



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#: 25-2362	RFP, BID, QUOTE OR RENEWAL #: PPXK244	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$43,579.74
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$43,579.74
	CURRENT TERM TOTAL COST: \$43,579.74	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CDW-G	VENDOR #: 10667	DEPT: DuPage County Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Meagan McKone	VENDOR CONTACT PHONE: (866) 245-8102	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: meaganm@cdwg.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.). We are replacing the laptops used by the Illinois Correctional Academy. The current laptops are failing and not consistent for the requirements needed for the academy. We are also getting a cabinet to store the laptops when they are not in use, ensuring they are kept securely. CDW-G is using the Sourcewell 121923-CDWG Tech Catalog (121923) contract. This is a portion of a group asset purchase of IT equipment for the IT upgrade of these training rooms.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The current systems are five years old, and the internal systems are failing. We need laptops for our academic classes. CDW-G is on the Sourcewell contract.			

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. CDW-G is a local distributor of the computer systems we use, and they are on the Sourcewell contract.
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). The academy and most of the training is now electronic. Providing new equipment enhances overall training. There should be limited distraction for training, and failing equipment should not be one. In addition, ILETSB is requiring the use of computers for academy programs. If we maintain the status quo, the system would remain the same.

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: CDW-G	Vendor#: 10677	Dept: DuPage County Sheriff's Office	Division:
Attn: Meagan McKone	Email: meaganm@cdwg.com	Attn: Colleen Zbilski	Email: colleen.zbilski@DuPageSheriff.org
Address: 75 Remittance Drive Suite 1515	City: Chicago	Address: 501 N. County Farm Road	City: Wheaton
State: IL	Zip: 60675-1515	State: IL	Zip: 60187
Phone: (866) 245-8102	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CDW-G	Vendor#: 10677	Dept: DuPage County Sheriff's Office	Division:
Attn: Meagan McKone	Email: meaganm@cdwg.com	Attn: Jason Snow	Email: Jason.snow@dupagesheriff.org
Address: 75 Remittance Drive Suite 1515	City: Chicago	Address: 501 N. County Farm Road	City: Wheaton
State: IL	Zip: 60675-1515	State: IL	Zip: 60187
Phone: (866) 245-8102	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 27, 2025	Contract End Date (PO25): Nov 30, 2026

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		IT Equipment & Supplies	FY25	1000	4404	54100		43,579.74	43,579.74
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 43,579.74

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.