



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-0681	RFP, BID, QUOTE OR RENEWAL #: 20-002-CRCT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$84,413.18
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$359,207.30
	CURRENT TERM TOTAL COST: \$94,818.06	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
Vendor Information		Department Information	
VENDOR: Business IT Source, Inc	VENDOR #: 12792	DEPT: Circuit Court Clerk	DEPT CONTACT NAME: Kevin Vaske
VENDOR CONTACT: Tom Corley	VENDOR CONTACT PHONE: 847-793-0600	DEPT CONTACT PHONE #: 630-407-8647	DEPT CONTACT EMAIL: kevin.vaske@18thjudicial.org
VENDOR CONTACT EMAIL: tomc@bitsinc.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.). The annual renewal of IBM Passport Advantage. This is the annual contract for IBM software licensing and support for seven products implemented on our AS/400 and/or Windows servers			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Renewal of our IBM Passport Advantage - the IBM software that runs on our AS/400 and other servers. This software is used by the Circuit Court Clerks core application.			

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.
RENEWAL	
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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Business IT Source, Inc	Vendor#: 12792	Dept: Circuit Court Clerk	Division: Accounting
Attn: Tom Corley	Email: tomc@bitsinc.com	Attn: Julie Ellefsen	Email: julie.ellefsen@18thjudicial.org
Address: 850 Asbury Drive, Unit B	City: Buffalo Grove	Address: 505 N County Farm Road	City: Wheaton
State: IL	Zip: 60089	State: IL	Zip: 60187
Phone: 847-793-0600	Fax:	Phone: 630-407-8590	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Business IT Source, Inc	Vendor#: 12792	Dept: Circuit Court Clerk	Division: Accounting
Attn: Tom Corley	Email: tomc@bitsinc.com	Attn: Samantha Houk	Email: samantha.houk@18thjudicial.org
Address: 850 Asbury Drive, Unit B	City: Buffalo Grove	Address: 505 N County Farm Road	City: Wheaton
State: IL	Zip: 60089	State: IL	Zip: 60187
Phone: 847-793-0600	Fax:	Phone: 630-407-8583	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2023	Contract End Date (PO25): Mar 31, 2024
Contract Administrator (PO25):			

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		IBM Passport Advantage	FY23	1400	6720	53807		94,818.06	94,818.06
FY is required, assure the correct FY is selected.										Requisition Total	\$ 94,818.06

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.

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement