



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#: JPS-P-0028-24	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$404,000.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 10/01/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$404,000.00
	CURRENT TERM TOTAL COST: \$404,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: AT&T Mobility	VENDOR #: 10009	DEPT: Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Avani Patel	VENDOR CONTACT PHONE: 630-240-0965	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: Avani.Patel@att.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.).  
 Procurement of AT&T wireless services and devices for cellular needs throughout the County, per WSCA/NASPO #MA149.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  
 AT&T won a contract with Federal Government to build the only separate network for First Responders and primary support departments. They have been building this network for the past several years. The County moved from Verizon Wireless to AT&T FirstNet Wireless in November 2021 to allow our Public Safety First Responders (Sheriff, OHSEM, State's Attorney, etc) and primary support departments (DOT, Stormwater, Public Works, etc) to have access to the private Bank 14 wireless network and ensure that they can communicate in times of emergencies. Additionally, our campus became a micro site for AT&T with the installation of their dish on the ETSB tower. The east side campus buildings 421, 501, 503 & 505 are equipped with the AT&T Firstnet DAS (digital antenna system) providing 5G coverage to the building. The west side of them campus is served through the AT&T dish mounted on the ETSB tower and do not require the DAS

**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. AT&T has the only Federal Government private band network, FirstNet, for first responders. The pricing is additionally part of a NASPO cooperative contract/agreement MA149, which was renewed on 3/19/24.
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). In order to ensure cellular communications in time of disaster when commercial cellular bands are congested, staff recommends continuing the County's cellular service with AT&T FirstNet.

## 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: AT&T Mobility	Vendor#: 10009	Dept: Sheriff's Office	Division: Budget
Attn: Avani Patel	Email: Avani.Patel@att.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 225 W Randolph St	City: Chicago	Address: 501 N County Farm Road	City: Wheaton
State: IL	Zip: 60606	State: IL	Zip: 60187
Phone: 630-240-0965	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: AT&T Mobility	Vendor#: 10009	Dept: Sheriff's Office	Division: IT
Attn:	Email:	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: PO Box 6463	City: Carol Stream	Address: 501 N County Farm Road	City: Wheaton
State: IL	Zip: 60197-0463	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-2072	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 15, 2024	Contract End Date (PO25): Jul 24, 2027

**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		Wireless Service	FY24	1000	4400	53260		44,000.00	44,000.00
2	1	EA		Wireless Service	FY25	1000	4400	53260		135,000.00	135,000.00
3	1	EA		Wireless Service	FY26	1000	4400	53260		135,000.00	135,000.00
4	1	EA		Wireless Service	FY27	1000	4400	53260		90,000.00	90,000.00
										Requisition Total	\$ 404,000.00

**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.
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.