



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#: TE-P-0061-23	RFP, BID, QUOTE OR RENEWAL #: Quote #SQB401199_1	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$112,709.53
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$112,709.53
	CURRENT TERM TOTAL COST: \$112,709.53	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Infor (US), Inc.	VENDOR #: 13553	DEPT: Information Technology	DEPT CONTACT NAME: Alma Montero
VENDOR CONTACT: Irwanto Aranadi	VENDOR CONTACT PHONE: 647-952-4741	DEPT CONTACT PHONE #: 630-407-5015	DEPT CONTACT EMAIL: Alma.Montero@dupageco.org
VENDOR CONTACT EMAIL: Irwanto.Aranadi@infor.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.). Purchase of MicroFocus COBOL licensing to be compatible with upgraded Windows Server 2019.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Windows Server 2012 is going out of support and Infor will not support their applications running on Windows 2012. Therefore, we must move the applications to Windows Server 2019, which requires us to purchase new MicroFocus COBOL licenses for those servers. MicroFocus COBOL licensing cannot be transferred between servers and we cannot run the ERP without this licensing.			

**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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement. OTHER
<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.  MicroFocus COBOL is integrated into the Infor application and is required to run the Infor product.
<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.  No, as this software must be purchased from Infor to run the Infor ERP system.
<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.  As part of our licensing agreement with Infor, we must purchase MicroFocus COBOL licensing through them.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Infor (US), Inc.	Vendor#: 13553	Dept: Information Technology	Division:
Attn: Irwanto Aranadi	Email: irwanto.aranadi@infor.com	Attn: Sarah Godzicki	Email: sarah.godzicki@dupageco.org
Address: 13560 Morris Road, Suite 4100	City: Alpharetta	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: 30004	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Infor (US), Inc.	Vendor#: 13553	Dept: Information Technology	Division:
Attn:	Email:	Attn: Alma Montero	Email: alma.montero@dupageco.org
Address: NW 7418, PO Box 1450	City: Minneapolis	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55485-7418	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5015	Fax: 630-407-5001
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 22, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25):			

**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		MicroFocus Visual Cobol for Windows Compiler and Server Application Run Time for both Production and Test Servers as described in quote SQB401199_1	FY23	1000	1110	53806		112,709.53	112,709.53
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 112,709.53

<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. Email PO to Wendi Wagner, Sarah Godzicki and Alma Montero.
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