

This form must accompan	iy all Purchase Order Requisitions	j				
	SECTION 1:	DESCRIPTION				
General Tracking		Contract Terms				
FILE ID#: FI-P-0017-25	RFP, BID, QUOTE OR RENEWAL #: RFP #25-107-ROE	INITIAL TERM WITH RENEWALS: INITIAL TERM TOTAL COST: \$45,000.00				
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/12/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$180,000.00			
	CURRENT TERM TOTAL COST: \$45,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD:			
Vendor Information		Department Information				
VENDOR: VENDOR #: EDU Solutions		DEPT: ROE	DEPT CONTACT NAME: Amber Quirk			
VENDOR CONTACT: VENDOR CONTACT PHONE: Michael Ryan 773-354-0683		DEPT CONTACT PHONE #: DEPT CONTACT EMAIL: aquirk@dupageroe.org				
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:				

Overview

mike_ryan@outlook.com

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). 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. To oversee the planning implementation integration & support of all operational technology to enhance student learning.

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 RFP (REQUEST FOR PROPOSAL)	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. 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). Recommending contract with EDU Solutions, based on their experience in educational settings. Alternatives: 1) Issue another RFP (select another vendor from RFP review) 2) Have ROE perform this work with existing staff who do not have the necessary experience and expertise.					

	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.

		se Requisition Informat				
Send	d Purchase Order To:	Send Invoices To:				
Vendor:	Vendor#:	Dept:	Division:			
EDU Solutions		ROE	N/A			
Attn:	Email:	Attn:	Email:			
Mike Ryan	mike_ryan@outlook.com		accountspayable@dupageroe.org			
Address:	City:	Address:	City:			
11000 Jann Ct.	LaGrange	421 N. County Farm Rd.	Wheaton			
State:	Zip:	State:	Zip:			
IL	60525	IL	60187			
Phone:	Fax:	Phone:	Fax:			
773-354-0683		630-407-5800				
S	end Payments To:	Ship to:				
Vendor:	Vendor#:	Dept:	Division:			
EDU Solutions						
Attn:	Email:	Attn:	Email:			
	mike_ryan@outlook.com					
Address:	City:	Address:	City:			
11000 Jann Ct.	LaGrange					
State:	Zip:	State:	Zip:			
IL	60525					
Phone:	Fax:	Phone:	Fax:			
773-354-0683						
Shipping		Contract Dates				
Payment Terms:	FOB:	Contract Start Date (PO25):	Contract End Date (PO25):			
PER 50 ILCS 505/1	Destination	Nov 15, 2025	Nov 30, 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		IT Consultant Services	FY25	1000	5700	53090		45,000.00	45,000.00
FY is required, ensure the correct FY is selected. 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.			