



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2372	RFP, BID, QUOTE OR RENEWAL #: Quote #0228797656	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$337,369.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$337,369.00
	CURRENT TERM TOTAL COST: \$337,369.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Insight Public Sector	VENDOR #: 10809	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Bob Erwin	VENDOR CONTACT PHONE: 480-366-7058	DEPT CONTACT PHONE #: 630-407-5023	DEPT CONTACT EMAIL: Shanita.Thompson@dupagecounty.gov
VENDOR CONTACT EMAIL: Bob.Erwin@Insight.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.). Purchase laptops, desktops, docks, and monitors to replace current equipment that is reaching end of life. Equipment is being purchased using the Omnia Partners IT Products & Services Cooperative Agreement #23-6692-03 for a total cost not to exceed \$337,369.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is for the replacement of older laptops, desktops, docks, and monitors and will improve performance and remove outdated, failing equipment across County Departments. Many items have become out of warranty and are difficult 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. Omnia Partners IT Products & Services Cooperative Agreement #23-6692-03
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) Do not replace current equipment that is out of warranty and difficult to maintain. 2) Staff recommends approving this purchase so staff is able to continue their work effectively with equipment that will improve their performance and remove outdated, failing equipment.

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: Insight Public Sector	Vendor#: 10809	Dept: IT	Division:
Attn:	Email:	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 6820 Harl Ave.	City: Tempe	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85283-4318	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#:	Dept:	Division:
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	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 15, 2025	Contract End Date (PO25): Nov 30, 2025

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	136	EA	U4395E	Electronic HP Care Pack Pick-Up and Return Service - extended service agreement - 3 years	FY25	1000	1110	53370		65.00	8,840.00
2	136	EA	A6TF3UT#ABA	HP EliteBook 860 G11 Notebook - AI Ready - 16" - Intel Core Ultra 7 - 165U - vPro - 16 GB RAM - 512 GB SSD - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1110	52100		1,142.00	155,312.00
3	30	EA	5TW10AA#ABA	HP USB-C Dock G5 - docking station - USB-C - 1GbE	FY25	1000	1110	52100		130.00	3,900.00
4	72	EA	BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1110	52100		1,340.00	96,480.00
5	161	EA	UM.QB7AA.G02	Acer Vero B247Y Gbmiprx - B7 Series - LED monitor - Full HD (1080p) - 24"	FY25	1000	1110	52100		122.00	19,642.00
6	9	EA	U4395E	Electronic HP Care Pack Pick-Up and Return Service - extended service agreement - 3 years	FY25	1000	1150	53370		65.00	585.00
7	9	EA	A6TF3UT#ABA	HP EliteBook 860 G11 Notebook - AI Ready - 16" - Intel Core Ultra 7 - 165U - vPro - 16 GB RAM - 512 GB SSD - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1150	52100		1,142.00	10,278.00
8	1	EA	BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1150	52100		1,340.00	1,340.00
9	1	EA	U4395E	Electronic HP Care Pack Pick-Up and Return Service - extended service agreement - 3 years	FY25	1000	1120	53370		65.00	65.00
10	1	EA	A6TF3UT#ABA	HP EliteBook 860 G11 Notebook - AI Ready - 16" - Intel Core Ultra 7 - 165U - vPro - 16 GB RAM - 512 GB SSD - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1120	52100		1,142.00	1,142.00
11	3	EA	BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1120	52100		1,340.00	4,020.00
12	14	EA	BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1100	52100		1,340.00	18,760.00
13	35	EA	UM.QB7AA.G02	Acer Vero B247Y Gbmiprx - B7 Series - LED monitor - Full HD (1080p) - 24"	FY25	1000	6300	52100		122.00	4,270.00
14	5	EA	U4395E	Electronic HP Care Pack Pick-Up and Return Service - extended service agreement - 3 years	FY25	1000	1130	53370		65.00	325.00
15	5	EA	A6TF3UT#ABA	HP EliteBook 860 G11 Notebook - AI Ready - 16" - Intel Core Ultra 7 - 165U - vPro - 16 GB RAM - 512 GB SSD - US - with HP Wolf Pro Security Edition (1 year)		1000	1130	52100		1,142.00	5,710.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
16	5	EA	BQ4B9UT#ABA	HP EliteDesk 8 G1i AI - mini desktop Core Ultra 7 265T 1.5 GHz - 16 GB - SSD 512 GB - US - with HP Wolf Pro Security Edition (1 year)	FY25	1000	1130	52100		1,340.00	6,700.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 337,369.00

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. 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.