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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID #:	RFP, BID, QUOTE OR RENEWAL #: 101801	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $5,759.66
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 08/12/2026	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $5,759.66
	CURRENT TERM TOTAL COST: $5,759.66	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: WWT Inc. dba VOIP Networks	VENDOR #: 48555	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Matt Schwartz	VENDOR CONTACT PHONE: 856-795-4500	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: matt.schwartz@voipnetworks.com	VENDOR WEBSITE:	DEPT REQ #: 926037	

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.).
Request for approval of PO 926037 to WWT Inc. dba VOIP Networks for phone equipment, implementation, and maintenance for the administrative phone lines in the ETSB offices. Total amount: $5,759.66.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This would transition from a system that has been in place for over 15 years to a modern, reliable, and scalable communication solution utilized by County departments. A system upgrade will align current industry standards, strengthen interoperability with partner agencies, and reduce the risk of service interruptions. This purchase is being made utilizing the Mitel Sourcewell contract #120122-MBS.

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. ETSB will be migrating to the County's Mitel system for administrative phone lines. Telcom Innovations Group was selected by the DuPage County Information Technology department under bid #18-220-IT. Effective June 1, 2026, Telcom entered into an agreement with VOIP Networks to provide service and support to their customer base.
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. Approve Purchase Order 926037 and allow for an upgrade of the administrative phone system. 2. Deny Purchase Order 926037 and renew maintenance with the current aging system.

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. N/A
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. N/A
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. N/A

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: WWT Inc. dba VOIP Networks	Vendor#: 48555	Dept: ETSB	Division:
Attn: Matt Schwartz	Email: matt.schwartz@voipnetworks.com	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 1951 Old Cuthbert Road, Ste. 206	City: Cherry Hill	Address: 421 N. County Farm Road	City: Wheaton
State: NJ	Zip: 08034	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
Send Payments To:		*Ship to:*	
Vendor: WWT Inc. dba VOIP Networks	Vendor#: 48555	Dept: ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 1951 Old Cuthbert Road, Ste. 206	City: Cherry Hill	Address:	City:
State: NJ	Zip: 08034	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25):	Contract End Date (PO25): Based on System Acceptance

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		Mitel Hardware FY26-27		4000	5820	54110		5,348.20	5,348.20
2	1	EA		SWA MiVBus UC Advantage		4000	5820	54110		166.46	166.46
3	1	EA		Non-Recurring Charges Labor Hours FY26		4000	5820	54110		185.00	185.00
4	1	EA		Shipping and Handling FY26		4000	5820	54110		60.00	60.00
FY is required, ensure the correct FY is selected.										Requisition Total $	5,759.66

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Actual labor hours incurred on the project are billed. 50% deposit due on approval of Quote #101801. 50% remainder due upon completion.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please provide the PO to ETSB to send to the vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. SWA is charged for the initial services, thereafter, ETSB will fall under County's contracted service/maintenance.
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB. LMZ 8/6/26