



Procurement Review Checklist

Procurement Services Division

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

Date: Mar 27, 2024

MinuteTraq (IQM2) ID #: _____

| | | | |
|--|---|-------------------------------|-------------------------------------|
| Vendor: AT&T, Inc. | Vendor #: 10008 | Contract Term: 3 years | Contract Total: \$345,000.00 |
| Dept: ETSB | Contact: Eve Kraus | Phone: 630-550-7743 | Assigned Committee: ETSB |
| Description of Procurement/ Scope of Work/ Background | Request for approval of Purchase Order 924015 to AT&T, Inc. for a three year pricing agreement to continue Session Initiated Protocol (SIP) services in the Addison Consolidated Dispatch Center (ACDC) and DU-COMM PSAPs. Total amount not to exceed \$345,000.00. | | |
| Reason for Procurement | NG911 relies on IP-based structure to provide an array of emergency communications services that encompass the core functionalities of legacy E911 and additional functionalities that capitalize on the enhanced capabilities of IP-based devices and networks. | | |
| FUNDING SOURCE | | | |

- Procurement budgeted for (FY and budget code(s)): FY24-27 4000-5820-53250
- 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 and/or PO# _____ 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
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

This is a continuation of SIP utility services and adds a redundant circuit in each of the PSAPs.

BASIS OF DECISION MEMO (attach Decision Memo)

- EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)
- 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 | Mar 27, 2024 | LMZ | Mar 27, 2024 | N/A | |
| Prepared By | Date | Recommended for Approval | Date | IT Approval, if required | Date |
| REVIEWED BY (Initials Only) | | | | | |
| Buyer | Date | Procurement Officer | Date | <u>3/28/2024</u> | |
| Chief Financial Officer (Decision Memos Over \$25,000) | Date | Chairman's Office (Decision Memos Over \$25,000) | Date | | |