



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

SECTION 1: DESCRIPTION

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|---|--|--|---|
| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: 24-2888 | RFP, BID, QUOTE OR RENEWAL #: Quotation # 0227882871 | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$57,720.00 |
| COMMITTEE: TECHNOLOGY | TARGET COMMITTEE DATE: 11/05/2024 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$57,720.00 |
| | CURRENT TERM TOTAL COST: \$57,720.00 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Insight Public Sector | VENDOR #: 10809 | DEPT: Information Technology | DEPT CONTACT NAME: Shanita Thompson |
| VENDOR CONTACT: Bob Erwin | VENDOR CONTACT PHONE: 480-366-7058 | DEPT CONTACT PHONE #: 630-407-5023 | DEPT CONTACT EMAIL: Shanita.Thompson@dupagecounty.gov |
| VENDOR CONTACT EMAIL: bob.erwin@insight.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.). Purchase of desktops to replace current equipment that is reaching end of life. Equipment being purchased off of Cooperative Contract OMNIA PARTNERS #23-6692-03 (COBB COUNTY) IT Products and Services. Total cost of \$57,720.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement of older desktops to improve performance and remove outdated, failing equipment for across County Departments. Many items have become out of warranty and have become harder to maintain.

- County Clerk: 20
- Credit Union: 5
- Facilities/PowerPlant: 8
- Mailroom: 4
- Probation: 6 (they are paying for theirs)
- Public Defender: 4
- Security: 13

Total: 60

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

| | |
|-------------------------------------|--|
| SOURCE SELECTION | Describe method used to select source. Cooperative Contract OMNIA PARTNERS #23-6692-03 (COBB COUNTY) IT Products and Services. |
| 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). Staff recommends approving this purchase to avoid equipment going out of warranty and potentially failing and disrupting operations. |

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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|--------------------------------------|---|
| 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

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|-------------------------------------|---------------------------------|---|---|
| <i>Send Purchase Order To:</i> | | <i>Send Invoices To:</i> | |
| Vendor: Insight Public Sector | Vendor#: 10809 | Dept: Information Technology | Division: |
| Attn: Bob Erwin | Email: Bob.Erwin@insight.com | Attn: Sarah Godzicki | Email: ITAP@dupagecounty.gov |
| Address: 2701 E. Insight Way | City: Chandler | Address: 421 N. County Farm Road | City: Wheaton |
| State: AZ | Zip: 85286 | State: IL | Zip: 60187 |
| Phone: 480-366-7058 | Fax: | Phone: 630-407-5037 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Insight Public Sector | Vendor#: 10809 | Dept: Information Technology | Division: |
| Attn: | Email: ach@insight.com | Attn: Shanita Thompson | Email: Shanita.Thompson@dupagecounty.gov |
| Address: PO Box 731072 | City: Dallas | Address: 421 N. County Farm Road | City: Wheaton |
| State: TX | Zip: 75373-1072 | State: IL | Zip: 60187 |
| Phone: 480-333-3102 | Fax: | Phone: 630-407-5023 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Nov 12, 2024 | Contract End Date (PO25): Nov 11, 2025 |

Purchase Requisition Line Details

| LN | Qty | UOM | Item Detail (Product #) | Description | FY | Company | AU | Acct Code | Sub-Accts/Activity Code | Unit Price | Extension |
|---|-----|-----|-------------------------------|--|------|---------|------|-----------|-------------------------|-------------------|--------------|
| 1 | 54 | EA | HP, Inc. - Part#: A12GNUT#ABA | HP Elite 800 G9 - Wolf Pro Security - mini desktop - Core i7-14700T 1.3 GHz - vPro - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year) OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1512.99 Discount: 36.417% | FY24 | 1000 | 1110 | 52100 | | 962.00 | 51,948.00 |
| 2 | 6 | EA | HP, Inc. - Part#: A12GNUT#ABA | HP Elite 800 G9 - Wolf Pro Security - mini desktop - Core i7-14700T 1.3 GHz - vPro - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year) OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1512.99 Discount: 36.417% | FY24 | 1400 | 6120 | 52100 | | 962.00 | 5,772.00 |
| FY is required, ensure the correct FY is selected. | | | | | | | | | | Requisition Total | \$ 57,720.00 |

| <i>Comments</i> | |
|----------------------|--|
| 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 & Shanita Thompson and copy both when emailing 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. |