



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-2962	RFP, BID, QUOTE OR RENEWAL #: Quote	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$35,911.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 09/19/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$35,911.00
	CURRENT TERM TOTAL COST: \$35,911.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: PSR, Incorporated	VENDOR #: 20335	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Chris Voller	VENDOR CONTACT PHONE: 781-830-1368	DEPT CONTACT PHONE #: 630.407.5000	DEPT CONTACT EMAIL: Shanita.Thompson@dupageco.org
VENDOR CONTACT EMAIL: cmtweed@psrinfo.com	VENDOR WEBSITE: www.psrinfo.com	DEPT REQ #:	
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.). Contract for high availability, monitoring and 24x7x4hr hardware support and break/fix hardware maintenance for IBM zBC12 Business Class Server (2828-H01 processor) and IBM DS8870 Enterprise Storage (2423-961 SAN). Sole Source for a total cost of \$35,911.00 for one year.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The current PO #5960-0001 expires on 9/15/2023. Staff intended to move to Mainframe as a Service; however, a hosted solution would have been cost-prohibitive at \$248,556 per year. As a result, staff worked with the vendor and they agreed to provide one final year of maintenance and support.			

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.
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.

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. SOLE PROVIDER OF FACTORY-AUTHORIZED WARRANTY SERVICE
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. PSR, Inc. is the only IBM business partner (BP) authorized to provide pricing for post-warranty hardware maintenance. All break/fix and hardware upgrade/maintenance will be performed exclusively by IBM. When an IBM BP sells hardware to a customer, they become an assigned BP to the account. Only BPs that are assigned to an account (i.e. sold hardware) can sell maintenance to that account.
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			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: PSR, Incorporated	Vendor#: 20335	Dept: Information Technology	Division:
Attn: Chris Tweed	Email: cmtweed@psrinc	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 770 Dedham Street	City: Canton	Address: 421 N. County Farm Rd.	City: Wheaton
State: MA	Zip: 02021	State: IL	Zip: 60187
Phone: 781.830.1368	Fax: 781.830.1350	Phone: 630.407.5037	Fax: 630.407.5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#:	Dept: Information Technology	Division: IT Operations
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupageco.org
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone: 781.830.1300	Fax:	Phone: 630.407.5000	Fax: 630.407.5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 09/15/2023	Contract End Date (PO25): 09/14/2024
Contract Administrator (PO25): Shanita Thompson			

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	PMT	24x7x4hr hardware support, maintenance, and high availability monitoring service for IBM zBC12 Business Class Server (2828-H01 Processor)	FY23	1000	1110	53370		17,172.00	17,172.00
2	1	EA	PMT	24x7x4hr hardware support, maintenance, and high availability monitoring service for IBM zBC12 Business Class Server (2828-H01 Processor)	FY23	1000	1110	53370		18,739.00	18,739.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 35,911.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Contract for high availability monitoring and 24 x 7 x 4hr support and break/fix hardware maintenance (paid for one year) for IBM zBC12 Business Class Server (2828-H01 Processor) and IBM DS8870 Enterprise Storage (2423-961 SAN).
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to Shanita Thompson & Sarah Godzicki 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. Please not EOS Service dates on invoice
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