



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 24-0472	RFP, BID, QUOTE OR RENEWAL #: DUP011524	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$24,310.13
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 02/06/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$24,310.13
	CURRENT TERM TOTAL COST: \$24,310.13	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Luminex Software, Inc	VENDOR #: 13987	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Zac Fisher	VENDOR CONTACT PHONE: 9373084101	DEPT CONTACT PHONE #: 630-407-5000	DEPT CONTACT EMAIL: Shanita.Thompson@dupagecounty.gov
VENDOR CONTACT EMAIL: zfisher@luminex.com	VENDOR WEBSITE: www.luminex.com	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.). Hardware and software support for Luminex MVT-110i-ESC (G7)/CG-2Ficon-UP-02 Virtual Tape server. Virtual Tape server is an integral part of the zSystem infrastructure and requires 24 x 7 hardware and software service and support.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The current coverage expires March 31, 2024 and this PO replaces it through March 31, 2025.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
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. Hardware and software support for Luminex MVT-110i-ESC (G7)/CG-2Ficon-UP-02, SN: HP-USE21308P3, Ficon-FC41730418, Hifn-060159081301280038 Virtual Tape server. Virtual Tape server is an integral part of the zSystem infrastructure and requires 24 x 7 hardware and software service and support.
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. Proprietary hardware and software; service and maintenance is only provided/offered through Luminex exclusively
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: Luminex Software, Inc	Vendor#: 13987	Dept: Information Technology	Division:
Attn: Zac Fisher	Email: zfisher@luminex.com	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupagecounty.gov
Address: 871 Marlborough Ave	City: Riverside	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 92517	State: IL	Zip: 60187
Phone: 9373084101	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#:	Dept: Information Technology	Division: IT Operations
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	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): Apr 1, 2024	Contract End Date (PO25): Mar 31, 2025
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	1	EA	Support-P+	Platinum + Annual Software/ Hardware Support MVT-110i-ESC (G7)/ CG-2Ficon-UP-02 SN: HP- USE21308P3, Ficon- FC41730418, Hifn-060159081301280038	FY24	1000	1110	53806		24,310.13	24,310.13
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 24,310.13

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 Shanita Thompson & Sarah Godzicki and copy both when emailing PO to vendor.
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.

The following documents have been attached: ☐ W-9 ☒ Vendor Ethics Disclosure Statement