



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-2373	RFP, BID, QUOTE OR RENEWAL #: SA #1-2DX7J0Q3	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$101,600.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/01/2023	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$101,600.00
	CURRENT TERM TOTAL COST: \$101,600.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Gartner, Inc.	VENDOR #: 13100	DEPT: IT	DEPT CONTACT NAME: Anthony McPhearson
VENDOR CONTACT: Suchita Bedi	VENDOR CONTACT PHONE: 917-741-1937	DEPT CONTACT PHONE #: 630-407-5005	DEPT CONTACT EMAIL: Anthony.McPhearson@dupageco.org
VENDOR CONTACT EMAIL: Suchita.Bedi@gartner.com	VENDOR WEBSITE: gartner.com	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Two (2) subscriptions, one for "Gartner for IT Leaders" and one for "Gartner for CIOs", totaling \$101,600, exempt from bidding per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids – Sole Source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished. These subscriptions will provide access to a large library of world class, objective, independent research reports, personal interaction with some of the best analysts in their fields, training webinars, and other resources on a variety of IT topics.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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.

<b>SECTION 3: DECISION MEMO</b>	
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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement. OTHER
<b>NECESSITY AND UNIQUE FEATURES</b>	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. Gartner is the only vendor to provide these resources. The vast resources - access to a large library of world-class, objective, independent research reports, personal interaction with some of the best analysts in their fields, training webinars, and other resources - available through Gartner provide the County with ways to improve efficiency and productivity by improving internal resource usage.
<b>MARKET TESTING</b>	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 - Gartner is the only vendor to provide these resources. See attached Sole Source letter provided by the vendor.
<b>AVAILABILITY</b>	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 - Gartner is the only vendor to provide these resources. See attached Sole Source letter provided by the vendor.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Gartner, Inc.	Vendor#: 13100	Dept: IT	Division:
Attn: Suchita Bedi	Email: purchaseorders@gartner.com suchita.bedi@gartner.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 56 Top Gallant Road	City: Stamford	Address: 421 N. County Farm Road	City: Wheaton
State: CT	Zip: 06904	State: IL	Zip: 60187
Phone: 917-741-1937	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Anthony McPhearson	Email: Anthony.McPhearson@dupageco.org
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5005	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2023	Contract End Date (PO25): Sep 30, 2024
Contract Administrator (PO25): Anthony McPhearson			

**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		Gartner for IT Leaders & Gartner for CIOs 10/01/23 - 09/30/24	FY23	1000	1110	53020		101,600.00	101,600.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 101,600.00

<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 make invoice date to allow invoices for payment 08/01/2023. Please send PO to Sarah Godzicki and copy 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.

The following documents have been attached:     W-9             Vendor Ethics Disclosure Statement