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

## SECTION 1: DESCRIPTION

| *General Tracking* | | *Contract Terms* | |
|---|---|---|---|
| FILE ID#: 26-1196 | RFP, BID, QUOTE OR RENEWAL #: Q-36996 | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: $34,720.81 |
| COMMITTEE: TECHNOLOGY | TARGET COMMITTEE DATE: 05/05/2026 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: $34,720.81 |
| | CURRENT TERM TOTAL COST: $34,720.81 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| *Vendor Information* | | *Department Information* | |
| VENDOR: Accela Inc. | VENDOR #: 23818 | DEPT: Building & Zoning | DEPT CONTACT NAME: Jim Stran |
| VENDOR CONTACT: Caitlin Carter | VENDOR CONTACT PHONE: 925-359-3411 | DEPT CONTACT PHONE #: 630-407-6700 | DEPT CONTACT EMAIL: Jim.Stran@dupagecounty.gov |
| VENDOR CONTACT EMAIL: ccarter@accela.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.).
One (1) year subscription service for Velosimo Connect Enterprise for Bluebeam and five (5) year subscription service for Accela Citizen Access and Civic Platform for Building & Zoning, Public Works, Stormwater, and Transportation. Contract pursuant to 55 ILCS 5/5-0122 - 'Competitive Bids' (d) IT / Telecom purchases under $35,000.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This software will provide the necessary bridge to allow plans to be submitted, reviewed and approved by applicants and County Staff, including concurrent reviews by multiple departments.

## 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.
PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER $35,000.00

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. |
| 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 | | | |
|---|---|---|---|
| *Send Purchase Order To:* | | *Send Invoices To:* | |
| Vendor:<br>Accela Inc. | Vendor#:<br>23818 | Dept:<br>IT | Division: |
| Attn:<br>Caitlin Carter | Email:<br>ccarter@accela.com | Attn:<br>Sarah Godzicki | Email:<br>ITAP@dupagecounty.gov |
| Address:<br>2633 Camino Ramon, Suite 500 | City:<br>San Ramon | Address:<br>421 N. County Farm Road | City:<br>Wheaton |
| State:<br>TX | Zip:<br>75320-8298 | State:<br>IL | Zip:<br>60187 |
| Phone:<br>925-359-3411 | Fax: | Phone:<br>630-407-5037 | Fax: |
| *Send Payments To:* | | ***Ship to:*** | |
| Vendor:<br>Accela Inc. | Vendor#:<br>23818 | Dept:<br>Building & Zoning | Division: |
| Attn: | Email: | Attn:<br>Jim Stran | Email:<br>Jim.Stran@dupagecounty.gov |
| Address:<br>PO VBox 208298 | City:<br>Dallas | Address:<br>421 N. County Farm Road | City:<br>Wheaton |
| State:<br>TX | Zip:<br>75320-8298 | State:<br>IL | Zip:<br>60187 |
| Phone: | Fax: | Phone:<br>630-407-6700 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination | Contract Start Date (PO25):<br>Jun 23, 2026 | Contract End Date (PO25):<br>Jun 22, 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 | | Accela Velosimo Connect Enterprise for Bluebeam (FY26) | FY26 | 1100 | 2810 | 53807 | | 34,720.81 | 34,720.81 |
| ***FY is required, ensure the correct FY is selected.*** | | | | | | | | | | Requisition Total | $ 34,720.81 |

| *Comments* | |
|---|---|
| HEADER COMMENTS | Provide comments for P020 and P025.<br>Civic Platform for Building & Zoning, Public Works, Stormwater, and Transportation. |
| 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 and copy 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. |