



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#: 25-1378	RFP, BID, QUOTE OR RENEWAL #: 4621	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,600.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 06/03/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,600.00
	CURRENT TERM TOTAL COST: \$15,600.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Comcast Cable	VENDOR #: 12382	DEPT: DuPage Care Center	DEPT CONTACT NAME: Shauna Berman
VENDOR CONTACT: Denice Corbin	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-784-4261	DEPT CONTACT EMAIL: shauna.berman@dupagecounty.gov
VENDOR CONTACT EMAIL: denice_corbin@comcast.com	VENDOR WEBSITE:	DEPT REQ #: 7510	
<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.). Cable services for 1 east, Sub-Acute, in the DuPage Care Center, for the period June 1, 2025 through May 31, 2026, for a contract total amount of \$15,600.00, under bid renewal 4621.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Cable services to benefit our short-term residents.			

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.
RENEWAL

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 Cable	Vendor#: 12382	Dept: DuPage Care Center	Division: Administration
Attn: Denice Corbin	Email: Denice_Corbin@comcast.com	Attn: Shauna Berman	Email: shauna.berman@dupagecounty.gov
Address: One Comcast Center, 32nd Floor	City: Philadelphia	Address: 400 N. County Farm Road	City: Wheaton
State: PA	Zip: 19103	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4261	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Comcast Cable	Vendor#: 12382	Dept: DuPage Care Center	Division:
Attn:	Email: Denice_Corbin@comcast.com	Attn:	Email: shauna.berman@dupagecounty.gov
Address: One Comcast Center, 32nd Floor	City: Philadelphia	Address: 400 N. County Farm Road	City: Wheaton
State: PA	Zip: 19103	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4261	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): June 1, 2025	Contract End Date (PO25): May 31, 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		cable services	FY25	1200	2050	53250		7,800.00	7,800.00
2	1	EA		cable services	FY26	1200	2050	53250		7,800.00	7,800.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 15,600.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Cable services for 1 east, Sub-Acute, in the DuPage Care Center, for the period June 1, 2025 through May 31, 2026, for a contract total amount of \$15,600.00, under bid renewal 4621.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. HS Committee June 3, 2025
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.