



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

### SECTION 1: DESCRIPTION

|                                              |                                              |                                           |                                                         |
|----------------------------------------------|----------------------------------------------|-------------------------------------------|---------------------------------------------------------|
| <b>General Tracking</b>                      |                                              | <b>Contract Terms</b>                     |                                                         |
| FILE ID#:<br>26-1024                         | RFP, BID, QUOTE OR RENEWAL #:<br>Quote #4026 | INITIAL TERM WITH RENEWALS:<br>OTHER      | INITIAL TERM TOTAL COST:<br>\$36,404.33                 |
| COMMITTEE:<br>TECHNOLOGY                     | TARGET COMMITTEE DATE:<br>04/07/2026         | PROMPT FOR RENEWAL:<br>3 MONTHS           | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$36,404.33   |
|                                              | CURRENT TERM TOTAL COST:<br>\$36,404.33      | MAX LENGTH WITH ALL RENEWALS:<br>ONE YEAR | CURRENT TERM PERIOD:<br>INITIAL TERM                    |
| <b>Vendor Information</b>                    |                                              | <b>Department Information</b>             |                                                         |
| VENDOR:<br>JustFOIA, Inc.                    | VENDOR #:                                    | DEPT:<br>IT                               | DEPT CONTACT NAME:<br>Richard Burnson                   |
| VENDOR CONTACT:<br>Murray Smith              | VENDOR CONTACT PHONE:<br>850-757-7291        | DEPT CONTACT PHONE #:<br>630-407-5064     | DEPT CONTACT EMAIL:<br>Richard.Burnson@dupagecounty.gov |
| VENDOR CONTACT EMAIL:<br>msmith@justfoia.com | VENDOR WEBSITE:<br>justfoia.com              | 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.).  
Implementation services, training, licensing, and support for JustFOIA Records Request Tracking Solution, per OMNIA #01-162 contract pricing.

**JUSTIFICATION** Summarize why this procurement is necessary and what objectives will be accomplished  
This procurement is necessary to implement a secure, scalable solution that improves records management efficiency and public service delivery. The JustFOIA partnership provides ongoing support, training, and a highly configurable system that can adapt to evolving organizational needs. Key objectives include enhancing operational efficiency through unlimited user access, strengthening compliance with government security standards, improving staff adoption through continuous training, and expanding capabilities beyond FOIA to manage additional workflows. Overall, this investment ensures a flexible, compliant, and future-ready platform that maximizes long-term value.

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

### SECTION 3: DECISION MEMO

|                                            |                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SOURCE SELECTION</b>                    | Describe method used to select source.<br>We are utilizing OMNIA #01-162 contract pricing.                                                                                                                                                                                                                                                                                                 |
| <b>RECOMMENDATION AND TWO ALTERNATIVES</b> | Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).<br>1) Approve this contract to improve records management efficiency and public service delivery.<br>2) Continue relying on less efficient, potentially manual or fragmented processes for managing records requests. |

## 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:<br>JustFOIA, Inc.                     | Vendor#:                      | Dept:<br>IT                                 | Division:                                  |
| Attn:<br>Murray Smith                         | Email:<br>msmith@justfoia.com | Attn:<br>Sarah Godzicki                     | Email:<br>ITAP@dupagecounty.gov            |
| Address:                                      | City:                         | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                           |
| State:                                        | Zip:                          | State:<br>IL                                | Zip:<br>60187                              |
| Phone:<br>(850) 757-7291                      | Fax:                          | Phone:<br>630-407-5037                      | Fax:                                       |
| <i>Send Payments To:</i>                      |                               | <i>Ship to:</i>                             |                                            |
| Vendor:<br>JustFOIA, Inc.                     | Vendor#:                      | Dept:<br>IT                                 | Division:                                  |
| Attn:                                         | Email:                        | Attn:<br>Richard Burnson                    | Email:<br>Richard.Burnson@dupagecounty.gov |
| Address:<br>3717 Apalachee Parkway, Suite 201 | City:<br>Tallahassee          | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                           |
| State:<br>FL                                  | Zip:<br>32311                 | State:<br>IL                                | Zip:<br>60187                              |
| Phone:<br>(866) 761-5301                      | Fax:                          | Phone:<br>630-407-5064                      | Fax:                                       |
| Shipping                                      |                               | Contract Dates                              |                                            |
| Payment Terms:<br>PER 50 ILCS 505/1           | FOB:<br>Destination           | Contract Start Date (PO25):<br>Apr 15, 2026 | Contract End Date (PO25):<br>Apr 14, 2027  |

| Purchase Requisition Line Details                                |     |     |                            |                           |      |         |      |           |                             |                   |              |
|------------------------------------------------------------------|-----|-----|----------------------------|---------------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN                                                               | Qty | UOM | Item Detail<br>(Product #) | Description               | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1                                                                | 1   | EA  |                            | Recurring Annual Services | FY26 | 1000    | 1110 | 53807     |                             | 25,739.33         | 25,739.33    |
| 2                                                                | 1   | EA  |                            | Professional Services     | FY26 | 1000    | 1110 | 53020     |                             | 10,665.00         | 10,665.00    |
| <b><i>FY is required, ensure the correct FY is selected.</i></b> |     |     |                            |                           |      |         |      |           |                             | Requisition Total | \$ 36,404.33 |

| 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.<br>Please send PO to Sarah Godzicki & Richard Burnson and copy both when emailing 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.                                                                                |