



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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$96,286.00
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 12/11/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$96,286.00
	CURRENT TERM TOTAL COST: \$96,286.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Alliant Insurance Services, Inc.	VENDOR #: 12104 R02	DEPT: DuPage ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: Wendy Teller	VENDOR CONTACT PHONE: 312-595-7495	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: wendy.teller@alliant.com	VENDOR WEBSITE: alliant.com	DEPT REQ #: 924039	
<b>Overview</b>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Request for approval of PO 924039 to Alliant Insurance Services, Inc. for insurance services for one (1) year. The contract period runs from December 19, 2024 through December 19, 2025. The recommended renewal option of the VFIS policy is \$75,762.00. The renewal policy for cyber liability is \$20,524.00. The total recommended contract value is \$96,286.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is for insurance coverage for ETSB for liability, damage, and cyber security attacks made to 9-1-1 infrastructure.			

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

<b>SECTION 3: DECISION MEMO</b>	
<b>SOURCE SELECTION</b>	Describe method used to select source. Alliant Insurance Services continues as the insurance broker for the County and ETSB and has made recommendations based on the current state of the market. See the Executive Summary on page 2 of the Alliant proposal for details.
<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. Approve Purchase Order 924039 and allow for the policies through Alliant for property and cyber liability coverage. 2. Allow the current policy to expire as of December 19 and provide no coverage.

## 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.
<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: Alliant Insurance Services, Inc.	Vendor#: 12104 R02	Dept: DuPage ETSB	Division:
Attn: Wendy Teller	Email: wendy.teller@alliant.com	Attn: 9-1-1 Coordinator	Email: etsb911@dupagecounty.gov
Address: 353 N. Clark St.	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60654	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-550-7743	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Alliant Insurance Services, Inc.	Vendor#: 12104 R02	Dept: DuPage ETSB	Division:
Attn: Wendy Teller	Email: wendy.teller@alliant.com	Attn: 9-1-1 Coordinator	Email: etsb911@dupagecounty.gov
Address: 29278 Network Place	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60673-1292	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): Dec 19, 2024	Contract End Date (PO25): Dec 19, 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		Property Insurance for ETSB	FY25	4000	5820	53130		75,762.00	75,762.00
2	1	EA		Cyber Liability Insurance	FY25	4000	5820	53130		20,524.00	20,524.00
										Requisition Total \$	96,286.00

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

*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. Please return 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 11/13/24