



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: CDW Government	Vendor#: 312-705-9502	Dept: Information Technology	Division:
Attn: Maegan McKone	Email: 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: IL	Zip: 60187
Phone: 312-705-9093	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
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: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60675-1515	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5000	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	Item Detail (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
<i>FY is required, ensure the correct FY is selected.</i>										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.