



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#: 23-3335	RFP, BID, QUOTE OR RENEWAL #: BID	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$148,610.70
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 11/07/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$148,610.70
	CURRENT TERM TOTAL COST: \$148,610.70	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CDW-G	VENDOR #: 10667	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Meagan McKone	VENDOR CONTACT PHONE: 312.705.9502	DEPT CONTACT PHONE #: 630.407.5023	DEPT CONTACT EMAIL: Shanita.Thompson@dupageco.org
VENDOR CONTACT EMAIL: meaganm@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.). Purchase laptops, desktops, docks, and monitors to replace current equipment that is reaching end of life. We are using the Sourcwell Contract #3037653 - State of IL cooperative agreement for a total cost of \$148,614.70.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement of older laptops, desktops, docks and monitors to improve performance and remove outdated, failing equipment across County Departments. Many items have become out of warranty and have become harder to maintain.			

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	
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. Obtained quotes from different Cooperative Contracts (Sourcwell & Omnia) from SHI, Insight, and CDW-G
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 replace current equipment that is out of warranty and difficult to maintain. 2) Staff recommends approving this purchase so staff is able to continue their work effectively with equipment that will improve their performance and remove outdated, failing equipment.

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-G	Vendor#: 10667	Dept: Information Technology	Division:
Attn: Meagan McKone	Email: meaganm@cdwg.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 200 N. Milwaukee Ave	City: Vernon Hills	Address: 421 N. County Farm Road	City: Wheaton
State: Illinois	Zip: 60061	State: Illinois	Zip: 60187
Phone: 3127059502	Fax: 3157059402	Phone: 630-407-5000	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#: 10667	Dept: Information Technology	Division: IT Operations
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupageco.org
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: Illinois	Zip: 60187
Phone:	Fax:	Phone: 630-407-5023	Fax: 630-407-5001
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 15, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Shanita Thompson			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	85	EA	MFG #:89D95UT#ABA	HP EliteBook 840 G10 14" Notebook - WUXGA - 1920 x 1200 - Intel Core i7 13t	FY23	1000	1110	52100		1,322.81	112,438.85
2	10	EA	MFG #:82J73UT#ABA	HP Elite Mini 800 G9 Desktop Computer - Intel Core i5 13th Gen i5-12500T	FY23	1000	1110	52100		1,083.93	10,839.30
3	85	EA	MFG #:UM.QB7AA.E01	Acer Vero B7 B247Y E 24" Widescreen LCD Monitor - Black	FY23	1000	1110	52100		127.08	10,801.80
4	85	EA	MFG #:72C71AA#ABA	HP USB-C G5 Essential Dock	FY23	1000	1110	52100		170.95	14,530.75
FY is required, assure the correct FY is selected.										Requisition Total	\$ 148,610.70

<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. Please send PO and correspondences to Sarah Godzicki and Shanita Thompson
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