



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#: JPS-P-0019-24	RFP, BID, QUOTE OR RENEWAL #: 24-075-SHF	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$652,500.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 07/02/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$652,500.00
	CURRENT TERM TOTAL COST: \$652,500.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CloudGavel LLC	VENDOR #:	DEPT: Sheriff-Corrections	DEPT CONTACT NAME: Commander John Putnam
VENDOR CONTACT: Casey Roussel	VENDOR CONTACT PHONE: 866-297-5155	DEPT CONTACT PHONE #: 630-407-2050	DEPT CONTACT EMAIL: john.putnam@dupagesheriff.org
VENDOR CONTACT EMAIL: casey.roussel@fusionstak.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.). Implementation and annual service of warrant management system to replace existing "mainframe" system which will be sunseting. This contract is for 5 years with a first year implementation fee off \$100,000 plus a first year support and maintenance agreement of \$100,000. The remaining years of the contract will have a support and maintenance agreement paid on a yearly basis. This pricing was obtained through RFP via DuPage County procurement.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To comply with all requirements and procedures for processing and tracking of court issued arrest warrants			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP process with evaluation and scoring conducted by a diverse group including Sheriff's Administration, IT and end users
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). Award vendor for new system or enter into discussions about maintaining current system at potentially twice the cost

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.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: CloudGavel LLC	Vendor#:	Dept: Sheriff	Division: Budget Support
Attn: Casey Roussel	Email: casey.roussel@fusionstak.com	Attn: Colleen Zbilski	Email: colleen.zbilski@duplicatesheriff.org
Address: 4305 Bluebonnet Blvd	City: Baton Rouge	Address: 501 N County Farm RD	City: Wheaton
State: LA	Zip: 70809	State: IL	Zip: 60187
Phone: 866-297-5155	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CloudGavel LLC	Vendor#:	Dept: Sheriff	Division: Corrections
Attn: Casey Roussel	Email: casey.roussel@fusionstak.com	Attn: Commander John Putnam	Email: john.putnam@duplicatesheriff.org
Address: 4305 Bluebonnet Blvd	City: Baton Rouge	Address: 501 N County Farm RD	City: Wheaton
State: LA	Zip: 70809	State: IL	Zip: 60187
Phone: 866-297-5155	Fax:	Phone: 630-407-2050	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 07/10/2024	Contract End Date (PO25): 07/09/2029

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		Implementation	FY24	1000	4410	53806		100,000.00	100,000.00
2	1	EA		Support and maintenance yr1	FY24	1000	4410	53806		100,000.00	100,000.00
3	1	EA		Support and maintenance yr2	FY25	1000	4410	53806		105,000.00	105,000.00
4	1	EA		Support and maintenance yr3	FY26	1000	4410	53806		110,250.00	110,250.00
5	1	EA		Support and maintenance yr4	FY27	1000	4410	53806		115,750.00	115,750.00
6	1	EA		Support and maintenance yr5	FY28	1000	4410	53806		121,500.00	121,500.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 652,500.00

<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.
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.