



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#: 26-1720	RFP, BID, QUOTE OR RENEWAL #: Omnia #2024056-01	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,863.42
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 06/16/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,863.42
	CURRENT TERM TOTAL COST: \$15,863.42	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CDW Government	VENDOR #: 10667	DEPT: Information Technology	DEPT CONTACT NAME: Joe Hamlin
VENDOR CONTACT: Thomas Sanders	VENDOR CONTACT PHONE: 877 673-2173	DEPT CONTACT PHONE #: 5063	DEPT CONTACT EMAIL: Joe.Hamlin@dupagecounty.gov
VENDOR CONTACT EMAIL: thomas.sanders@cdwg.com	VENDOR WEBSITE: www.cdwg.com	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.). Procure conference room equipment to upgrade rooms 3600a/3600b via OMNIA contract pricing			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Updating these conference rooms will make it so meetings run more efficient, similar to 3500a/b			

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. Omnia Contract #2024056-01
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. Take no action and continue to experience technical difficulties and disruptions with existing equipment. 2. Solicit bids, which is not likely to result in lower pricing.

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: CDW Government	Vendor#: 10667	Dept: Information Technology	Division:
Attn: Thomas Sanders	Email: Thomas.Sanders@cdwg.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 230 N. Milwaukee Ave.	City: Vernon Hills	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60061	State: IL	Zip: 60187
Phone: 877 673-2173	Fax:	Phone: 630-407-5000	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CDW Government	Vendor#: 10667	Dept: Information Technology	Division:
Attn:	Email:	Attn: Joe Hamlin	Email: Joe.Hamlin@dupagecounty.gov
Address: 75 Remittance Drive	City: Chicago	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60675-1515	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): Jun 18, 2026	Contract End Date (PO25): Jun 17, 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	2	EA	960-001308	Logitech Rally bar	FY26	1000	1110	52100		3,651.71	7,303.42
2	2	EA	952-000044	Wall mount for rally bar	FY26	1000	1110	52100		84.94	169.88
3	2	EA	960-001510	Logitech sight camera	FY26	1000	1110	52100		1,867.90	3,735.80
4	2	EA	989000430	Rally Mic Pod	FY26	1000	1110	52100		382.24	764.48
5	2	EA	952-000002	Desk mount	FY26	1000	1110	52100		72.19	144.38
6	2	EA	952-000181	Rally mic pod CAT coupler	FY26	1000	1110	52100		112.88	225.76
7	2	EA	939-001950	Logitech Tap Controller	FY26	1000	1110	52100		933.53	1,867.06
8	2	EA	952-000188	Logitech extend	FY26	1000	1110	52100		678.70	1,357.40
9	2	EA	994-000362	Logitech essential for room	FY26	1000	1110	53806		147.62	295.24
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 15,863.42

<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.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.