



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: TE-P-0009-24	RFP, BID, QUOTE OR RENEWAL #: Quote #0227586635	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$31,296.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/06/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$31,296.00
	CURRENT TERM TOTAL COST: \$31,296.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Information Technology	DEPT CONTACT NAME: Michelle Amanti
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 480-366-7058	DEPT CONTACT PHONE #: 630-407-5020	DEPT CONTACT EMAIL: michelle.amanti@dupagecounty.gov
VENDOR CONTACT EMAIL: bob.erwin@insight.com	VENDOR WEBSITE: www.insight.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.). Procurement of KnowBe4 software for cybersecurity awareness training and phishing testing. Purchasing using OMNIA Partners contract #23-6692-03.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Cybersecurity awareness training is required by cyber insurance providers and is an important part of the County's cybersecurity plan.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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	

<b>SECTION 3: DECISION MEMO</b>	
SOURCE SELECTION	Describe method used to select source. We are using OMNIA Partners contract (#23-6692-03)
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. Purchase through Insight using contract pricing. We have contracted with Insight for the past four years for KnowBe4 security training at the lowest available cost with positive results. 2. Do not make the purchase, causing lack of security training and awareness for DuPage County employees, possible increased insurance costs, and putting the County network at a high security risk. Staff recommends utilizing the contract pricing.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Insight Public Sector	Vendor#: 10809	Dept: Information Technology	Division:
Attn: Bob Erwin	Email: bob.erwin@insight.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 2701 E. Insight Way	City: Chandler	Address: 421 N. County Farm Rd.	City: Wheaton
State: AZ	Zip: 85286	State: IL	Zip: 60187
Phone: 480-366-7058	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Insight Public Sector	Vendor#: 10809	Dept: Information Technology	Division:
Attn:	Email: ach@insight.com	Attn: Michelle Amanti	Email: michelle.amanti@dupagecounty.gov
Address: PO Box 731072	City: Dallas	Address: 421 N. County Farm Rd.	City: Wheaton
State: TX	Zip: 75373-1072	State: IL	Zip: 60187
Phone: 480-333-3102	Fax: 480-760-7043	Phone: 630-407-5020	Fax: 630-407-5001
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 29, 2024	Contract End Date (PO25): Oct 28, 2025

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	2400	EA	KMSATP-N- F12-G-DPC	KNOWBE4 SECURITY AWARENESS TRAINING SUBSCRIPTION PLATINUM	FY24	1000	1110	53807		13.04	31,296.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 31,296.00

<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.