



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#: 24-2546	RFP, BID, QUOTE OR RENEWAL #: Quotation #25317013	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$229,123.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/01/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$229,123.00
	CURRENT TERM TOTAL COST: \$229,123.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: SHI International Corp	VENDOR #: 14389	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Mark Brum	VENDOR CONTACT PHONE: 732-652-4760	DEPT CONTACT PHONE #: 630-407-5023	DEPT CONTACT EMAIL: Shanita.Thompson@dupagecounty.gov
VENDOR CONTACT EMAIL: mark_brum@shi.com	VENDOR WEBSITE: shi.com	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.). Purchase laptops, docks, and monitors to replace current equipment that is reaching end of life. Equipment purchased off of coop agreement Sourcewell- Technology Products & Solutions Contract #: 121923-SHI. Total cost \$229,123.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement of older laptops, docks and monitors to improve performance and remove outdated, failing equipment for across County Departments. Many items have become out of warranty and have become harder to maintain.			

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. Cooperative Contracts (Sourcewell - Technology Products & Solutions Contract #121923). SHI honored the same pricing from previous purchase. Equipment is identical to what was ordered previously.
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). Staff recommends approving purchase to avoid issues with equipment reaching end of life.

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: SHI International Corp	Vendor#: 14389	Dept: Information Technology	Division:
Attn: Mark Brum	Email: mark_brum@shi.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 290 Davidson Avenue	City: Somerset	Address: 421 N. County Farm Road	City: Wheaton
State: NJ	Zip: 08873	State: Illinois	Zip: 60187
Phone: 888-744-4084	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SHI International Corp.	Vendor#: 14389	Dept: Information Technology	Division:
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupagecounty.gov
Address: P.O. Box 952121	City: Dallas	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75395-2121	State: Illinois	Zip: 60187
Phone:	Fax:	Phone: 630-407-5023	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 8, 2024	Contract End Date (PO25): Nov 30, 2024

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	150	EA	HP, Inc. - Part#: A14SKUT#ABA	HP EliteBook 860 G11 Notebook - Wolf Pro Security - Intel Core Ultra 7 - 165U / up to 4.9 GHz - vPro - Win 11 Pro - Intel Graphics - 16 GB RAM - 512 GB SSD NVMe, TLC - 16" IPS 1920 x 1200 - IEEE 802.11b, IEEE 802.11a, IEEE 802.11g, IEEE 802.11n, IEEE 802	FY24	1000	1110	52100		1,128.25	169,237.50
2	150	EA	HP, Inc. - Part#: U85XBE	Electronic HP Care Pack Premium+ Onsite Support with Telemetry - Extended service agreement - parts and labor - 3 years - on-site - 9x5 - response time: NBD - for Elite x360; EliteBook 1040 G11, 83X G11, 845 G7, 84X G11, 86X G11	FY24	1000	1110	52100		72.92	10,938.00
3	200	EA	Acer - Part#: UM.QB7AA.E02	Acer Vero B247Y Ebmiprx	FY24	1000	1110	52100		150.59	30,118.00
4	150	EA	HP, Inc. - Part#: 5TW10AA#ABA	HP USB-C Dock G5 U.S. - English localization - Windows 10; Windows 11; macOS; Chrome OS - One-year limited warranty.	FY24	1000	1110	52100		125.53	18,829.50
										Requisition Total	\$ 229,123.00

FY is required, ensure the correct FY is selected.

<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. Please send PO and correspondences to Sarah Godzicki and Shanita Thompson.
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.