



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-0030-24	RFP, BID, QUOTE OR RENEWAL #: 21-104-IT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$162,240.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 10/01/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$162,240.00
	CURRENT TERM TOTAL COST: \$162,240.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Comcast Business	VENDOR #: 12382	DEPT: Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Erica Zaspal	VENDOR CONTACT PHONE: 630-824-8123	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: erica_zaspal@comcast.com	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 Comcast Internet service, based off of bid #21-104-IT			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Secured dedicated Internet connection.			

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

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: Comcast Business	Vendor#: 12382	Dept: Sheriff's Office	Division: Budget
Attn: Erica Zaspal	Email: erica_zaspal@comcast.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: P.O. Box 4928	City: Oak Brook	Address: 501 N County Farm Road	City: Wheaton
State: IL	Zip: 60522-4928	State: IL	Zip: 60187
Phone: 630-824-8123	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Comcast Business	Vendor#: 10597	Dept: Sheriff's Office	Division: IT
Attn:	Email:	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: PO Box 37601	City: Philadelphia	Address: 501 N County Farm Road	City: Wheaton
State: PA	Zip: 19101-0601	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 1, 2024	Contract End Date (PO25): Mar 31, 2027

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		Ethernet Service	FY24	1000	4400	53250		7,500.00	7,500.00
2	1	EA		Ethernet Service	FY24	1000	4400	53260		8,100.00	8,100.00
3	1	EA		Ethernet Service	FY25	1000	4400	53250		30,000.00	30,000.00
4	1	EA		Ethernet Service	FY25	1000	4400	53260		32,400.00	32,400.00
5	1	EA		Ethernet Service	FY26	1000	4400	53250		30,000.00	30,000.00
6	1	EA		Ethernet Service	FY26	1000	4400	53260		32,400.00	32,400.00
7	1	EA		Ethernet Service	FY27	1000	4400	53250		10,500.00	10,500.00
8	1	EA		Ethernet Service	FY27	1000	4400	53260		11,340.00	11,340.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 162,240.00

<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.