



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>	
MINUTETRAQ ID#: 23-2579	RFP, BID, QUOTE OR RENEWAL #: 0226461268	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$21,011.48
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$21,011.48
	CURRENT TERM TOTAL COST: \$21,011.48	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 14803667058	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: BOB.ERWIN@INSIGHT.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.). We are improving our backup health. Currently we have one location for back up and we want multiple locations for physical outage and cyber event. We are adding devices at DU-COMM. The system will need network connections and these switches will provide the connection from DU-COMM to Sheriff's Office. All items are on the OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished We are improving our backup health. Currently we have one location for back up and we want multiple locations for physical outage and cyber event.			

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 (DPC4-107), 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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644).
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). Lowest price per OMNIA

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: Insight Public Sector	Vendor#: 10809	Dept: DuPage Sheriff's Office	Division:
Attn: Bob Erwin	Email: BOB.ERWIN@INSIGHT.COM	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 2701 E INSIGHT WAY	City: CHANDLER	Address: 501 N County Farm RD	City: Wheaton
State: AZ	Zip: 85286-1930	State: IL	Zip: 60187
Phone: 800-467-4448	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Insight Public Sector	Vendor#: 10809	Dept: DuPage Sheriff's Office	Division:
Attn: Bob Erwin	Email: BOB.ERWIN@INSIGHT.COM	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 2701 E INSIGHT WAY	City: CHANDLER	Address: 501 N County Farm RD	City: Wheaton
State: AZ	Zip: 85286-1930	State: IL	Zip: 60187
Phone: 800-467-4448	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 16, 2023	Contract End Date (PO25): 10/31/2023
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 - switch - 24 ports - managed - rack-mountable	FY23	1000	4400	52100		9,279.51	18,559.02
2	2	EA		Fortinet FortiCare 24x7 Comprehensive Support - extended service agreement (renewal) - 1 year - shipment	FY23	1000	4400	53806		927.96	1,855.92
3	2	EA		Fortinet - 10 GE Direct Attach Cable - SFP+ to SFP+ - 1 m - Passive	FY23	1000	4400	52100		59.54	119.08
4	2	EA		Fortinet - SFP+ transceiver module - 10 GigE	FY23	1000	4400	52100		238.73	477.46
FY is required, assure the correct FY is selected.										Requisition Total	\$ 21,011.48

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