



# Procurement Review Comprehensive Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

| General Tracking                                                                                                                                                                                                                                                                                                                                                                                       |                                                   | Contract Terms                         |                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------|----------------------------------------------------|
| FILE ID#: 26-2071                                                                                                                                                                                                                                                                                                                                                                                      | RFP, BID, QUOTE OR RENEWAL #: SHI Quote #27687280 | INITIAL TERM WITH RENEWALS: OTHER      | INITIAL TERM TOTAL COST: \$46,054.20               |
| COMMITTEE: TECHNOLOGY                                                                                                                                                                                                                                                                                                                                                                                  | TARGET COMMITTEE DATE: 08/04/2026                 | PROMPT FOR RENEWAL: 3 MONTHS           | CONTRACT TOTAL COST WITH ALL RENEWALS: \$46,054.20 |
|                                                                                                                                                                                                                                                                                                                                                                                                        | CURRENT TERM TOTAL COST: \$46,054.20              | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM                  |
| Vendor Information                                                                                                                                                                                                                                                                                                                                                                                     |                                                   | Department Information                 |                                                    |
| VENDOR: SHI                                                                                                                                                                                                                                                                                                                                                                                            | VENDOR #: 14389                                   | DEPT: Information Technology           | DEPT CONTACT NAME: Joe Hamlin                      |
| VENDOR CONTACT: Travis Oberweis                                                                                                                                                                                                                                                                                                                                                                        | VENDOR CONTACT PHONE: 888-764-8888                | DEPT CONTACT PHONE #: 5063             | DEPT CONTACT EMAIL: Joe.Hamlin@dupagecounty.gov    |
| VENDOR CONTACT EMAIL: Travis_Oberweis@shi.com                                                                                                                                                                                                                                                                                                                                                          | VENDOR WEBSITE: www.shi.com                       | DEPT REQ #:                            |                                                    |
| <b>Overview</b>                                                                                                                                                                                                                                                                                                                                                                                        |                                                   |                                        |                                                    |
| DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). SpyCloud Enterprise threat protection allows DuPage County to monitor dark web activity as it pertains to our user accounts. We are purchasing this via a Sourcwell cooperative.                                                                  |                                                   |                                        |                                                    |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>Currently we do not have any monitoring in place to see if DuPage user credentials are being posted to the dark web. SpyCloud allows us to monitor the dark web to see if credentials are being posted, which in turn gives us the information needed to increase our cyber security resilience. |                                                   |                                        |                                                    |

### 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.<br>Sourcwell Contract #121923-SHI                                                                                                                                                                                                                                                          |
| 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).<br>1. Take no action.<br>2. Approve the procurement and allow Dupage County to better position our cyber security by giving us visibility into the dark web. |

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

|                                      |                                                                                                                                                                                                                                                     |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JUSTIFICATION</b>                 | Select an item from the following dropdown menu to justify why this is a sole source procurement.                                                                                                                                                   |
| <b>NECESSITY AND UNIQUE FEATURES</b> | 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. |
| <b>MARKET TESTING</b>                | 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.                                                                             |
| <b>AVAILABILITY</b>                  | 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:<br>SHI                      | Vendor#:<br>14389                 | Dept:<br>Information Technology             | Division:                                 |
| Attn:<br>Travis Oberweis            | Email:<br>Travis_Oberweis@shi.com | Attn:<br>Sarah Godzicki                     | Email:<br>ITAP@dupagecounty.gov           |
| Address:<br>290 Davidson Ave        | City:<br>Somerset                 | Address:<br>421 N County Farm Rd            | City:<br>Wheaton                          |
| State:<br>NJ                        | Zip:<br>08873                     | State:<br>IL                                | Zip:<br>60187                             |
| Phone:<br>888-764-8888              | Fax:                              | Phone:<br>630-407-5000                      | Fax:<br>630-407-5001                      |
| <i>Send Payments To:</i>            |                                   | <i>Ship to:</i>                             |                                           |
| Vendor:<br>SHI International Corp   | Vendor#:<br>14389                 | Dept:<br>Information Technology             | Division:                                 |
| Attn:                               | Email:                            | Attn:<br>Joe Hamlin                         | Email:<br>Joe.Hamlin@dupagecounty.gov     |
| Address:<br>P.O. Box 952121         | City:<br>Dallas                   | Address:<br>421 N County Farm Rd            | City:<br>Wheaton                          |
| State:<br>TX                        | Zip:<br>75395-2121                | State:<br>IL                                | Zip:<br>60187                             |
| Phone:                              | Fax:                              | Phone:<br>630-407-5000                      | Fax:<br>630-407-5001                      |
| Shipping                            |                                   | Contract Dates                              |                                           |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination               | Contract Start Date (PO25):<br>Aug 12, 2026 | Contract End Date (PO25):<br>Aug 11, 2027 |

| Purchase Requisition Line Details                                |     |     |                                   |                                                                                  |      |         |      |           |                             |                   |              |
|------------------------------------------------------------------|-----|-----|-----------------------------------|----------------------------------------------------------------------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN                                                               | Qty | UOM | Item Detail<br>(Product #)        | Description                                                                      | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1                                                                | 1   | EA  | ADG-E2                            | AD Guardian app for<br>Enterprise 2 license, per AD<br>domain                    | FY26 | 1000    | 1110 | 53807     |                             | 3,471.58          | 3,471.58     |
| 2                                                                | 1   | EA  | ENT-<br>TP-1000EMPL-<br>1001-5000 | Enterprise Threat Protection -<br>1000 employee package -<br>1001-5000 Employees | FY26 | 1000    | 1110 | 53807     |                             | 10,210.52         | 10,210.52    |
| 3                                                                | 1   | EA  | ENT-TP-<br>PLATFORM               | Enterprise Threat Protection -<br>Platform Access (inc 1000<br>employees)        | FY26 | 1000    | 1110 | 53807     |                             | 25,526.31         | 25,526.31    |
| 4                                                                | 1   | EA  | SUPPORT-<br>PREM                  | SpyCloud Premium Product<br>Support                                              | FY26 | 1000    | 1110 | 53806     |                             | 6,845.79          | 6,845.79     |
| <b><i>FY is required, ensure the correct FY is selected.</i></b> |     |     |                                   |                                                                                  |      |         |      |           |                             | Requisition Total | \$ 46,054.20 |

| 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. |