



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#: 26-0779	RFP, BID, QUOTE OR RENEWAL #: 26D17.5000.4510.DBR2024	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$40,780.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$40,780.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Niche Vision Forensics LLC	VENDOR #: 092	DEPT: Sheriff's Office, Crime Lab	DEPT CONTACT NAME: MaryMargaret Greer-Ritzheimer
VENDOR CONTACT: Tracy Bauer	VENDOR CONTACT PHONE: 866-840-3758	DEPT CONTACT PHONE #: 630-407-2151	DEPT CONTACT EMAIL: mmgreer.ritzheimer@dupagesheriff.org
VENDOR CONTACT EMAIL: Tracy@NicheVision.com	VENDOR WEBSITE: www.NicheVision.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.). Purchase of new software for the analysis of data from a new genetic analyzer (Promega Spectrum CE System). Data from the analyzer is exported in the form of a .promega files and software is needed to analyze this data for interpretation. FaSTR software can analyze this type of file and will also integrate with current STRmix probabilistic genotyping (PG) software.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The genetic analyzer produces data in the form of a .promega file which needs to be analyzed. Our current analysis software cannot analyze .promega files and cannot analyze 8-dye systems. FaSTR software can analyze this type of data which can then be exported into current PG software allowing for a seamless process. FaSTR software also has additional features not available such as number of contributors (NOC) and direct export into STRmix.

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 PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
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. The genetic analyzer produces data in the form of a .promega file which needs to be analyzed. FaSTR software can analyze this type of data which can then be exported into current PG software allowing for a seamless process. FaSTR software also has additional features not available such as number of contributors (NOC) and direct export into STRmix which is not available in any other software products.
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. Yes. This is the only software currently on the market that can analyze .promega files / 8-dye capability / seamless integration with STRmix PG software which the laboratory currently uses .
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

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Niche Vision Forensics LLC	Vendor#:	Dept: Sheriff's Office	Division: Budget Support
Attn: Tracy Bauer	Email: Tracy@NicheVision.com	Attn: Colleen Zbiliski	Email: colleen.zbiliski@dupagesheriff.org
Address: 526 S. Main Street Suite 714G	City: Akron	Address: 501 N. County Farm Road	City: Wheaton
State: Ohio	Zip: 44311	State: Illinois	Zip: 60187
Phone: 866-840-3758	Fax: 330-252-2713	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Niche Vision	Vendor#:	Dept: Sheriff's Office	Division: Crime lab
Attn: Tracy Bauer	Email: Tracy@NicheVision.com	Attn: MaryMargaret Greer-Ritzheimer	Email: mmgreer.ritzheimer@dupagesheriff.org
Address: 526 S. Main Street Suite 714G	City: Akron	Address: 501 N. County Farm Road	City: Wheaton
State: Ohio	Zip: 44311	State: Illinois	Zip: 60187
Phone: 866-840-3758	Fax: 330-252-2713	Phone: 630-407-2151	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 10, 2026	Contract End Date (PO25): Mar 9, 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	5	EA	FAS	FaSTR DNA license with required annual maint/ training	FY26	5000	4510	53806	DBR2024	8,156.00	40,780.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 40,780.00

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.
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.