



# Procurement Review Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

Date: Oct 16, 2023

MinuteTraQ (IQM2) ID #: \_\_\_\_\_

<b>Vendor:</b> CDW Government LLC	<b>Vendor #:</b> 10667	<b>Contract Term:</b> 12/1/23-12/31/24	<b>Contract Total:</b> \$25,000.00
<b>Dept:</b> ETSB	<b>Contact:</b> Eve Kraus	<b>Phone:</b> 630-550-7743	<b>Assigned Committee:</b> ETSB
<b>Description of Procurement/ Scope of Work/ Background</b>	This open Purchase Order 923027 in the amount of \$25,000 will allow the ETSB to purchase computer equipment with a value less than \$5,000 per the National IPA2018011-01 contract through the vendor for the 9-1-1 System.		
<b>Reason for Procurement</b>	CDW-G has supplied the ETSB with necessary computer hardware such as keyboards, switches and cabling. This open Purchase Order will allow the ETSB to purchase replacement or new parts as needed throughout the fiscal year.		
<b>FUNDING SOURCE</b>			

☒ Procurement budgeted for (FY and budget code(s)): FY24-25 4000-5820-52100

☐ Budget Transfer (Date) \_\_\_\_\_ Add'l Information \_\_\_\_\_

### DECISION MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # \_\_\_\_\_ (QUOTE < \$25,000; BID ≥ \$25,000; attach Tabulation)

☐ RENEWAL, Enter Bid # \_\_\_\_\_ ☐ Intergovernmental Agreement

☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)

☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 ☐ Public Utility

☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

☒ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)

☒ Per Coop (DPC4-107) select one below

National IPA/TCPM #

IPA 2018011-01

☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # \_\_\_\_\_ (include Evaluation Summary if applicable)

☐ RENEWAL OF RFP # \_\_\_\_\_

☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)

☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)

☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)

☐ OTHER THAN LOWEST RESPONSIBLE, BID # \_\_\_\_\_

### PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Oct 16, 2023	LMZ	Oct 16, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

Date

### REVIEWED BY (Initials Only)

Buyer	Date		10/18/23
		Procurement Officer	Date

Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date
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