



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#: 26-1346	RFP, BID, QUOTE OR RENEWAL #: Quote #37684	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$95,559.04
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 6/2/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$95,559.04
	CURRENT TERM TOTAL COST: \$95,559.04	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Telcom Innovations Group LLC	VENDOR #: 12123	DEPT: IT	DEPT CONTACT NAME: Joe Bulaga
VENDOR CONTACT: Randal Borchart	VENDOR CONTACT PHONE: 630-616-4225	DEPT CONTACT PHONE #: 630-407-5151	DEPT CONTACT EMAIL: Joseph.Bulaga@dupagecounty.gov
VENDOR CONTACT EMAIL: rjborchartd@ask-tig.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.). Annual Mitel Software Assurance and maintenance, in the amount of \$95,559.04, per Sourcewell contract #120122-MBS.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The original contract was approved in 2019 and implementation done in 2020 to improve call flow and call routing capabilities, making a more favorable and pleasant experience for constituents when contacting the County. The current system serves all County campus departments and agencies. The current contract expires on 08/07/2026 and this replaces it.			

<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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

<b>SECTION 3: DECISION MEMO</b>	
<b>SOURCE SELECTION</b>	Describe method used to select source. The original contract was sourced via RFP #18-220-IT. This is sourced using Sourcewell contract #120122-MBS.
<b>RECOMMENDATION AND TWO ALTERNATIVES</b>	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1) Not approving the contract, would require IT to go out to bid for a new phone system. 2) Staff recommends approving the one-year contract.

## 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.
<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.
<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.
<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.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Telcom Innovations Group LLC	Vendor#: 12123	Dept: IT	Division:
Attn: Randall Borchardt	Email: rjborchardt@ask-tig.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 125 N. Prospect Ave.	City: Itasca	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60143	State: IL	Zip: 60187
Phone: 630-616-4225	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Joe Bulaga	Email: Joseph.Bulaga@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5151	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 8, 2026	Contract End Date (PO25): Aug 7, 2027

**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		Mitel Maintenance & Support 08/08/2026 - 08/07/2027	FY26	1000	1110	53020		34,350.00	34,350.00
2	1	EA		Mitel Premium Software Assurance 08/08/2026 - 08/07/2027	FY26	1000	1110	53807		61,209.04	61,209.04
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 95,559.04

<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 send PO to Sarah Godzicki & Joe Bulaga and copy both when emailing PO to vendor.  Please make First Invoice Date Allowed 06/02/2026.
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.