



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>	
MINUTETRAQ ID#: 23-2414	RFP, BID, QUOTE OR RENEWAL #: 0226382230	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$32,261.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 08/01/2023	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$32,261.00
	CURRENT TERM TOTAL COST: \$32,261.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 14803667058	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: BOB.ERWIN@INSIGHT.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.). We have multiple network closets where the UPS (uninterruptible power supply) went bad. During the past power outages, the units turned off and did not turn back on. These network closets provide network and phone connectivity. All items are on the Omnia Partners (Cobb County) IT Products & Services Contract #23-6692-03.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished With the network closets off, there was no phone or computer connectivity.			

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 (DPC4-107), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. OMNIA PARTNERS IT PRODUCTS & SERVICES 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). Omnia Partners contract pricing was utilized for the lowest pricing.

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: Insight Public Sector	Vendor#: 10809	Dept: DuPage Sheriff's Office	Division:
Attn: Bob Erwin	Email: BOB.ERWIN@INSIGHT.COM	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 2701 E INSIGHT WAY	City: CHANDLER	Address: 501 N County Farm RD	City: Wheaton
State: AZ	Zip: 85286-1930	State: IL	Zip: 60187
Phone: 800-467-4448	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Insight Public Sector	Vendor#: 10809	Dept: DuPage Sheriff's Office	Division:
Attn: Bob Erwin	Email: BOB.ERWIN@INSIGHT.COM	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 2701 E INSIGHT WAY	City: CHANDLER	Address: 501 N County Farm RD	City: Wheaton
State: AZ	Zip: 85286-1930	State: IL	Zip: 60187
Phone: 800-467-4448	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 8, 2023	Contract End Date (PO25): Jul 10, 2026
Contract Administrator (PO25):			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	22	EA		SmartConnect Advanced Plan - subscription license (3 years) - 1 license	FY23	1000	4400	53806		107.50	2,365.00
2	12	EA		APC Smart-UPS SMTL1500RM3UCNC - UPS - 1350 Watt - 1500 VA - with APC Network Management Card 3 with Environmental Monitoring	FY23	1000	4400	52100		2,350.00	28,200.00
3	6	EA		APC - UPS stabilizing foot	FY23	1000	4400	52100		16.00	96.00
4	10	EA		APC - temperature & humidity sensor	FY23	1000	4400	52100		160.00	1,600.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 32,261.00

<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.

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