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

## SECTION 1: DESCRIPTION

| *General Tracking* | | *Contract Terms* | |
|---|---|---|---|
| FILE ID#: 25-2711 | RFP, BID, QUOTE OR RENEWAL #: Omnia Contract 2024056-01 | INITIAL TERM WITH RENEWALS: | INITIAL TERM TOTAL COST: $525,000.00 |
| COMMITTEE: JUDICIAL AND PUBLIC SAFETY | TARGET COMMITTEE DATE: 11/18/2025 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: $525,000.00 |
| | CURRENT TERM TOTAL COST: $525,000.00 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |

| *Vendor Information* | | *Department Information* | |
|---|---|---|---|
| VENDOR: CDW | VENDOR #: 10667 | DEPT: IT | DEPT CONTACT NAME: Jason Snow |
| VENDOR CONTACT: Meagan McKone | VENDOR CONTACT PHONE: 866-245-8102 | DEPT CONTACT PHONE #: 630-407-2072 | DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org |
| VENDOR CONTACT EMAIL: | VENDOR WEBSITE: | 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.).
The Sheriff's Office IT department requests a blanket PO to purchase laptops, desktops, monitors, docking stations, toner, and other computer accessories as needed. Omnia Contract 2024056-01.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The procurement department has asked the Sheriff's Office to open a blanket purchase order for CDWG to cover our annual purchases.

## 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.<br>CDW contracts with Omnia Partners providing us with lowest pricing. |
| 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).<br>Provide the Sheriff's Office the option to purchase IT supplies at the lowest price available.<br>Do nothing, which would result us in doing single PO's |

## 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

| *Send Purchase Order To:* | | *Send Invoices To:* | |
|---|---|---|---|
| Vendor:<br>CDW | Vendor#:<br>10667 | Dept:<br>Sheriff's Office | Division:<br>Budget |
| Attn:<br>Meagan McKone | Email:<br>meaganm@cdwg.com | Attn:<br>Colleen Zbilski | Email:<br>colleen.zbilski@dupagesheriff.org |
| Address:<br>75 Remittance Drive Suite 1515 | City:<br>Chicago | Address:<br>501 N County Farm Rd | City:<br>Wheaton |
| State:<br>IL | Zip:<br>60675-1515 | State:<br>IL | Zip:<br>60187 |
| Phone:<br>(866) 245-8102 | Fax: | Phone:<br>630-407-2122 | Fax: |
| *Send Payments To:* | | *Ship to:* | |
| Vendor:<br>CDW | Vendor#:<br>10667 | Dept:<br>Sheriff's Office | Division:<br>IT |
| Attn:<br>Meagan McKone | Email:<br>meaganm@cdwg.com | Attn:<br>Jason Snow | Email:<br>jason.snow@dupagesheriff.org |
| Address:<br>75 Remittance Drive Suite 1515 | City:<br>Chicago | Address:<br>501 N County Farm Rd | City:<br>Wheaton |
| State:<br>IL | Zip:<br>60675-1515 | State:<br>IL | Zip:<br>60187 |
| Phone:<br>(866) 245-8102 | Fax: | Phone:<br>630-407-2072 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination | Contract Start Date (PO25):<br>Dec 1, 2025 | Contract End Date (PO25):<br>Nov 30, 2026 |

## 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 | | Monitors, laptops, docking stations, toner, any other computer accessories | FY26 | 1000 | 4404 | 52000 | | 20,000.00 | 20,000.00 |
| 2 | 1 | EA | | Monitors, laptops, docking stations, toner, any other computer accessories | FY26 | 1000 | 4404 | 52100 | | 350,000.00 | 350,000.00 |
| 3 | 1 | EA | | Monitors, laptops, docking stations, toner, any other computer accessories | FY26 | 1000 | 4404 | 52200 | | 50,000.00 | 50,000.00 |
| 4 | 1 | EA | | Maintenance agreements, technical support, etc | FY26 | 1000 | 4404 | 53806 | | 50,000.00 | 50,000.00 |
| 5 | 1 | EA | | IT agreements, subscriptions, etc | FY26 | 1000 | 4404 | 53807 | | 55,000.00 | 55,000.00 |
| ***FY is required, ensure the correct FY is selected.*** | | | | | | | | | | Requisition Total | $ 525,000.00 |

| *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. |
| 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. |