



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Aug 1, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: SHI International Corp.	Vendor #: 14389	Contract Term: 9/8/23-9/7/24	Contract Total: \$29,423.75
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB

Description of Procurement/ Scope of Work/ Background Recommendation for approval of Purchase Order 923018 to SHI International for a renewal of a Zendesk customer support ticketing software subscription. This is a renewal of licensing for existing service. The subscription period will run from September 8, 2023 through September 7, 2024, with an option to consolidate into a County-wide contract before the end of the term. This purchase is being made through the Sourcewell Technology Catalog Solutions Contract #081419-SHI. Total amount of \$29,423.75.

Reason for Procurement Zendesk software allows staff to track, prioritize, and respond to customers service requests efficiently to provide better support.

FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): FY23-24 4000-5820-53806
- Budget Transfer (Date) _____ Add'l Information _____

DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # _____ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid # _____ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- Per Coop (DPC4-107) select one below
- National IPA/TCPM # _____ Sourcewell Technology Catalog Solutions 081419-SHI _____

- EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # _____
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Aug 1, 2023	LMZ	Aug 1, 2023	N/A	
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date