



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1024	RFP, BID, QUOTE OR RENEWAL #: BID	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$133,650.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 03/14/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$133,650.00
	CURRENT TERM TOTAL COST: \$133,650.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Nicole Olivera	VENDOR CONTACT PHONE: 630-295-7300	DEPT CONTACT PHONE #: 630-407-5023	DEPT CONTACT EMAIL: Shanita.Thompson@dupageco.org
VENDOR CONTACT EMAIL: Nicole.Olivera@insight.com	VENDOR WEBSITE: insight.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 laptops, desktops, docks, and monitors to replace current equipment that is reaching end of life. Equipment is being purchased using the Omnia Partners IT Products & Services Cooperative Agreement #400006644 for a total cost of \$133,650. Procurement recommended that we use a cooperative contract instead of going out to bid, so staff obtained quotes from three vendors using the COOP, and Insight was the lowest.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is for the replacement of older laptops, desktops, docks, and monitors and will improve performance and remove outdated, failing equipment across County Departments. Many items have become out of warranty and are difficult to maintain. Procurement recommended that we use a cooperative contract instead of going out to bid, so staff obtained quotes from three vendors using the COOP, and Insight was the lowest.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. Omnia Partners IT Products & Services Cooperative Agreement #400006644. Procurement recommended that we use a cooperative contract instead of going out to bid, so staff obtained quotes from three vendors using the COOP, and Insight was the lowest.
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). 1) Do not replace current equipment that is out of warranty and difficult to maintain. 2) Staff recommends approving this purchase so staff is able to continue their work effectively with equipment that will improve their performance and remove outdated, failing equipment.

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: Insight Public Sector Inc.	Vendor#: 10809	Dept: Information Technology	Division:
Attn: Nicole Olivera	Email: Nicole.Olivera@insight.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 6820 Harl Ave.	City: Tempe	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85283-4318	State: Illinois	Zip: 60187
Phone: 630-295-7300	Fax:	Phone: 630-407-5000	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#: 10809	Dept: Information Technology	Division: IT Operations
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupageco.org
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: Illinois	Zip: 60187
Phone:	Fax:	Phone: 630-407-5023	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 14, 2023	Contract End Date (PO25): Mar 14, 2024
Contract Administrator (PO25): Shanita Thompson			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	30	EA	MFG Part: 683J9UT#ABA	HP EliteDesk 800 G6, 16GB RAM i5, 10th Generation:	FY23	1000	1110	52100		922.00	27,660.00
2	45	EA	MFG Part: 6C1Z3UT#ABA	HP EliteBook 840 G9 Notebook, 512 GB; 16GB Ram, i7 12th Generation; touchscreen	FY23	1000	1110	52100		1,478.00	66,510.00
3	155	EA	MFG Part: UM.QB7AA.00 3	Acer B247Y Monitor: 23.8" – 16:9 – Full HD Maximum Resolution 1920 x 1080	FY23	1000	1110	52100		139.00	21,545.00
4	10	EA	FG Part: 72C71AA#ABA	HP USB-C Dock G5 – Essential: MUSB-C, HDMI, 2x DP, GigE. 65 watt	FY23	1000	1110	52100		147.00	1,470.00
5	55	EA	MFG Part: UM.QB7AA.00 3	Acer B247Y Monitor: 23.8" – 16:9 – Full HD Maximum Resolution 1920 x 1080	FY23	1400	6120	52100		139.00	7,645.00
6	60	EA	FG Part: 72C71AA#ABA	HP USB-C Dock G5 – Essential: MUSB-C, HDMI, 2x DP, GigE. 65 watt	FY23	1400	6120	52100		147.00	8,820.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 133,650.00

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. Please send PO and correspondences to Sarah Godzicki and Shanita Thompson.
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