

Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

| SECTION 1: DESCRIPTION | | | | | |
|---|---|---|---|--|--|
| General Tracking | | Contract Terms | | | |
| FILE ID#: 25-2602 | RFP, BID, QUOTE OR RENEWAL #: Q-479233 | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$45,066.22 | | |
| COMMITTEE: TARGET COMMITTEE DATE: PROMPT FOR RENEWA TECHNOLOGY 11/04/2025 3 MONTHS | | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$45,066.22 | | |
| | CURRENT TERM TOTAL COST: \$45,066.22 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM | | |
| Vendor Information | | Department Information | | | |
| VENDOR: Granicus LLC | VENDOR #: 35074 | DEPT: Information Technology | DEPT CONTACT NAME: Richard Burnson | | |
| VENDOR CONTACT: Valery Mendez | VENDOR CONTACT PHONE: | DEPT CONTACT PHONE #: 630-407-5064 | DEPT CONTACT EMAIL: Richard.Burnson@dupagecounty.go v | | |
| VENDOR CONTACT EMAIL: valery.mendez@granicus.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 support and hosting for Legislative Meeting Management Agenda & Minutes and Civic Streaming, per NCPA Contract #01-115.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

The County uses Legistar to host our meeting management software for County Board and Committee agendas and to live-stream the County Board meetings.

| 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 COOPERATIVE (DPC2-352), GOVER | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. NMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING | | | |

| SECTION 3: DECISION MEMO | | | | |
|--|---|--|--|--|
| SOURCE SELECTION | Describe method used to select source. 30 ILCS 525/2 "Governmental Joint Purchasing Act" NCPA Contract #01-115 | | | |
| 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 utilizing the Governmental Joint Purchasing Act pricing. Other alternatives are to go to bid for these hosting and support services, which could jeopardize the County's ability to post agendas and minutes, as well as stream County Board meetings. | | | |

| | 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. |

| | | Requisition Informat | 1011 | | | |
|---|--------------------------------------|--|---------------------------------|--|--|--|
| Send Pur | chase Order To: | Send Invoices To: | | | | |
| Vendor: Granicus LLC | Vendorii. | | Division: | | | |
| Attn: Valery Mendez | Email: valery.mendez@granicus.com | Attn: Sarah Godzicki | Email: ITAP@dupagecounty.gov | | | |
| Address: 408 St. Peter Street, Suite 600 | City: St. Paul | Address: 421 N. County Farm Road | City: Wheaton | | | |
| State: MN | Zip: 55102 | State: Zip: IL 60187 | | | | |
| Phone: | Fax: | Phone: Fax: 630-407-5037 | | | | |
| Send Payments To: | | Ship to: | | | | |
| Vendor: SAME AS ABOVE | Vendor#: 35074 | Dept: Information Technology | Division: | | | |
| Attn: | Email: | Attn: Email: Richard Burnson ov | | | | |
| Address: | City: | Address: City: 421 N. County Farm Road Wheaton | | | | |
| State: | Zip: | State: Zip: IL 60187 | | | | |
| Phone: Fax: Shipping | | Phone: Fax: 630-407-5064 | | | | |
| | | Contract Dates | | | | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Contract End Date (PO25): Nov 30, 2026 | | | | |

| | Purchase Requisition Line Details | | | | | | | | | | |
|--|-----------------------------------|-----|------------------------------------|--|--------------|---------|------|-----------|-----------------------------|------------|-----------|
| LN | Qty | UOM | ltem Detai l (Product #) | Description | FY | Company | AU | Acct Code | Sub-Accts/ Activity Code | Unit Price | Extension |
| 1 | 1 | EA | | Annual Support and Hosting for Legistar Open Platform and Gov Meetings Live Cast - 12/1/2025 - 11/30/2026 | FY26 | 1000 | 1110 | 53807 | | 45,066.22 | 45,066.22 |
| FY is required, ensure the correct FY is selected. Requisition Total | | | | | \$ 45,066.22 | | | | | | |

| 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 & Richard Burnson 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. | | | |