



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

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| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: | RFP, BID, QUOTE OR RENEWAL #: SC294-1213670 | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$8,304.18 |
| COMMITTEE: ETSB | TARGET COMMITTEE DATE: 08/14/2024 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$8,304.18 |
| | CURRENT TERM TOTAL COST: \$8,304.18 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Viavi Solutions LLC | VENDOR #: 24817 | DEPT: ETSB | DEPT CONTACT NAME: Eve Kraus |
| VENDOR CONTACT: Bob Stewart | VENDOR CONTACT PHONE: 937-620-7950 | DEPT CONTACT PHONE #: 630-550-7743 | DEPT CONTACT EMAIL: etsb911@dupagecounty.gov |
| VENDOR CONTACT EMAIL: robert.stewart2@viavisolutions.com | VENDOR WEBSITE: viavisolutions.com | DEPT REQ #: 924026 | |
| <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 924026 to Viavi Solutions LLC for full maintenance, calibration and return shipping on three (3) calibration monitors for the Motorola APX4000/6000/7000/8000/Next series radios in the 9-1-1 System. The maintenance period will run from September 8, 2024 through September 7, 2025. Total amount of annual calibration is \$8,304.18. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Maintenance and calibration services ensure ETSB radio calibration equipment is functioning properly. The 3920B series units are end of service as of May 31, 2025, after which the service will be time and material until the end of the contract. ETSB is sourcing options for replacement. | | | |

SECTION 2: DECISION MEMO REQUIREMENTS

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| 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. |
| OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO) | |

SECTION 3: DECISION MEMO

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| SOURCE SELECTION | Describe method used to select source. As the manufacturer, Viavi is equipped to provide service on the units, including enhancements and engineering change notice updates. |
| 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 924026 to allow for the continued maintenance and calibration of the units used to maintain the radios in the 9-1-1 system. 2. Deny Purchase Order 924026 and not allow for the continued maintenance or upgrade of the equipment. |

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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| 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. N/A |
| 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

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|--------------------------------------|--|--|--|
| <i>Send Purchase Order To:</i> | | <i>Send Invoices To:</i> | |
| Vendor: ViaviSolutions Inc. | Vendor#: 24817 | Dept: ETSB | Division: |
| Attn: Bob Stewart | Email: robert.stewart2@viavisolutions.com | Attn: 9-1-1 Coordinator | Email: etsb911@dupagecounty.gov |
| Address: 20250 Century Blvd, FL 5 | City: Germantown | Address: 421 N. County Farm Road | City: Wheaton |
| State: MD | Zip: 20874 | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: 630-550-7743 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Viavi Solutions Inc. | Vendor#: 24817 | Dept: ETSB | Division: |
| Attn: | Email: | Attn: 9-1-1 Coordinator | Email: etsb911@dupagecounty.gov |
| Address: 20250 Century Blvd, FL 5 | City: Germantown | Address: 421 N. County Farm Road | City: Wheaton |
| State: MD | Zip: 20874 | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: 630-550-7743 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Sep 8, 2024 | Contract End Date (PO25): Sep 7, 2025 |

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 | 84723 | ANSI Full Maintenance Contract on Aeroflex 3920B Units A, B and C for September 8, 2024-May 31, 2025 FY24-25 | FY24 | 4000 | 5820 | 53370 | | 7,550.70 | 7,550.70 |
| 2 | 1 | EA | 85597 | ANSI Term Maintenance Contract on Aeroflex 3920B Units A, B and C for June 1, 2024-September 7, 2025 FY24-25 | FY24 | 4000 | 5820 | 53370 | | 753.48 | 753.48 |
| FY is required, ensure the correct FY is selected. | | | | | | | | | | Requisition Total | \$ 8,304.18 |

Comments

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| HEADER COMMENTS | Provide comments for P020 and P025. Per Quote SC294-1213670. Full ANSI service 9/8/24-5/31/25; time and material service 6/1/25-9/7/25. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please return 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. For serial numbers 1000681566, 1001682286, 1001682313. |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. LMZ 8/2/24 |