Procurement Review Checklist
Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Nov 14, 2018
MinuteTraq (IQM2) ID #: 16603

Vendor: Imaging Systems Inc. d/b/a IDT  Vendor #: 11487
Contract Term: 11/27/19 - 01/31/21  Contract Total: $48,743.73
Dept: IT  Contact: Viji Ramaswamy  Phone: 630-407-5028  Assigned Committee: Technology

Description of Procurement/Scope of Work/Background: Annual maintenance for imaging systems.

Reason for Procurement: Annual Hyland & CAPSYS Software Assurance renewal for Supervisor of Assessments, Treasurer, Family Center, Coroner, and County Clerk.

FUNDING SOURCE

☐ Procurement budgeted for (FY and budget code(s)): FY20-1000-1110-53807
☐ Budget Transfer (Date)  Add'l Information

DECISION MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # ____________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # ____________________________  ☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00  ☐ Public Utility
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________________________ (Include Evaluation Summary if applicable)
☐ RENEWAL OF RFP # ____________________________
☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
☐ OTHER THAN LOWEST RESPONSIBLE, BID # ____________________________

PREPARED BY AND APPROVAL(S) (Initials Only)

SJG  Nov 14, 2019  11-14-19  11-14-19
Prepared By  Date  Recommended for Approval  Date  IT Approval, if required  Date

REVIEWED BY (Initials Only)

Buyer  Date  11-19-19  Procurement Officer  Date  11-20-19
Chief Financial Officer  Date  11-20-19  Chairman’s Office  Date  11-21-19

(Decision Memos Over $25,000)  (Decision Memos Over $25,000)

Rev 1.8  9/11/17