Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Oct 16, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: Motorola Solutions, Inc.	**Vendor #:** 10115	**Contract Term:** 12/1/23-12/31/24	**Contract Total:** $50,000.00
Dept: ETSB	**Contact:** Eve Kraus	**Phone:** 630-550-7743	**Assigned Committee:** ETSB
Description of Procurement/ Scope of Work/ Background	This open Purchase Order 923029 in the amount of $50,000.00 will allow the ETSB to purchase replacement parts, through Contract STARCOM CMT2028589 for the DEDIRS radio system and portables that are not covered by contract.		
Reason for Procurement	An open PO will allow the ETSB to purchase replacement parts under $5,000 for the DEDIRS radio system as needed throughout the fiscal year.		

FUNDING SOURCE

☒ Procurement budgeted for (FY and budget code(s)): FY24-25 4000-5820-52250

☐ Budget Transfer (Date) _____ Add'l Information _____

DECISION MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # _____ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)

☐ RENEWAL, Enter Bid # _____ ☐ Intergovernmental Agreement

☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)

☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility

☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

☒ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)

☒ Per Coop (DPC4-107) select one below

National IPA/TCPM # IL STARCOM CMT2028589

☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)

☐ RENEWAL OF RFP # _____

☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)

☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)

☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)

☐ OTHER THAN LOWEST RESPONSIBILE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Oct 16, 2023	LMZ	Oct 16, 2023	N/A	
Prepared By	Date	Recommended for Approval	Date	IT Approval, *if required*	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date: 10/18/23
Chief Financial Officer (Decision Memos Over $25,000)	Date	Chairman's Office (Decision Memos Over $25,000)	Date