



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-0416	RFP, BID, QUOTE OR RENEWAL #: Quote # 011425-01	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$25,941.25
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 02/04/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,941.25
	CURRENT TERM TOTAL COST: \$25,941.25	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Sergeant Laboratories, Inc.	VENDOR #: 32759	DEPT: Information Technology	DEPT CONTACT NAME: Joe Hamlin
VENDOR CONTACT: Matt Vande Slunt	VENDOR CONTACT PHONE: 608-788-9143 x200	DEPT CONTACT PHONE #: 630-407-5063	DEPT CONTACT EMAIL: Joe.Hamlin@dupagecounty.gov
VENDOR CONTACT EMAIL: mvandeslunt@provecompliance.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 AristotleInsight Network appliance licensing for \$25,941.25, per GSA Schedule 70 Contract 47QTCA18D00DN.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished AristotleInsight is a diagnostic and monitoring and log management tool. This tool is utilized as part of the County's Cybersecurity program to help identify risks, remediate, and document the results.			

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. GSA Schedule 70 Contract 47QTCA18D00DN
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) Approve the contract and continue using a trusted cybersecurity vendor. 2) Do not approve and change vendors.

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: Sergeant Laboratories, Inc.	Vendor#: 32759	Dept: Information Technology	Division:
Attn: Matt Vande Slunt	Email: mvandeslunt@provecompliance.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone: 630-788-9143 x200	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Sergeant Laboratories, Inc.	Vendor#: 32759	Dept: Information Technology	Division:
Attn:	Email:	Attn: Joe Hamlin	Email: Joe.Hamlin@dupagecounty.gov
Address: 560 Lester Avenue	City: Onalaska	Address: 421 N. County Farm Road	City: Wheaton
State: WI	Zip: 54650	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): Mar 1, 2025	Contract End Date (PO25): Feb 28, 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		Annual AristotleInsight Network appliance Licensing	FY25	1000	1110	53806		25,941.25	25,941.25
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 25,941.25

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 Hamlin and copy both when emailing PO to vendor. Please add "First Invoice Allowed Date" of 01/14/2025.
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.