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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: JPS-P-0042-24	RFP, BID, QUOTE OR RENEWAL #: 17-143-BF	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $245,240.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $245,240.00
	CURRENT TERM TOTAL COST: $245,240.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		*Department Information*	
VENDOR: Journal Technologies, Inc.	VENDOR #: 27873	DEPT: Public Defender	DEPT CONTACT NAME: Jeff York
VENDOR CONTACT: Brian Cardile	VENDOR CONTACT PHONE: (301) 922-7711	DEPT CONTACT PHONE #: 630-407-8303	DEPT CONTACT EMAIL: Melissa.Buckardt@dupagecounty.gov
VENDOR CONTACT EMAIL: bcardile@journaltech.com	VENDOR WEBSITE: www.journaltech.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.).
Renewal - Case Management System #17-143-BF

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Provide Licenses, Maintenance, hosting and storage for our Case Management System.

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED RENEWAL	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.

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: Journal Technologies, Inc.	Vendor#: 26753	Dept: Public Defender	Division:
Attn: Brian Cardile	Email: bcardile@journaltech.com	Attn: Melissa Buckardt	Email: Melissa.Buckardt@dupagecounty.gov
Address: 915 E. 1st Street	City: Los Angeles	Address: 503 N. County Farm Road, 3rd Floor	City: Wheaton
State: CA	Zip: 90012	State: IL	Zip: 60187
Phone: (301) 922-7711	Fax:	Phone: 630-407-8303	Fax: 630-407-8310
Send Payments To:		*Ship to:*	
Vendor: Journal Technologies, Inc.	Vendor#: 26753	Dept: Public Defender	Division:
Attn: Accounts Payable	Email: accounting@journaltech.com	Attn: Melissa Buckardt	Email: Melissa.Buckardt@dupagecounty.gov
Address: 915 E. 1st Street	City: Los Angeles	Address: 503 N. County Farm Road, 3rd Floor	City: Wheaton
State: CA	Zip: 90012	State: IL	Zip: 60187
Phone: 213-229-5300	Fax:	Phone: 630-407-8303	Fax: 630-407-8310
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2024	Contract End Date (PO25): Nov 30, 2025

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 License Maintenance and Hosting Fee	FY25	1000	6300	53807		173,240.00	173,240.00
2	1	EA		Monthly Storage	FY25	1000	6300	53807		72,000.00	72,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 245,240.00

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. 1st allowed invoice date of 12/2/2024.
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.