



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

SECTION 1: DESCRIPTION

| General Tracking | | Contract Terms | |
|--|---|---|--|
| FILE ID#: 26-0098 | RFP, BID, QUOTE OR RENEWAL #: | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$55,000.00 |
| COMMITTEE: HUMAN SERVICES | TARGET COMMITTEE DATE: 01/06/2026 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$55,000.00 |
| | CURRENT TERM TOTAL COST: \$55,000.00 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: CDW Government LLC | VENDOR #: 10667 | DEPT: DuPage Care Center | DEPT CONTACT NAME: Christine Kliebhan |
| VENDOR CONTACT: Thomas Sanders | VENDOR CONTACT PHONE: | DEPT CONTACT PHONE #: 630-784-4208 | DEPT CONTACT EMAIL: christine.kliebhan@dupagecounty.gov |
| VENDOR CONTACT EMAIL: thomas.sanders@cdwg.com | VENDOR WEBSITE: | DEPT REQ #: 7551 | |
| 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.). Contract purchase order to furnish computer hardware, peripherals, software and licensing as needed, covering the period January 14, 2026 through January 13, 2027, for a contract not to exceed \$55,000.00, per City of Mesa Contract #2024056-1. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Miscellaneous computer parts and supplies are required to fix and replace items for routine daily tasks throughout the DuPage Care Center. | | | |

SECTION 2: DECISION MEMO REQUIREMENTS

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|---|--|
| 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

| | |
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| SOURCE SELECTION | Describe method used to select source. CDW-G holds the City of Mesa Contract which allows the County to procure parts and supplies at a discount off list price. |
| 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 Recommendation for a contract to CDW-G to purchase miscellaneous computer supplies through the City of Mesa Contract. It is recommended because it gives the DuPage Care Center the flexibility to obtain computer supplies and items in a timely manner to maintain daily work functions and operations. #2. Do not approve contract and purchase items off contract. Not recommended due to the yearly anticipated spend with CDW-G for miscellaneous computer parts and supplies. #3 Do not approve contract at this time and look for a different cooperative agreement for computer parts and supplies. Not recommended due to the pricing options and availability of parts through CDW-G's network of suppliers. |

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 LLC dba CDW Government | Vendor#: `0667 | Dept: DuPage Care Center | Division: Administration |
| Attn: Thomas Sanders | Email: thomas.sanders@cdwg.com | Attn: Christine Kliebhan | Email: christine.kliebhan@dupagecounty.gov |
| Address: 75 remittance Drive | City: Chicago | Address: 400 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60675-1515 | State: IL | Zip: 60187 |
| Phone: 866-339-7925 | Fax: | Phone: 630-784-4208 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Same as above | Vendor#: Same as above | Dept: Same as above | Division: Same as above |
| Attn: | Email: | Attn: | Email: christine.kliebhan@dupagecounty.gov |
| Address: | City: | Address: 400 N. County Farm Road | City: Wheaton |
| State: | Zip: | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: 630-784-4208 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): January 14, 2026 | Contract End Date (PO25): January 13, 2027 |

| 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 | | Computer hardware, peripherals, software and licensing as needed | FY26 | 1200 | 2000 | 52100 | | 50,000.00 | 50,000.00 |
| 2 | 1 | EA | | Computer hardware, peripherals, software and licensing as needed | FY27 | 1200 | 2000 | 52100 | | 5,000.00 | 5,000.00 |
| 3 | | EA | | | | | | | | | 0.00 |
| 4 | | EA | | | | | | | | | 0.00 |
| FY is required, ensure the correct FY is selected. | | | | | | | | | | Requisition Total | \$ 55,000.00 |

| Comments | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. Contract purchase order to furnish computer hardware, peripherals, software and licensing as needed, covering the period January 14, 2026 through January 13, 2027, for a contract not to exceed \$55,000.00, per City of Mesa Contract #2024056-1. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. January 6, 2027 Human Services January 13, 2026 County Board |
| 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. |