



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#: 26-1883	RFP, BID, QUOTE OR RENEWAL #: Quote 26-448DOIT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$72,222.23
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 07/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$72,222.23
	CURRENT TERM TOTAL COST: \$72,222.23	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: AT&T	VENDOR #: 10008	DEPT: SAO	DEPT CONTACT NAME: Robert Lyons
VENDOR CONTACT: Jane Trusty Holt	VENDOR CONTACT PHONE: 630-280-9896	DEPT CONTACT PHONE #: 630-407-6116	DEPT CONTACT EMAIL:
VENDOR CONTACT EMAIL: KT2324@ATT.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.). Illinois state contract # 26-448DOIT-TELEC-P-90419			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished IT telecommunications to secure high speed Internet for State's Attorney's Office.			

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. State of Illinois BidBuy contracts allow agencies to utilize negotiated pricing for agencies.
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. The State's Attorney's Office recommends awarding the contract to support a high speed Internet to improve efficiencies. 2. Use less speed and increase the risk of slowing down the system while decreasing efficiencies. 3. 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.
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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: AT&T	Vendor#: 10008	Dept: SAO	Division:
Attn: Jane Trusty	Email: kt2324@att.com	Attn: Nick Sinn	Email: nicholas.sinn@dupagecounty.gov
Address: 2000 W. AT&T Center Drive	City: Hoffman Estates	Address: 503 N. County Farm Road	City: Wheaton
State: IL	Zip: 60192	State: IL	Zip: 60187
Phone: 630-280-9896	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: AT&T	Vendor#: 10008	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: P>O> Box 5080	City: Carol Stream	Address:	City:
State: IL	Zip: 60197	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 08/01/2026	Contract End Date (PO25): 02/29/2028

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		Monthly Access 10G CIR w/ managed router @ \$3,801.17	FY26	1100	1300	53800		15,204.68	15,204.68
2	1	EA		Monthly Access 10G CIR w/ managed router @ \$3,801.17	FY27	1100	2810	53800		45,614.04	45,614.04
3	1	EA		Monthly Access 10G CIR w/ managed router @ \$3,801.17	FY28	1000	1001	53800		11,403.51	11,403.51
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 72,222.23

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. This contract purchase order is to provide Monthly access for 10G CIR w/ managed router at \$3,801.17 (\$3,768.12 plus Tax "Federal Recovery Charge" ~ 0.877%.
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.