



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

### SECTION 1: DESCRIPTION

| General Tracking                                                                                                                                                                                                                                                                         |                                                  | Contract Terms                                              |                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------|
| FILE ID#:<br>FI-P-0017-25                                                                                                                                                                                                                                                                | RFP, BID, QUOTE OR RENEWAL #:<br>RFP #25-107-ROE | INITIAL TERM WITH RENEWALS:<br>1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST:<br>\$45,000.00                |
| COMMITTEE:<br>FINANCE                                                                                                                                                                                                                                                                    | TARGET COMMITTEE DATE:<br>11/12/2025             | PROMPT FOR RENEWAL:                                         | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$180,000.00 |
|                                                                                                                                                                                                                                                                                          | CURRENT TERM TOTAL COST:<br>\$45,000.00          | MAX LENGTH WITH ALL RENEWALS:<br>FOUR YEARS                 | CURRENT TERM PERIOD:                                   |
| Vendor Information                                                                                                                                                                                                                                                                       |                                                  | Department Information                                      |                                                        |
| VENDOR:<br>EDU Solutions                                                                                                                                                                                                                                                                 | VENDOR #:                                        | DEPT:<br>ROE                                                | DEPT CONTACT NAME:<br>Amber Quirk                      |
| VENDOR CONTACT:<br>Michael Ryan                                                                                                                                                                                                                                                          | VENDOR CONTACT PHONE:<br>773-354-0683            | DEPT CONTACT PHONE #:<br>x5772                              | DEPT CONTACT EMAIL:<br>aquirk@dupageroe.org            |
| VENDOR CONTACT EMAIL:<br>mike_ryan@outlook.com                                                                                                                                                                                                                                           | VENDOR WEBSITE:                                  | 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.).<br>IT consultant for ROE, per RFP #25-107-ROE, for the period of 11/15/25 - 11/30/26, for an amount not to exceed \$45,000.00.      |                                                  |                                                             |                                                        |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>To oversee the planning, implementation, integration, & support of all operational technology to enhance student learning, staff productivity, cybersecurity, & system efficiency. |                                                  |                                                             |                                                        |

### 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.     |
| RFP (REQUEST FOR PROPOSAL) |                                                                                                              |

### SECTION 3: DECISION MEMO

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SOURCE SELECTION                    | Describe method used to select source.<br>Request for Proposal (RFP), evaluation with a point system of the RFP's received.                                                                                                                                                                                                                                                                                                                                        |
| 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).<br>Recommending contract with EDU Solutions, based on their experience in educational settings.<br>Alternatives:<br>1) Issue another RFP (select another vendor from RFP review)<br>2) Have ROE perform this work with existing staff who do not have the necessary experience and expertise. |

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

|                                      |                                                                                                                                                                                                                                                     |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JUSTIFICATION</b>                 | Select an item from the following dropdown menu to justify why this is a sole source procurement.                                                                                                                                                   |
| <b>NECESSITY AND UNIQUE FEATURES</b> | 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. |
| <b>MARKET TESTING</b>                | 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.                                                                             |
| <b>AVAILABILITY</b>                  | 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:<br>EDU Solutions            | Vendor#:                        | Dept:<br>ROE                                | Division:<br>N/A                          |
| Attn:<br>Mike Ryan                  | Email:<br>mike_ryan@outlook.com | Attn:                                       | Email:<br>accountspayable@dupageroe.org   |
| Address:<br>11000 Jann Ct.          | City:<br>LaGrange               | Address:<br>421 N. County Farm Rd.          | City:<br>Wheaton                          |
| State:<br>IL                        | Zip:<br>60525                   | State:<br>IL                                | Zip:<br>60187                             |
| Phone:<br>773-354-0683              | Fax:                            | Phone:<br>630-407-5800                      | Fax:                                      |
| <i>Send Payments To:</i>            |                                 | <i>Ship to:</i>                             |                                           |
| Vendor:<br>EDU Solutions            | Vendor#:                        | Dept:                                       | Division:                                 |
| Attn:                               | Email:<br>mike_ryan@outlook.com | Attn:                                       | Email:                                    |
| Address:<br>11000 Jann Ct.          | City:<br>LaGrange               | Address:                                    | City:                                     |
| State:<br>IL                        | Zip:<br>60525                   | State:                                      | Zip:                                      |
| Phone:<br>773-354-0683              | Fax:                            | Phone:                                      | Fax:                                      |
| Shipping                            |                                 | Contract Dates                              |                                           |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination             | Contract Start Date (PO25):<br>Nov 15, 2025 | Contract End Date (PO25):<br>Nov 30, 2026 |

| Purchase Requisition Line Details                         |     |     |                            |                        |      |         |      |           |                             |                   |              |
|-----------------------------------------------------------|-----|-----|----------------------------|------------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN                                                        | Qty | UOM | Item Detail<br>(Product #) | Description            | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1                                                         | 1   | EA  |                            | IT Consultant Services | FY25 | 1000    | 5700 | 53090     |                             | 45,000.00         | 45,000.00    |
| <b>FY is required, ensure the correct FY is selected.</b> |     |     |                            |                        |      |         |      |           |                             | Requisition Total | \$ 45,000.00 |

| 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. |