



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#: 26-1645	RFP, BID, QUOTE OR RENEWAL #: DUPA8132973E	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,710,009.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 06/16/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,710,009.00
	CURRENT TERM TOTAL COST: \$1,710,009.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Logicalis	VENDOR #: 12232	DEPT: Administration	DEPT CONTACT NAME: Kevin Vaske
VENDOR CONTACT: Sandy Shute	VENDOR CONTACT PHONE: 630-730-9520	DEPT CONTACT PHONE #: 630-407-8674	DEPT CONTACT EMAIL: Kevin.Vaske@dupagecircuitclerk.gov
VENDOR CONTACT EMAIL: sandy.shute@us.logicalis.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.). Vendor managed remote site disaster recovery environment, with infrastructure to replicate critical Circuit Clerk systems, servers, and data into this DR Site			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Circuit Clerk IT systems are critical to the Circuit Clerk, Court, States Attorney, Public Defender, Probation, and policing agencies within DuPage County. Supporting a DR environment is a necessary safeguard to minimize risk in the case of disaster. Additionally, the Illinois Supreme Court mandates we maintain a Disaster Recovery Environment.			

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. CooperativeContract NCPA 01-170
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. No Action - Very large risk in the event of a disaster. 2. Configure DR for a smaller set of subsystems and data, lowering cost - In the event of a disaster this would increase data loss, reduce remote processing functionality and significantly impact recoverability.

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: Logicalis	Vendor#: 12232	Dept: Clerk of the Circuit Court	Division: Accounting
Attn: Sandy Shute	Email: sandy.shute@us.logicalis.com	Attn: Julie Ellefsen	Email: Julie.Ellefsen@dupagecircuitclerk.gov
Address: 2001 Butterfield Rd, Suite 420	City: Downers Grove	Address: 505 N County Farm Rd	City: Wheaton
State: IL	Zip: 60515	State: IL	Zip: 60187
Phone: 630-730-9520	Fax:	Phone: 630-407-8590	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Logicalis	Vendor#: 12232	Dept: Clerk of the Circuit Court	Division: Administration
Attn: Sandy Shute	Email: sandy.shute@us.logicalis.com	Attn: Kevin Vaske	Email: Kevin.Vaske@dupagecircuitclerk.gov
Address: 2001 Butterfield Rd, Suite 420	City: Downers Grove	Address: 505 N County Farm Rd	City: Wheaton
State: IL	Zip: 60515	State: IL	Zip: 60187
Phone: 630-730-9520	Fax:	Phone: 630-407-8674	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2026	Contract End Date (PO25): Jun 30, 2031

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		Disaster Recovery Services	FY26	1400	6720	53020		137,996.00	137,996.00
2	1	EA		Disaster Recovery Services	FY27	1400	6720	53020		325,329.00	325,329.00
3	1	EA		Disaster Recovery Services	FY28	1400	6720	53020		335,089.00	335,089.00
4	1	EA		Disaster Recovery Services	FY29	1400	6720	53020		345,142.00	345,142.00
5	1	EA		Disaster Recovery Services	FY30	1400	6720	53020		355,496.00	355,496.00
6	1	EA		Disaster Recovery Services	FY31	1400	6720	53020		210,957.00	210,957.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 1,710,009.00

<i>Comments</i>	
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. 1. This is a five year contract with the option to terminate for convenience after 3 years with 120 days written notice. 2. The exact monthly invoice amounts will vary, and the fiscal year costs are "not to exceed" amounts which include the contract 3% annual increase per the paragraph titled "Annual Price Adjustment" on page 11.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.