



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: JPS-P-0029-25	RFP, BID, QUOTE OR RENEWAL #: 20250519-092137971	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$368,853.50
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 06/03/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$368,853.50
	CURRENT TERM TOTAL COST: \$368,853.50	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: ThinkGuard	VENDOR #:	DEPT: DuPage Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: BrittanyRademacher	VENDOR CONTACT PHONE: 15174200434	DEPT CONTACT PHONE #: 630-405-2071	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: brittany.rademacher@thinkgard.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Following this incident, we have found some shortcomings in our backup system. To provide the best possible service to the Sheriff's Office, we would like to have it managed and maintained by a service, so we won't encounter problems like we have in the past. Our multiple backup locations did help with this. Still, to maintain a well-dispatched backup poster, we would need personnel to monitor the backups and perform regular tests on them, or partner with a service. We want to partner with ThinkGuard for this service.</p> <p>We have approximately 50TB of data to back up and around 540 Office 365 users.</p> <p>This service will provide the Sheriff's Office Servers 1 year of backups, Off-site backups on the East and West coasts, 24/7/365 monitoring and support for backs, 1-2 annual disaster recovery testing, Works with the Sheriff's Office on the Disaster recovery plan, they can do it every 5 minutes, 24 hours. Office 365 is unlimited backup storage (OneDrive, email, Teams, SharePoint). This backup is performed three times a day, and the same level of monitoring and support is provided for servers. From start to finish, it is HIPAA and CJIS compliant.</p> <p>They are on the Interlocal Purchasing System (TIPS): https://www.tips-usa.com ThinkGard contract number: 220105</p>			
<p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished</p> <p>They are widely known in the government space and serve multiple local government agencies. We require a service to continuously monitor backups 24/7/365 and utilize their disaster recovery support as needed. They also collaborate with the Sheriff's Office to develop and test a disaster recovery plan annually.</p>			

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. Their focus is on the government agency. They are part of GMIS, and multiple government agencies in the area use and they are on the TIPS contract.
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). If we use what we are using today we would need to hire more staff to be dedicated to monitoring, maintain, test backups.

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: ThinkGuard	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Civil Department
Attn: Brittany Rademacher	Email: brittany.rademacher@thinkgard.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 3000 Galleria Circle, Suite 1130	City: Hoover,	Address: 501 N County Farm RD	City: Wheaton
State: AL	Zip: 35244	State: IL	Zip: 60187
Phone: 15174200434	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: ThinkGuard	Vendor#:	Dept: DuPage County Sheriff's Office	Division: IT Department
Attn: Brittany Rademacher	Email: brittany.rademacher@thinkgard.com	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 3000 Galleria Circle, Suite 1130	City: Hoover,	Address: 501 N County Farm RD	City: Wheaton
State: AL	Zip: 35244	State: IL	Zip: 60187
Phone: 15174200434	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 10, 2025	Contract End Date (PO25): 11/30/2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	7	EA		Backup and Recovery 24/7/365 service - Servers	FY25	1000	4404	53807		9,836.00	68,852.00
2	7	EA		Backup and Recovery 24/7/365 service - O365 (OneDrive,eMail,Sharepoint)	FY25	1000	4404	53807		1,578.50	11,049.50
3	1	EA		Office 365 Implementation Service	FY25	1000	4404	53807		250.00	250.00
4	1	EA		Server Implementation Services	FY25	1000	4404	53807		14,754.00	14,754.00
5	1	EA		Backup and Recovery 24/7/365 service - Servers	FY26	1000	4404	53807		118,032.00	118,032.00
6	1	EA		Backup and Recovery 24/7/365 service - O365 (OneDrive,eMail,Sharepoint)	FY26	1000	4404	53807		18,942.00	18,942.00
7	1	EA		Backup and Recovery 24/7/365 service - Servers	FY27	1000	4404	53807		118,032.00	118,032.00
8	1	EA		Backup and Recovery 24/7/365 service - O365 (OneDrive,eMail,Sharepoint)	FY27	1000	4404	53807		18,942.00	18,942.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 368,853.50

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.
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. 