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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-0617	RFP, BID, QUOTE OR RENEWAL #: S00004418-20260501	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $19,558.75
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $19,558.75
	CURRENT TERM TOTAL COST: $19,558.75	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: SiteImprove, Inc.	VENDOR #: 14039	DEPT: IT	DEPT CONTACT NAME: Debra Deacy
VENDOR CONTACT: Ryan Dennehy	VENDOR CONTACT PHONE: 612-259-6648	DEPT CONTACT PHONE #: 630-407-5009	DEPT CONTACT EMAIL: Debra.Deacy@dupagecounty.gov
VENDOR CONTACT EMAIL: rden@siteimprove.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.).
Annual fee for Siteimprove web governance service, per GSA contract #GS-35F-036CA pricing.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Siteimprove is essential for maintaining the County's website by automatically scanning for broken links, misspellings, accessibility issues, and outdated content. This ensures compliance with accessibility standards, enhances user experience, and improves overall site quality, reducing manual effort and the risk of errors.

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

SOURCE SELECTION	Describe method used to select source. GSA Contract #GS-35F-036CA
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). Staff recommends renewing SiteImprove to maintain website quality, accessibility compliance, and automated monitoring of broken links, outdated content, and analytics. Without it, we risk increased manual workload, noncompliance with accessibility regulations, and a decline in user experience. Alternatives include taking no action, which would reduce our ability to proactively address issues, or using multiple third-party tools, which would be more costly and less efficient. Renewing Siteimprove ensures continued compliance, usability, and effective website management.

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: SiteImprove, Inc.	Vendor#: 14039	Dept: IT	Division:
Attn: Ryan Dennehy	Email: rden@siteimprove.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 7807 Creekridge Circle	City: Bloomington	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55439	State: IL	Zip: 60187
Phone: 612-259-6648	Fax:	Phone: 630-407-5037	Fax:
Send Payments To:		***Ship to:***	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Debra Deacy	Email: Debra.Deacy@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5009	Fax:
Shipping		**Contract Dates**	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 1, 2026	Contract End Date (PO25): Apr 30, 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		Annual Fee for Quality Assurance, Accessibility, & SEO, up to 6,000 pages; PDF Checker up to 10,000 PDFs	FY26	1000	1110	53020		19,558.75	19,558.75
FY is required, ensure the correct FY is selected.										Requisition Total	$ 19,558.75

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 and Debbie Deacy and copy both when emailing PO to vendor. Please make First Invoice Allowed Date 02/17/2026.
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.