



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#: 25-2075	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$24,999.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 09/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$24,999.00
	CURRENT TERM TOTAL COST: \$24,999.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: EVIDENCE IQ INC.	VENDOR #: 46624	DEPT: SHERIFF'S OFFICE	DEPT CONTACT NAME: DAN BILODEAU
VENDOR CONTACT: STEVE CINTRON	VENDOR CONTACT PHONE: SCINTRON@EVIDENCEIQ.COM	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL: X2402
VENDOR CONTACT EMAIL: SCINTRON@EVIDENCEIQ.COM	VENDOR WEBSITE:	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.). To secure BIQ Solution Annual Subscription & Master Services Agreement per Grant specifications. Investigative tool for firearm evidence. This specific product was the only product listed in the grant that we were awarded.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Requirement to purchase this specific vendor per Grant - analyze ballistics			

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.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
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).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
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. The State of Illinois partnered with EvidenceIQ and provided grant funding for the device and the year of service.
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. This was the only product funding was awarded to in the grant
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. N/A

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: EVIDENCE IQ INC.	Vendor#: 46624	Dept: SHERIFF'S OFFICE	Division:
Attn: JENNIFER KENNEDY-LOCKENVITZ	Email: JENNIFER@EVIDENCEIQ.COM	Attn: DAN BILODEAU	Email: DAN.BILODEAU@DUPAGESHERIFF.ORG
Address: 346 RIVER STREET	City: LEMONT	Address: 501 N. COUNTY FARM ROAD	City: WHEATON
State: IL	Zip: 604369	State: IL	Zip: 60187
Phone: 630-635-8100	Fax:	Phone: X2402	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME	Vendor#:	Dept: SAME	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 7/24/2025	Contract End Date (PO25): 7/23/2026

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		BIQ SOLUTION ANNUAL SUBSCRIPTION & MASTER AGREEMENT	FY25	5000	4540	52000	20250018	24,999.00	24,999.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 24,999.00

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. DO NOT SEND - CONTACT VALERIE CALVENTE
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.