box 1749	City: Burnsville	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55337	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5015	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Nov 30, 2026

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 for the Enterprise Content Management System for Finance and HR	FY26	1000	1110	53806		91,930.60	91,930.60
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 91,930.60

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. Please send PO to Sarah Godzicki & Roy Clancy and copy both when emailing PO 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.