

Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST:		
25-2467	CDW Quote	OTHER	\$4,095,838.65		
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:		
TECHNOLOGY	10/21/2025	3 MONTHS	\$4,095,838.65		
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:		
	\$4,095,838.65	THREE YEARS	INITIAL TERM		
Vendor Information		Department Information			
VENDOR:	VENDOR #:	DEPT:	DEPT CONTACT NAME:		
CDW-G	10667	Information Technology	Joe Ham l in		
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:		
Meagan McKone 312-705-9502 6.		630-407-5000	joe.hamlin@dupagecounty.gov		
VENDOR CONTACT EMA I L:	VENDOR WEBSITE:	DEPT REQ #:			
MeaganM@cdwg.com	www.cdwg.com				

Overview

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 requesting that we enter into a new 3 year agreement to keep our Microsoft licensing active. This agreement was procured using the State of Illinois Master Agreement #8250858, which was awarded to CDW-G.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

This procurement is vital to keep the county running. All of our users utilize the Microsoft system on a daily basis to complete job tasks. The Enterprise agreement includes all Windows server and Windows desktop licensing, in addition to all Office licensing.

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 COOPERATIVE (DPC2-352), GOVER	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. NMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING			

	SECTION 3: DECISION MEMO					
SOURCE SELECTION	Describe method used to select source. We utilized the State of Illinois contract for Microsoft licensing.					
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). 1. Enter into the Enterprise Agreement and keep the county functioning. 2. Take no action, leaving county staff unable to accomplish daily job tasks.					

	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: Purcha	se Requisition Informat	ion			
Send i	Purchase Order To:	Send	Send Invoices To:			
Vendor: CDW Government	Vendor#: 312-705-9502	Dept: Information Technology	Division:			
Attn: Maegan McKone	Emai l : Meaganm@cdwg.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov			
Address: 230 N. Milwaukee Ave.	City: Vernon Hills	Address: 421 N. County Farm Rd.	City: Wheaton			
State: IL	Zip: 60061	State:	Zip: 60187			
Phone: 312-705-9093	Fax:	Phone: 630-407-5037	Fax:			
Send Payments To:		Ship to:				
Vendor: CDW Government	Vendor#: 312-705-9502	Dept: Information Technology	Division:			
Attn:	Email:	Attn: Joe Hamlin	Email: Joe.Hamlin@dupagecounty.gov			
Address: 75 Remittance Drive	City: Chicago	Address: City: 421 N. County Farm Rd. Wheaton				
State: IL	Zip: 60675-1515	State:	Zip: 60187			
Phone:	one: Fax:		Fax:			
Shipping		Contract Dates				
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025 Contract End Date (PO25): Nov 30, 2028				

	Purchase Requisition Line Details										
LN	Qty	UOM	ltem Detai l (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA	EA Year 1	Microsoft licenses for DuPage County	FY26	1000	1110	53807		1,365,279.55	1,365,279.55
2	1	EA	EA Year 2	Microsoft licenses for DuPage County	FY27	1000	1110	53807		1,365,279.55	1,365,279.55
3	1	EA	EA Year 3	Microsoft licenses for DuPage County	FY28	1000	1110	53807		1,365,279.55	1,365,279.55
FY is required, ensure the correct FY is selected. Requisition Total					\$ 4,095,838.65						

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. Please send PO to Sarah Godzicki & Joe Hamlin and copy both when emailing PO to vendor.			
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.			