



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#: JPS-P-0002-24	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$75,000.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 12/05/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$75,000.00
	CURRENT TERM TOTAL COST: \$75,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Secured State D/B/A Creative Technologies	VENDOR #:	DEPT: DuPage Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Rob Johnson	VENDOR CONTACT PHONE: 618-664-4292 x101	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: Jason.Snow@dupagesheriff.org
VENDOR CONTACT EMAIL: rob.johnson@securedstate.com	VENDOR WEBSITE: https://www.securedstate.com/	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.). Replacement of the current analog camera interface with a RTSP/Verkada interface to work with new cameras system project. The cost of this is \$75,000 for equipment and services and is sole source based on the existing system and the new cameras being installed.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This procurement is necessary to allow for the new cameras system to function			

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. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
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. Secured State is the developer of the Security Control System software and hardware which are currently installed in the jail and this is an update to that system.,
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. There is no market testing because they are the developer of the product
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. Same as above

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: Secured State D/B/A Creative Technologies	Vendor#:	Dept: DuPage Sheriff's Office	Division: Budget
Attn: Rob Johnson	Email: rob.johnson@securedstate.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 1361 Trails End Rd	City: Greenville	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 62246	State: IL	Zip: 60187
Phone: 618-664-4292 x101	Fax: 618-664-4293	Phone: 630-407-2122	Fax:
Send Payments To:		Ship to:	
Vendor: Secured State D/B/A Creative Technologies	Vendor#:	Dept: DuPage Sheriff's Office	Division:
Attn: Rob Johnson	Email: rob.johnson@securedstate.com	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 1361 Trails End Rd	City: Greenville	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 62246	State: IL	Zip: 60187
Phone: 618-664-4292 x101	Fax: 618-664-4293	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 13, 2023	Contract End Date (PO25): Dec 12, 2024
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	1	EA		RTSP / Verkada Interface	FY24	1000	4410	54100		75,000.00	75,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 75,000.00

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.
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