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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 25-2504	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: $67,892.25
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: $67,892.25	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Safeware	VENDOR #:	DEPT: Sheriff	DEPT CONTACT NAME: Dan Bilodeau
VENDOR CONTACT: Alicia Ledbetter	VENDOR CONTACT PHONE: 301-683-1234	DEPT CONTACT PHONE #: 630-407-2402	DEPT CONTACT EMAIL: dan.bilodeau@dupagesheriff.org
VENDOR CONTACT EMAIL: aledbetter@safewareinc.com	VENDOR WEBSITE: www.safewareinc.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.).
This is a tethered drone for extended in search/rescue and crowd control surveillance for major events.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Current drones are limited by battery time and pilot restrictions. This is a powered and tethered drone that can stay up for extended periods of time.

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. Vendor is on Sourcewell contract #080922-SAF PS&EM
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). Recommend purchasing drone from Safeware for better surveillance technology. Do nothing, have no visibility for surveillance. Go out for bid risking visibility for surveillance with delayed response that may not be compatible.

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Safeware Inc	Vendor#:	Dept: Sheriff	Division: Budget
Attn: Alicia Ledbetter	Email: aledbetter@safewareinc.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 4403 Forbes Blvd	City: Lanham	Address: 501 N County Farm Rd	City: Wheaton
State: MD	Zip: 20706-432	State: IL	Zip: 60187
Phone: 301-683-1234	Fax:	Phone: 630-407-2122	Fax:
Send Payments To:		*Ship to:*	
Vendor: Safeware Inc	Vendor#:	Dept: Sheriff	Division: Patrol
Attn: Alicia Ledbetter	Email: aledbetter@safewareinc.com	Attn: DC Bilodeau	Email: Dan.bilodeau@dupagesheriff.org
Address: 4403 Forbes Blvd	City: Lanham	Address: 501 N County Farm Rd	City: Wheaton
State: MD	Zip: 20706-432	State: IL	Zip: 60187
Phone: 301-683-1234	Fax:	Phone: 630-407-2402	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 28, 2025	Contract End Date (PO25): Oct. 27, 2030

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	FOT55000-102	Fotokite Sigma	FY25	1000	4404	54100		67,892.25	67,892.25
FY is required, ensure the correct FY is selected.										Requisition Total	$ 67,892.25

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.
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.