



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#: 24-1051 | RFP, BID, QUOTE OR RENEWAL #: 333207V2 | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$25,184.80 |
| COMMITTEE: JUDICIAL AND PUBLIC SAFETY | TARGET COMMITTEE DATE: 03/19/2024 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,184.80 |
| | CURRENT TERM TOTAL COST: \$25,184.80 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: HeartLand Business Systems | VENDOR #: | DEPT: DuPage County Sheriff's Office | DEPT CONTACT NAME: Jason Snow |
| VENDOR CONTACT: Mike Carroll | VENDOR CONTACT PHONE: 608-444-7994 | DEPT CONTACT PHONE #: 630-407-2072 | DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org |
| VENDOR CONTACT EMAIL: mcarroll@hbs.net | 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.). These switches are to provide network communication to backup servers located at DuCOMM Data Center. This is part of our over all backup strategy. The Items are on the TIPS Contract under #220105 | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished These switches are to provide network communication to backup servers located at DuCOMM Data Center. This is part of our over all backup strategy. We will have backup of our data encase of event that we need to restore the data. | | | |

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. COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING |

SECTION 3: DECISION MEMO

| | |
|-------------------------------------|---|
| STRATEGIC IMPACT | Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE |
| SOURCE SELECTION | Describe method used to select source. 3 bids were requested, Heartland Business System is the lowest responsive bid. They are on the TIPS contract # 220105. |
| 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). Recommendation is to proceed with this back-up solution for enhanced cyber security and to back-up data off site. The only other option is to remain with the status quo and not have an off site solution. |

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: HeartLand Business Systems | Vendor#: | Dept: DuPage County Sheriff's Office | Division: Budget |
| Attn: Mike Carroll | Email: mcarroll@hbs.net | Attn: Colleen Zbilski | Email: colleen.zbilski@dupagesheriff.org |
| Address: 5400 Patton Drive Suite 4B | City: Lisle | Address: 501 N County Farm RD | City: Wheaton |
| State: IL | Zip: 60532 | State: IL | Zip: 60187 |
| Phone: 608-444-7994 | Fax: | Phone: 630-407-2122 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: HeartLand Business Systems | Vendor#: | Dept: DuPage County Sheriff's Office | Division: |
| Attn: Mike Carroll | Email: mcarroll@hbs.net | Attn: Jason Snow | Email: jason.snow@dupagesheriff.org |
| Address: 5400 Patton Drive Suite 4B | City: Lisle | Address: 501 N County Farm RD | City: Wheaton |
| State: IL | Zip: 60532 | State: IL | Zip: 60187 |
| Phone: 608-444-7994 | Fax: | Phone: 630-407-2072 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Apr 2, 2024 | Contract End Date (PO25): Apr 1, 2025 |
| Contract Administrator (PO25): | | | |

Purchase Requisition Line Details

| LN | Qty | UOM | Item Detail (Product #) | Description | FY | Company | AU | Acct Code | Sub-Accts/ Activity Code | Unit Price | Extension |
|--|-----|-----|----------------------------|--|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| 1 | 2 | EA | | Fortinet FortiSwitch 1024E Ethernet Switch - Manageable - 10 Gigabit Ethernet, 100 Gigabit Ethernet, 40 Gigabit Ethernet - 100GBase-X, 40GBase-X, 10GBase-X - 3 Layer Supported - Modular - 176 W Power Consumption - Optical Fiber - 1U High - Rack-mountable | FY24 | 1000 | 4400 | 52100 | | 10,454.70 | 20,909.40 |
| 2 | 2 | EA | | Fortinet FortiCare Comprehensive Support - Extended Service (Renewal) - 1 Year - Service - 24 x 7 x Next Business Day - Service Depot - Exchange - Parts | FY23 | 1000 | 4400 | 53806 | | 1,330.56 | 2,661.12 |
| 3 | 12 | EA | | Fortinet SFP+ Network Cable - 16.40 ft SFP+ Network Cable for Network Device - 10 Gbit/s | FY24 | 1000 | 4400 | 52100 | | 93.29 | 1,119.48 |
| 4 | 4 | EA | | Fortinet QSFP+ Network Cable - 3.28 ft QSFP+ Network Cable for Network Device - 40 Gbit/s | FY24 | 1000 | 4400 | 52100 | | 69.15 | 276.60 |
| 5 | 2 | EA | | Fortinet 40 GE QSFP+ Passive Direct Attach Cable 3m - 9.84 ft Twinaxial Network Cable for Network Device, Transceiver, Module - 40 Gbit/s - 30 AWG | FY24 | 1000 | 4400 | 52100 | | 109.10 | 218.20 |
| <i>FY is required, assure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 25,184.80 |

| 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. |

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement