



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-0011-24	RFP, BID, QUOTE OR RENEWAL #: J23140491	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$135,690.35
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$135,690.65
	CURRENT TERM TOTAL COST: \$135,690.65	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: CTI	VENDOR #: 23282	DEPT: 18th Judicial Circuit	DEPT CONTACT NAME: Katherine Thompson
VENDOR CONTACT: Gina Skrip-Surowiak	VENDOR CONTACT PHONE: 872-806-1712	DEPT CONTACT PHONE #: 630-407-8788	DEPT CONTACT EMAIL: Katherine.Thompson@18thjudicial.org
VENDOR CONTACT EMAIL: Gina.Skrip@cti.com	VENDOR WEBSITE: CTI.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.). To supply materials and equipment, including 86" and 75" display monitors, HDMI inputs, cameras, power amplifiers and related programming upgrades to bring the three traffic courtrooms up to the standard courtrooms approved for DuPage County. The cost of the project includes equipment and controls of \$63,626.53 and installation of \$72,064.12. This is a sole source procurement and is funded by the Illinois Courts Technology Modernization Program and is a one time expense.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The project will improve customer service for court participants, improve the court records and allow the flexibility to have any type cases in courtrooms 1001, 1002 and 1003 and provide a consistent setting for judges coming to or from traffic court to other courtrooms.			

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
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. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
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. We are currently utilizing proprietary software designed for the Illinois 18th Judicial Circuit Court at the Judicial Office Facility.
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. The proprietary software was designed for the or the Illinois 18th Judicial Circuit Court in 2020 and is still currently in use.
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. We are currently utilizing proprietary software designed for the Illinois 18th Judicial Circuit Court at the Judicial Office Facility.

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: Conference Technologies, Inc.	Vendor#: 23282	Dept: 18th Judicial Circuit Court	Division:
Attn: Gina Skrip-Surowiak	Email: gina.skrip@cti.com	Attn: Katherine Thompson	Email: Katherine.Thompson@18thjudicial.org
Address: 1501 Ardmore Ave	City: Itasca	Address: 505 N County Farm Rd, Rm 2015	City: Wheaton
State: IL	Zip: 60143	State: IL	Zip: 60187
Phone: 872-806-1712	Fax:	Phone: 630-407-8788	Fax:
Send Payments To:		Ship to:	
Vendor: Conference Technologies, Inc.	Vendor#: 23282	Dept: 18th Judicial Circuit Court	Division:
Attn: Kathleen O'Donnell	Email: Katleen.Odonnell@cti.com	Attn: Mark Thomas	Email: Mark.Thomas@dupagecounty.gov
Address: 11653 Adie Road	City: Maryland Heights	Address: Loading Dock 505 N County Farm Rd	City: Wheaton
State: MO	Zip: 63043	State: IL	Zip: 60187
Phone: 314-993-1400	Fax:	Phone: 630-407-8280	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): March 27, 2024	Contract End Date (PO25): June 30, 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	J23140491	Equipment & install standard courtroom AV upgrade to 1001, 1002, 1003	FY24	5000	5900	54100	TBD	135,690.65	135,690.65
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 135,690.65

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