



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
MINUTETRAQ ID#:	RFP, BID, QUOTE OR RENEWAL #: 0226120438	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$24,904.00
COMMITTEE: HEALTH & HUMAN SERVICES	TARGET COMMITTEE DATE: 04/18/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$24,904.00
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Insight Public Sector Sled	VENDOR #: 10809	DEPT: Community Services	DEPT CONTACT NAME: Natasha Belli
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 800-467-4448	DEPT CONTACT PHONE #: 630-407-6498	DEPT CONTACT EMAIL: Natasha.Belli@dupageco.org
VENDOR CONTACT EMAIL: Bob.Erwin@insight.com	VENDOR WEBSITE: WWW.insight.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.). Updated laptop computers needed for ADRN/CRC funded staff using AgeGuide ARPA Grant monies, per Omnia contract #4400006644			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished \$24,904.00 in AgeGuide ARPA Grant funds will be used to purchase 22 laptops and docking stations for staff that support the ADRN/CRC programs.			

SECTION 2: FUNDING SOURCE				
Budgeted for in the following accounts:	Company: 5000	Accounting Unit: 1660 AGING CASE COORI	Account Code: 52100	Fiscal Year: FY2023
Budget Transfer Date:	Additional Information:			

SECTION 3: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 4) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 4) is required.
COOPERATIVE PROCUREMENT (DPC4-107) OR GOVERNMENT JOINT PURCHASING ACT PROCUREMENT (30ILCS525)	

SECTION 4: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE					
SOURCE SELECTION	Describe method used to select source. Source has been used previously to supply products to department, budget is a state financed grant					
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 need updated computers to access state databases and software to serve clients efficiently. Can seek upgrades to software and/or use paper and do all processes manually					
FISCAL IMPACT AND COST SUMMARY	<i>Provide projected cost, approved budget amount, and expenditure account codes for each fiscal year. Explain any other relevant fiscal issues, such as source of funds, in the Additional Fiscal Notes Section. Five-year contracts are only allowed with advanced approval from the Chief Financial Officer and the Chief Procurement Officer.</i>					
	Fiscal Year	Projected Cost Amt	Budgeted Amt	Company	Accounting Unit	Account Code
Year 1	FY2023	\$24,904.00	\$30,000.00	5000	1660 AGING CASE	52100
Year 2						
Year 3						
Year 4						
Year 5						
Additional Fiscal Notes: ARPA funded						

SECTION 5: 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.
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 6: Purchase Requisition Information

Send Purchase Order To:		Send Invoices To:	
Vendor: Insight Public Sector Sled	Vendor#: 10809	Dept: Community Services	Division: Senior Services
Attn: Bob Erwin	Email: Bob.Erwin@insight.com	Attn: Natasha Belli	Email: Natasha.Belli@dupageco.org
Address: 2701 E Insight Way	City: Chandler	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85286-1930	State: IL	Zip: 60187
Phone: 480-366-7058	Fax:	Phone: 630-407-6498	Fax: 630-407-6501
Send Payments To:		Ship to:	
Vendor: Insight Public Sector Sled	Vendor#: 10809	Dept: IT	Division: IT
Attn: Bob Erwin	Email: Bob.Erwin@insight.com	Attn: Shanita Thompson	Email: Shanita.Thompson@dupageco.org
Address: 2701 E Insight Way	City: Chandler	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85286-1930	State: IL	Zip: 60187
Phone: 480-366-7058	Fax:	Phone: 630-407-5063	Fax:
Shipping		Shipping	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	PO20 Delivery Date:	Requisitioner:
Contract Administrator (PO25):		Contract Start Date (PO25):	Contract End Date (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	22	EA	687P3UT#ABA	HP Probook 450 G9 Notebook	2023	5000	1660 AC	52100	23-703S 52100	985.00	21,670.00
2	22	EA	72C71AA#ABA	HP USB-C Dock G5 Docking Station	2023	5000	1660 AC	52100	23-703S 52100	147.00	3,234.00
3		EA									0.00
Requisition Total											\$ 24,904.00

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. Please return a final copy of the PO to Michelle Tunk in Finance.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.

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