



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#: 26-0645	RFP, BID, QUOTE OR RENEWAL #: 24-011-CCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$100,014.64
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$316,118.41
	CURRENT TERM TOTAL COST: \$111,214.44	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Logicalis, Inc	VENDOR #: 12232	DEPT: Clerk of the Circuit Court	DEPT CONTACT NAME: Kevin Vaske
VENDOR CONTACT: Sandy Shute	VENDOR CONTACT PHONE: (630)730-9520	DEPT CONTACT PHONE #: (630)407-8647	DEPT CONTACT EMAIL: Kevin.Vaske@DuPageCircuitClerk.gov
VENDOR CONTACT EMAIL: Sandy.Shute@us.logicails.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.). This is the second renewal for the annual contract for IBM software licensing and support for the five products implemented on our AS/400 and/or Windows servers			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This IBM software runs on our AS/400 and other servers. This software is used by the Circuit Court Clerk's core application			

**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.
RENEWAL	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

**SECTION 3: DECISION MEMO**

SOURCE SELECTION	Describe method used to select source.
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).

## 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.
<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: Logicalis, Inc.	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: 3500 Lacey Rd, Suite 200	City: Downers Grove	Address: 505 N County Farm Rd	City: Wheaton
State: IL	Zip: 60515	State: IL	Zip: 60187
Phone: (331)777-3708	Fax:	Phone: (630)407-8590	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Logicalis, Inc.	Vendor#: 12232	Dept: Clerk of the Circuit Court	Division: Administration
Attn: Alison Bartalino	Email: APinvoices@us.logicalis.com	Attn: Kevin Vaske	Email: Kevin.Vaske@DuPageCircuitClerk.gov
Address: Dept #172301, PO Box 67000	City: Detroit	Address: 505 N County Farm Rd	City: Wheaton
State: MI	Zip: 48267-1723	State: IL	Zip: 60187
Phone: (248)957-5614	Fax:	Phone: (630)407-8647	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2026	Contract End Date (PO25): Mar 31, 2027

**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		IBM Passport Software	FY26	1400	6720	53807		111,214.44	111,214.44
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 111,214.44

<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. Please enter first invoice date of 3/10/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.