



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>	
FILE ID#: 23-2410	RFP, BID, QUOTE OR RENEWAL #: 5175754	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$28,942.10
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/01/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$28,942.10
	CURRENT TERM TOTAL COST: \$28,942.10	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: DLT Solutions, LLC	VENDOR #:	DEPT: Information Technology	DEPT CONTACT NAME: Wendi Wagner
VENDOR CONTACT: Lamont Wilkins	VENDOR CONTACT PHONE: 703-773-9251	DEPT CONTACT PHONE #: 630-407-5064	DEPT CONTACT EMAIL: wendi.wagner@dupageco.org
VENDOR CONTACT EMAIL: Lamont.wilkins@dlt.com	VENDOR WEBSITE:	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.). Procurement of Bitsight software for \$28,942.10 through DLT Solutions. This is an IT purchase under \$35,000.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This software continuously scans all DuPage websites for vulnerabilities and gives remediation recommendations. It also produces a security score and benchmarks us against similar entities. This is an important part of our cybersecurity defenses.			

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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

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

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: DLT Solutions, LLC	Vendor#:	Dept: Information Technology	Division:
Attn: Lamont Wilkins	Email: Lamont.wilkins@dlt.com	Attn: Sarah Godzicki	Email: sarah.godzicki@dupageco.org
Address: P.O. Box 743359	City: Atlanta	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: 30374-3359	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5037	Fax: 630-407-5000
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: DLT Solutions, LLC	Vendor#:	Dept: Information Technology	Division:
Attn: Lamont Wilkins	Email: lamont.wilkins@dlt.com	Attn: Wendi Wagner	Email: wendi.wagner@dupageco.org
Address: 2411 Dulles Corner Park, Suite 800	City: Herndon	Address: 421 N. County Farm Road	City: Wheaton
State: VA	Zip: 20171	State: IL	Zip: 60148
Phone: 703-773-9251	Fax: 703-773-9251	Phone: 630-407-5064	Fax: 630-407-5000
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 09/01/2023	Contract End Date (PO25): 08/31/2024
Contract Administrator (PO25): Michelle Amanti			

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	1223-0108	SPM Essentials C: -External Attack Surface Management Foundation == 12 MONTH TERM	FY23	1000	1110	53807		14,163.16	14,163.16
2	1	EA	1223-0109	Peer Comparison C: -Peer Analytics -5 Benchmarking Subscriptions == 12 MONTH TERM	FY23	1000	1110	53807		8,005.26	8,005.26
3	1	EA	1223-0110	Proactive Performance Management C: - Risk Remediation Plan -Forecasting == 12 MONTH TERM	FY23	1000	1110	53807		6,773.68	6,773.68
										Requisition Total	\$ 28,942.10

FY is required, assure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Re: Bitsignt Quote #Q-81843-1 and Opp #5175754.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to Sarah Godzicki & Wendi and copy both 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