



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#: 23-2436	RFP, BID, QUOTE OR RENEWAL #: 23-078-IT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$49,500.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/01/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$49,500.00
	CURRENT TERM TOTAL COST: \$49,500.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: ADLIB VENTURES SOLUTIONS LLC	VENDOR #:	DEPT: Information Technology	DEPT CONTACT NAME: Joe Hamlin
VENDOR CONTACT: David Fida	VENDOR CONTACT PHONE: 1.516.209.3385	DEPT CONTACT PHONE #: 630.407.5000	DEPT CONTACT EMAIL: joe.hamlin@dupageco.org
VENDOR CONTACT EMAIL: David@adlibventures.us	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.). Procurement of RAM for the VSAN, via lowest Bid #23-078-IT, for a total of \$49,500.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished By purchasing this RAM, we will alleviate memory constraints on the VSAN as well as extend the usable life of our VSAN.			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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.
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: ADLIB VENTURES SOLUTIONS LLC	Vendor#:	Dept: Information Technology	Division:
Attn: David Flda	Email: David@adlibventures.us	Attn: Sarah Godzicki	Email: Sarah.Godzicki@dupageco.org
Address: 7451 Auburn Blvd.	City: Citrus Heights	Address: 421 N. County Farm Rd.	City: Wheaton
State: CA	Zip: 95610	State: IL	Zip: 60187
Phone: 1,516,209.3385	Fax:	Phone: 630-407-5037	Fax: 630-407-5001
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: ADLIB VENTURES SOLUTIONS LLC	Vendor#:	Dept: Information Technology	Division:
Attn: David Fida	Email: David@adlibventures.us	Attn: Joe Hamlin	Email: Joe.Hamlin@dupageco.org
Address: 7451 Auburn Blvd.	City: Citrus Heights	Address: 421 N. County Farm Rd.	City: Wheaton
State: CA	Zip: 95610	State: IL	Zip: 60187
Phone: 1.516.209.3385	Fax:	Phone: 630.407.5000	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 1, 2023	Contract End Date (PO25): Feb 1, 2024
Contract Administrator (PO25): Joe Hamlin			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	180	EA	HPE RAM	P00924-B21 32GB 2Rx4 PC4-2933Y-R Smart Kit	FY23	1000	1110	54100		275.00	49,500.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 49,500.00

<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