



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#:	RFP, BID, QUOTE OR RENEWAL #: PVXW720	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$98,693.33
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 05/13/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$98,693.33
	CURRENT TERM TOTAL COST: \$98,693.33	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CDW-Government	VENDOR #: 10667	DEPT: ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Thomas Sanders	VENDOR CONTACT PHONE: 312-547-2410	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: thomas.sanders@cdwg.com	VENDOR WEBSITE: cdwg.com	DEPT REQ #: 926024	
<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.). Recommendation for approval of Purchase Order 926024 to CDW-Government for an ExaGrid Tiered Backup Storage enclosure and fiber module. This purchase will include customer support and maintenance for five (5) years. Total amount not to exceed: \$98,693.33.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished ExaGrid is a network storage solution that works with Veeam to provide backups of Computer Aided Dispatch (CAD) data in case of a primary system failure or ransomware attack. ExaGrid models have been utilized by ETSB since 2016.			

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.
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	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This purchase is being made through CDWG utilizing the OMNIA Mesa 2024056-01 (2024056-01) purchasing contract.
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). 1. Approve Purchase Order 926024 to allow for the hardware upgrade. 2. Deny Purchase Order 926024 and the existing five year old hardware may start deteriorating.

## 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.  N/A
<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.  N/A
<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.  N/A

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: CDW-Government	Vendor#: 10667	Dept: DuPage ETSB	Division:
Attn: Thomas Sanders	Email: thomas.sanders@cdwg.com	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 230 N. Milwaukee Avenue	City: Vernon Hills	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60061	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CDW-Government	Vendor#: 10667	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 System Manager	Email: etsb911@dupagecounty.gov
Address: 75 Remittance Drive, Suite 1515	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60675-1515	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 13, 2026	Contract End Date (PO25): May 12, 2031

**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	EX54-SEC 7788213	ExaGrid EX54 162TB Appliance	FY26	4000	5820	54100		63,522.92	63,522.92
2	1	EA	EX-10GBE- OPTICAL 6599974	ExaGrid 2-Port 10GbE SFP+ Optical Transceiver	FY26	4000	5820	54100		0.00	0.00
3	1	EA	EX-5YR-MS-S 81111812 5087934	ExaGrid Customer Support and Maintenance Services - extended service agreem Prepay maintenance FY26-31	FY26	4000	5820	53807		35,170.41	35,170.41
										Requisition Total	\$ 98,693.33

**FY is required, ensure the correct FY is selected.**

<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 the PO to ETSB to send to the 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. LMZ 4/15/26