Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-0485	RFP, BID, QUOTE OR RENEWAL #: Quote #0229117253	INITIAL TERM WITH RENEWALS: 3 YRS + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: $385,588.50
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $385,588.50
	CURRENT TERM TOTAL COST: $385,588.50	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Information Technology	DEPT CONTACT NAME: Joe Hamlin
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 1-480-366-7058	DEPT CONTACT PHONE #: x5063	DEPT CONTACT EMAIL: Joe.Hamlin@dupagecounty.gov
VENDOR CONTACT EMAIL: berwin@insight.com	VENDOR WEBSITE: www.insight.com	DEPT REQ #:	

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).
Veritas Netbackup on-prem and cloud services for data recovery purchased via OMNIA Partners Contract #23-6692-03 for a 3-year term, billed annually, totaling $385,588.50.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This procurement is necessary because backups are a vital part of IT. Having our backups on unsupported hardware could lead to data loss.

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. Our current contract with Veritas expires in March 2026. Due to the hardware investment in 2024, we will continue to use Veritas as our backup solution until the appliances go end of life.
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. Renew and keep county data backed up and secure. 2. Do nothing and risk data loss.

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Insight Public Sector Inc.	Vendor#: 10809	Dept: Information Technology	Division:
Attn: Bob Erwin	Email: berwin@insight.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 6820 Harl Ave	City: Tempe	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85283-4318	State: IL	Zip: 60187
Phone: 800-467-4448	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
Send Payments To:		***Ship to:***	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Information Technology	Division:
Attn:	Email:	Attn: Joe Hamlin	Email: Joe.Hamlin@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5000	Fax: 630-407-5001
Shipping		**Contract Dates**	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 03/18/2026	Contract End Date (PO25): 03/17/2029

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	Veritas backup	Veritas Backup Licensing - Year 1	FY26	1000	1110	53807		120,185.83	120,185.83
2	1	EA	Hardware maintenance	Veritas Backup Licensing - Year 1	FY26	1000	1110	53806		8,343.67	8,343.67
3	1	EA	Veritas Backup	Veritas Backup Licensing - Year 2	FY27	1000	1110	53807		120,185.83	120,185.83
4	1	EA	Hardware maintenance	Veritas Backup Licensing - Year 2	FY27	1000	1110	53806		8,343.67	8,343.67
5	1	EA	Veritas Backup	Veritas Backup Licensing - Year 3	FY28	1000	1110	53807		120,185.83	120,185.83
6	1	EA	Hardware maintenance	Veritas Backup Licensing - Year 3	FY28	1000	1110	53806		8,343.67	8,343.67
FY is required, ensure the correct FY is selected.										Requisition Total	$ 385,588.50

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 send PO to Sarah Godzicki & Joe Hamlin and copy both when emailing PO to vendor. Please make First Invoice Allowed Date 02/24/2026.
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.