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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 25-1248	RFP, BID, QUOTE OR RENEWAL #: Quote #37281	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $88,754.50
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 05/20/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $88,754.50
	CURRENT TERM TOTAL COST: $88,754.50	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Telcom Innovations Group LLC	VENDOR #: 12123	DEPT: IT	DEPT CONTACT NAME: Joe Bulaga
VENDOR CONTACT: Randall Borchardt	VENDOR CONTACT PHONE: 630-616-4225	DEPT CONTACT PHONE #: 630-407-5151	DEPT CONTACT EMAIL: Joseph.Bulaga@dupagecounty.gov
VENDOR CONTACT EMAIL: rjborchardt@ask-tig.com	VENDOR WEBSITE:	DEPT REQ #:	

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).
Annual Mitel Software Assurance and maintenance, in the amount of $88,754.50, per Sourcewell contract #120122-MBS.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The original contract was approved in 2019 and implementation done in 2020 to improve call flow and call routing capabilities, making a more favorable and pleasant experience for constituents when contacting the County. The current contract expires on 08/07/2025 and this replaces it.

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. The original contract was sourced via RFP #18-220-IT. This is sourced using Sourcewell contract #120122-MBS.
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) Do not approve the contract, which would require us to go out to bid for a new phone system. 2) Staff recommends approving the two-year contract.

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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Telcom Innovations Group LLC	Vendor#: 12123	Dept: IT	Division:
Attn: Randall Borchardt	Email: rjborchardt@ask-tig.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 125 N. Prospect Ave.	City: Itasca	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60143	State: IL	Zip: 60187
Phone: 630-616-4225	Fax:	Phone: 630-407-5037	Fax:
Send Payments To:		*Ship to:*	
Vendor: SAME AS ABOVE	Vendor#:	Dept: IT	Division:
Attn:	Email:	Attn: Joe Bulaga	Email: Joseph.Bulaga@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5151	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 7, 2025	Contract End Date (PO25): Aug 6, 2026

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		Mitel Maintenance & Support 08/08/2025 - 08/07/2026	FY25	1000	1110	53020		31,835.80	31,835.80
2	1	EA		Mitel Premium Software Assurance 08/08/2025 - 08/07/2026	FY25	1000	1110	53807		56,918.70	56,918.70

FY is required, ensure the correct FY is selected. Requisition Total $ 88,754.50

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. Please send PO to Sarah Godzicki & Joe Bulaga and copy both when emailing PO to vendor. Please make First Invoice Date Allowed 05/27/2025.
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.