

Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#: 25-2578	RFP, BID, QUOTE OR RENEWAL #: Quote #570778	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$189,409.00		
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 11/04/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$189,409.00		
	CURRENT TERM TOTAL COST: \$189,409.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: THIRD RENEWAL		
Vendor Information		Department Information			
VENDOR: BDO USA LLP	VENDOR #: 30951	DEPT: Information Technology	DEPT CONTACT NAME: Joe Hamlin		
VENDOR CONTACT: Julie Engers	VENDOR CONTACT PHONE: 630-371-9487	DEPT CONTACT PHONE #: 630-407-5063	DEPT CONTACT EMAIL: Joe.Hamlin@dupagecounty.gov		
VENDOR CONTACT EMAIL: jengers@bdo.com	VENDOR WEBSITE: www.bdodigital.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.). Annual software maintenance for FireEye Security software and the Cloud security essentials. This is the third and final renewal option per bid #22-124-IT.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished As part of the County's Cyber Security protection, FireEye protects the County's network and endpoints against malware attacks. Keeping current maintenance is required to get the latest software updates.

	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: Purcha	ase Requisition Informat	ion			
Send Pu	ırchase Order To:	Send	Send Invoices To:			
Vendor:	Vendor#:	Dept:	Division:			
BDO Digita l , LLC	30951	Information Technology				
Attn:	Email:	Attn:	Email:			
Julie Engers	jengers@bdo.com	Sarah Godzicki	ITAP@dupagecounty.gov			
Address:	City:	Address:	City:			
2715 Jorie Blvd., Suite 100	Oak Brook	421 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
IL	60523		60187			
Phone: 630-572-0240	Fax:	Phone: 630-407-5037	Fax: 630-407-5001			
Send Payments To:		Ship to:				
Vendor:	Vendor#:	Dept:	Division:			
BDO	30951	Information Technology				
Attn:	Email:	Attn:	Email:			
PO BOX 642743	ARLockBox@bdo.com	Joe Ham l in	Joe.Hamlin@dupagecounty.gov			
Address:	City:	Address:	City:			
500 First Avenue	Pittsburgh	421 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
PA	15219		60187			
Phone: Fax: Shipping		Phone: Fax: 630-407-5000 630-407-5001				
		Contract Dates				
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 12/10/2025				

					Purchas	se Requis	ition Lin	e Details			
LN	Qty	UOM	ltem Detai l (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Renewal Email Security, Enterprise Cloud Edition, with Antivirus/Antispam and Platinum Support, per Mailbox 2500CM Virtual Appliance Renewal Network Security Enterprise NX Edition, with 2- Way andPlatinum Support, per Mbps Renewal Endpoint Security Enterprise Essentials Edition, with 2-Way and Platinum Support, per Endpoint Hellix AWS Ed	FY26	1000	1110	53807		189,409.00	189,409.00
FY is required, ensure the correct FY is selected. Requisition Total				\$ 189,409.00							

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 to Sarah Godzicki & Joe Hamlin and copy both when emailing PO to vendor.			
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.			