



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 24-2995	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$327,930.81
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$327,930.81
	CURRENT TERM TOTAL COST: \$327,930.81	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Imaging System, Inc. d/b/a IDT	VENDOR #: 11487	DEPT: Information Technology	DEPT CONTACT NAME: Richard Burnson
VENDOR CONTACT: David Raboin	VENDOR CONTACT PHONE: 224-443-0040	DEPT CONTACT PHONE #: 630-407-5064	DEPT CONTACT EMAIL: richard.burnson@dupagecounty.gov
VENDOR CONTACT EMAIL: draboin@idt-inc.com	VENDOR WEBSITE: idt-inc.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.). Initial three-year term for the maintenance of the imaging and document management systems for a total of \$327,930.81 - Sole Source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Annual maintenance of the Hyland and CAPSYS Software Assurance for Supervisor of Assessments, Treasurer, Family Center, Coroner, Animal Services and County Clerk. The three year contract provides for \$22,428 in discounts, as well as avoids the estimated 8% annual software licensing cost increases. Annual costs are higher than prior years due to the inclusion of annual upgrades and support hours.			

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. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
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. Imaging Systems, Inc. d/b/a Integrated Document Technologies (IDT) is the sole authorized support provider for both CAPSYS Capture & OnBase for DuPage County.
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. N/A - Imaging Systems, Inc. d/b/a Integrated Document Technologies (IDT) is the sole authorized support provider for both CAPSYS Capture & OnBase for DuPage County.
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. N/A - Imaging Systems, Inc. d/b/a Integrated Document Technologies (IDT) is the sole authorized support provider for both CAPSYS Capture & OnBase for DuPage County.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Imaging Systems, Inc. d/b/a IDT	Vendor#: 11487	Dept: IT	Division:
Attn: David Raboin	Email: draboin@idt-inc.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: PO Box 482	City: Itasca	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60143-0482	State: IL	Zip: 60187
Phone: 630-875-1100	Fax: 630-875-1101	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Richard Burnson	Email: Richard.Burnson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5064	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2025	Contract End Date (PO25): Dec 31, 2027

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		CAPSYS CAPTURE & Hyland OnBase Subscription	FY25	1000	1110	53807		58,673.00	58,673.00
2	1	EA		IDT Professional Service Subscription for Upgrade of Software & Watch Dog Subscriptions	FY25	1000	1110	53020		32,487.03	32,487.03
3	1	EA		IDT Professional Services T&E hours	FY25	1000	1110	53020		16,000.00	16,000.00
4	1	EA		CAPSYS CAPTURE & Hyland OnBase Subscription	FY26	1000	1110	53807		61,898.36	61,898.36
5	1	EA		IDT Professional Service Subscription for Upgrade of Software & Watch Dog Subscriptions	FY26	1000	1110	53020		32,487.03	32,487.03
6	1	EA		IDT Professional Services T&E hours	FY26	1000	1110	53020		16,000.00	16,000.00
7	1	EA		CAPSYS CAPTURE & Hyland OnBase Subscription	FY27	1000	1110	53807		61,898.36	61,898.36
8	1	EA		IDT Professional Service Subscription for Upgrade of Software & Watch Dog Subscriptions	FY27	1000	1110	53020		32,487.03	32,487.03
9	1	EA		IDT Professional Services T&E hours	FY27	1000	1110	53020		16,000.00	16,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 327,930.81

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.